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CENSUS OF INDIA 1981

SERIES 28

DELHI

PART I-A

ADMINISTRATION REPORT—ENUMERATION

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Of the Indian Administrative Service
Director of Census Operations,
Delhi

CENSUS OF INDIA 1981

SERIES 28—DELHI

List of Publications to be released

1.	Part I-A	Administration Report—Enumeration
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PREFACE

Of all the reports brought out by the Census Organisation, the Administration Report is the only one such publication which is not meant for general use. It is meant for official use only.

The Report is intended to be a guide to the successor at the following Census. The main aim of this Report is to provide at one place as detailed an account as possible of the organisation of the Census in the Union Territory, in all its facets. Here an attempt has been made to provide a balanced account of what has been done or could be done in future towards improving the entire Census Operations.

For a visual picture, some photographs relating to the operations in typical situations such as enumeration of houseless persons have been included in the report. Delhi with a fast growing population, slums, katras and unauthorised colonies poses many problems for a Census taker. The report presents experiences of all of my colleagues in the Census and the various organisational problems and how we solved them.

It is my earnest hope that my successor in 1991 will find the report quite helpful. In preparing this report I have been greatly assisted by S/Shri S. S. S. Jaiswal and M. L. Sharma, Dy. Director and Asstt. Director, respectively, and they both deserve my grateful thanks.

V.K. BHALLA

Director of Census Operations, Delhi

DELHI

Dated June 30th, 1983

CHAPTER 1—INTRODUCTION

It is the general practice that a Director of Census Operations resumes his office at least two or three years before the actual conduct of the decennial Census. Shri V. V. Mongia joined as Director on 23rd July, 1979 and continued with his assignment upto 18th September, 1979, when he joined the Ministry of Agriculture. This switch-over necessitated fresh efforts on the part of the Registrar General, India to select a new incumbent for the job. I was in N. E. sector and was posted as Deputy Commissioner, Dist. East Kameng in Arunachal Pradesh when I came to know about my appointment as the Director of Census Operations, Delhi. I could not be released by the Government of Arunachal Pradesh earlier than third week of June, 1980. Thus, during the intervening period when Shri Mongia left and I joined, the Census Office functioned without a Director.

Although like my predecessor I had the advantage of succeeding to a well-set organisation with a sufficient number of experienced hands details of which are given in the chapter on 'Building up of the Organisation', I had to cover a distance to catch up with my other colleagues in the different States & Union Territories in the country. Most of Census Conferences involving the Data Users and the Directors of Census Operations had already been held by then and my immediate anxiety was to ensure the smooth conduct of the Houselisting Operations which is a preliminary step towards the actual Count. I am one of those who believe in the dictum that if there is a will to do a job there is nothing which can stop one accomplishing the same. I had good subordinates and a very considerate Head viz., Shri P. Padmanabha to whom I could look for guidance in time of need.

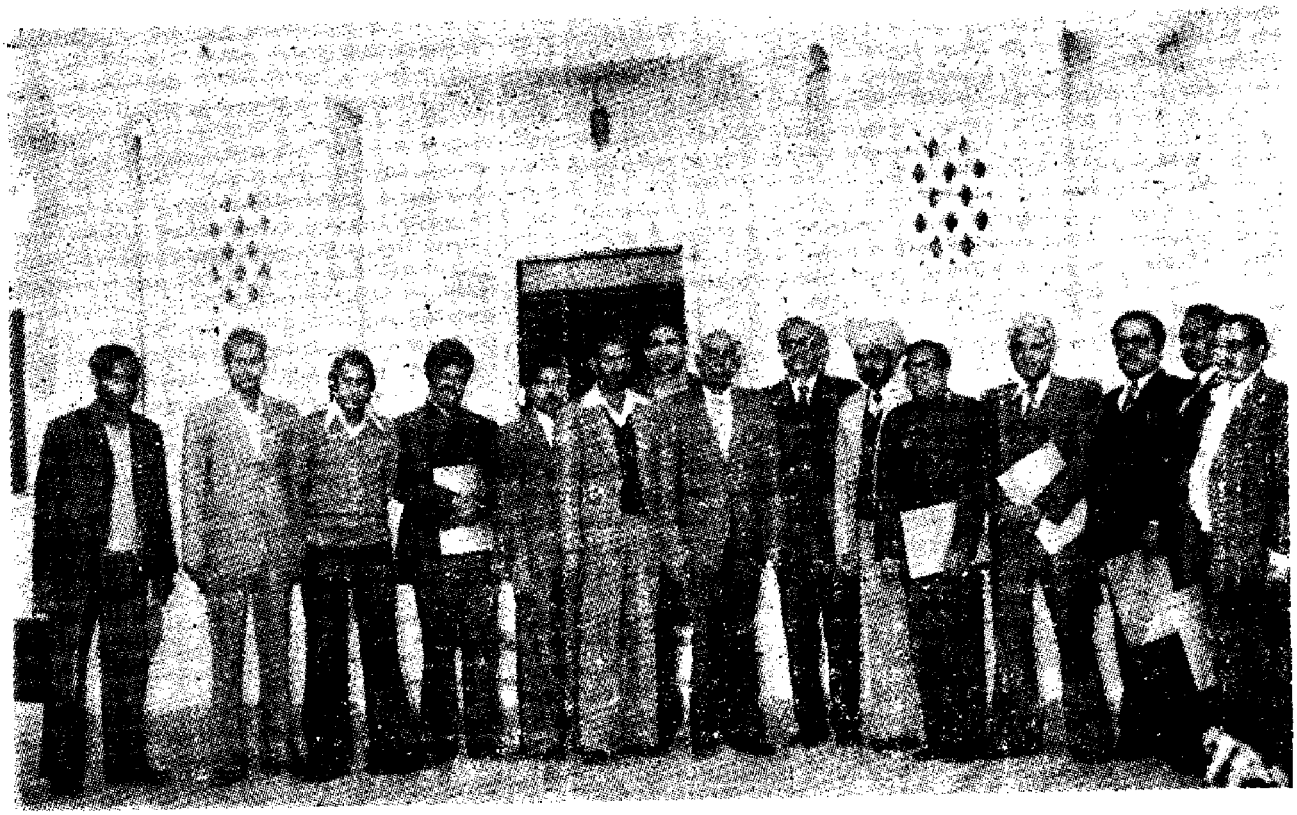
Census is a work of national importance and I felt privileged to have been asked to take up this work. Although there were a number of problems like accommodation for office, availability of proper transport etc., with the help of my colleagues in Delhi Administration where I had worked earlier for a number of years, I was able to solve these problems. I, however, feel that my appointment was very much delayed. For the smooth running of such a gigantic operation, it would appear essential that the Directors in the Census Offices should be in position at least a minimum of two years in advance of the actual conduct of the Census.

Besides attending to the preliminaries for the conduct of the Houselisting Operations and the Census I had to make sure that the backlog of 1971 Census was also cleared. There were a few publications pertaining to 1971 Census which had not seen the light of the day even till 1980 when I joined. These were Part I-B General Report, Part II-B General Economic Tables, Part II-C(ii) Social and Cultural Tables and the Census Atlas for 1971. With personal efforts I was able to see that Part I-B was immediately out, Part II-C (ii) came out in December, 1980 and Part II-B in July, 1981. Ironically, the Census Atlas of 1971 could be brought out in a printed form only on 10th December, 1981 i.e., after a lapse of full decade. Publications at the Government press take considerable time. Even when these are assigned to the private presses sometime matters get delayed. The Census data loses the utility if they are not brought out in a printed form in time and here it is that a personal interest at the senior level is most essential. Another aspect which is of vital importance for the Director of Census is the immediate rapport with the various officers of the local administration and the local bodies and I lost no time in moving towards this direction. These contacts proved very helpful in the solution of various difficulties which I had to face at later stages. In the following chapters are given some of the various facets of the Census activity and the arrangements made in regard to these from time to time.

CHAPTER II– INITIAL PREPARATORY MEASURES

Organisation of Census is a mammoth operation. This requires not only a good deal of personal initiative by the Director of Census Operations, but also the use of ingenuity and skill in winning the confidence and co-operation of the State Government officials as well as Local Bodies throughout a State/Union Territory, through whom these operations are carried out. The Director of Census Operations has no administrative control over these functionaries and it is only by commanding their goodwill that he can get the best out of them. At the apex in the Census Organisation, the Registrar General, India is the guiding soul behind all these operations. After the Directors of Census Operations get settled in their positions and familiarise themselves with the work they are expected to do, the Registrar General from time to time keeps on writing to them about the various steps to be taken in regard to the organisation of the Census.

The main aim of the Census is to enumerate as on the Census date all the individuals in the country. These individuals live in some area or the other either by themselves or in clusters. In order to ensure that all the individuals are covered at the time of the Census, it becomes absolutely necessary to prepare a list of all the areas which comprise a particular State/Union Territory. For administrative purposes, each State/Union Territory is divided into districts, each district into tehsils/talukas/police stations/development blocks and below this level, there are villages and towns. Since several jurisdictional changes take place from time to time, it is necessary that before the actual organisational work for the Census is taken up, one should take stock of all such changes and up-date one's frame. This requires obtaining lists of districts, tehsils etc., and comparing the jurisdictional changes with the previous Census. Similarly, lists of villages/towns are also



A team of studious staff-members of Census Operations & other Officers engaged on census taking

required. The correctness of the frame depends upon these lists. It was, therefore, but natural that a specific communication (Reproduced and included in Appendix...) in this regard was issued by the Registrar General to all the Directors as early as in January, 1978. This communication was followed by a detailed Circular (No. 1) (Reproduced and included in Appendix I) in regard to the classification of the areas into rural and urban. This Circular was issued in February, 1979 followed by another Circular in June, 1979 which outlined the general instructions in regard to the organisation of the Census of India. Subsequently a number of Circulars were issued by the Registrar General dealing with specific topics, details in regard to which are contained in the following chapters, where each subject is dealt with separately. These Circulars (given in Appendix I) required follow up action to be taken up by the Director which, in quite a number of cases, necessitated collection of information from the State Government/ Local Bodies, in regard to jurisdictional changes, details of machinery available for appointment as Census Officers/Charge Officers etc. etc. Further details in this regard will also be found in the paragraphs dealing specifically with these subjects. The Directorate of Census Operations also issued a number of Circulars from time to time dealing with specific items of work under the Census. These are reproduced at Appendix II.

Unlike other States, all work pertaining to the Census in the Union Territory of Delhi was attended to by the Directorate itself. There was no district machinery through whom these operations could be carried. The work relating to bringing up-to-date the Charge Maps delineation of enumeration blocks, selection of Census Officers/Charge Officers/Supervisors/ Enumerators, their training, supply of material to them, collection of filled-in schedules etc. and other related activities were attended to by the Direcorate staff itself. All this required a close supervision over the work both in the Office as well as in the field on the part of the Director and his Officers.

Preparatory work for 1981 Census 'First Data Users' Conference

Preparations for evolving census questionnaires, concepts and procedures for 1981 decennial population census of India were taken in hand by the Office of the Registrar General, India by holding a three day Conference of Data Users representing various Ministries and Departments of the Government of India, Planning Commission, State Governments, Research Institutions, Universities etc., during 13-15 February, 1978 at New Delhi. The main purpose of this Conference was to elicit the views and consider the various requirements of the users of Census data so that the questionnaires ultimately canvassed yielded the type of data that would be most useful. A set of working papers dealing with the 'Strategy for 1981 Census', Houselist and Household Establishment Schedule, topics to be investigated through Individual Slip (Universal) as well as Individual Slip (Sample), Household Schedule, Population Record and Ancilliary Studies were discussed at this Conference. Based on these discussions certain questionnaires were evolved. The basic documents devised were the Individual Slip, the Houselist and the Household Establishment Schedule with the connected forms such as the population record etc.

Pilot Study—1981 Census

Pilot Studies to try out these questionnaires were organised during June, 1978, in the field under Census conditions in the States of Andhra Pradesh, Gujarat, Haryana, Jammu & Kashmir, Karnataka, Kerala, Rajasthan, U.P. and West Bengal with sunrise of 19th June, 1978 as a reference date. The main aim of the study was to assess the methodology and have an idea of the reaction of the respondents to the various questions proposed to be canvassed during the Census. This enquiry was confined to demographic, social, cultural and economic characteristics only. Questions on migration and fertility were not tested during the Pilot Study. This Pilot Study was carried out adhering to the preliminary operations of Census viz., drawing up of a Notional Map, numbering of houses etc etc. No houselisting Operations were, however, carried out during the Pilot Study. The Pilot Study was not conducted in the Union Territory of Delhi.

First Pre-test

Closely following this Pilot Study, the first Pre-test was conducted in all the States and the Union Territories of India (except Lakshadweep, Mizoram, Dadara & Nagar Haveli and Pondicherry) during September-October 1978. This pre-test was conducted in the full Census drill namely house numbering, preparation of notional maps, houselisting, canvassing of household and establishment schedules, the individual slip and filling up of other forms. In the States of Uttar Pradesh, Bihar, West Bengal, Tamil Nadu and Madhya Pradesh, this pre-test was conducted in 20 Rural Blocks and 10 Urban Blocks while in the States of Andhra Pradesh, Assam, Gujarat, Haryana, Kerala, Maharashtra and Punjab, the pre-test was carried out in 10 Rural and 10 Urban Blocks. In the remaining States and Union Territories, 5 Rural and 5 Urban Blocks were covered in the pre-test. It was stipulated that these blocks should be from one district or at the most from two districts. These blocks were selected keeping in view the convenience of visiting them and availability of adequate communications. Since one of the intentions was to test migration questions as well as fertility questions, some of the blocks were selected purposely so as to ensure sufficient influence of urbanisation.

So far as the Union Territory of Delhi is concerned, the Pre-test was carried out during the period 14th September, 1978 to 29th September, 1978 with a revisional round on 30th September and 1st October, 1978. The selection of the units covered was done by the Directorate of Census Operations, but this list had to be amended later due to floods in the Union Territory of Delhi with the result that two rural and one urban unit had to be replaced.

The area covered during the first Pre-test were as under:—

Location Code of the Unit	Details of the Unit	Population in 1971	Population according to the first Pre-test
N.D.M.C.			
1. 1/I/9/481	Sardar Patel Marg H. Nos. 25-30, Malcha Marg H. Nos. 2-166(even), Panchsheel Marg H. Nos. 1-5, I Nayaya Marg H. Nos. 1-3 and T. Huts near it.	778	870
Delhi Cantt.			
2. 1/II/1/4	C.B. Qr. Nos. 145-199/1-3, Sadar Bazar, Delhi Cantt.	702	675
D.M.C. (Urban)			
3. 1/III/3/331	Jhilmil Colony Block D, H. Nos. 107-208	582	608
4. 1/III/35/2483	Karampura Block F, H. Nos. 193-300	630	606
5. 1/III/64/4196	R.K. Puram Sector-V Qr. Nos. 983-1100	623	620
Rural Areas			
1. 1/1/4	Village Kondli	836	1308
2. 1/1/114	Village Garhi Randhala	604	803
3. 1/2/21	Village Tilangur Kotla	640	842
4. 1/2/79	Village Saidul Ajaib	654	981
5. 1/2/92	Village Rajpur Khurd	621	788

Before the conduct of the Pre-test, detailed training was imparted to the staff deployed on the work. The Registrar General's Office also held training classes for the benefit of participants from different Census offices in his own office. These were also attended by representatives from Directorate of Census Operations, Delhi. As already indicated earlier, the first Pre-test in Delhi was conducted from 14th September to 20th September, 1978 with a revisional round on 30th September and 1st October. The first three days were utilised for houselisting operations while the actual enumeration work was started from 17th September and completed on 29th September, 1978. The reference date for the actual enumeration was taken as the sunrise of 30th September, 1978. The staff of the Census Directorate was deployed both for enumeration as well as supervision. A copy each of the Schedules used during this pre-test is given at Appendix V.

The conduct of the first Pre-test threw a number of problems which were faced by the Census staff. A detailed note in that regard was submitted to the Registrar General's Office in November, 1978. These problems mainly related to the instructions relating to distinction between a Census house and a household, treatment of toilet facilities available to a household but located outside the house so far as urban areas are concerned, treatment of industries in urban areas as household industries run in houses where the household lives, but the house where an industry is being run has a separate entrance from the road and qualifies to be called as a separate Census house and determination of the period of temporary absence for ascertaining the number of married couples in the household etc., etc. The Pre-test also brought forth difficulties regarding estimating the average number of persons working daily in seasonal establishments and difficulties in regard to ascertaining the ages of the different members of the household. The economic questions, as usual, posed many problems, particularly in regard to replies from those workers who were not in regular employment. It highlighted the need for persistent questioning particularly so in the rural areas before the enumerators were able to ascertain the type of the activity in which one was engaged. It was also felt that it was difficult to get answers in clear terms in many cases of economic activity particularly in regard to the name of establishment, the nature of industry etc. in which one was involved. As is usual in field surveys, quite often a respondent gave inconsistent replies under different questions when an attempt was made to have a combined view of the activity in which one was engaged. There were general difficulties in regard to eliciting the information in posh areas where, in bigger cities, one has to look to the convenience of the respondents while visiting the household, thereby quite often necessitating repeated visits. The Pre-test also pointed to the need for limiting the size of an Enumeration Block particularly so when the work load of the enumerator had increased considerably keeping in view the fact that he had to prepare a detailed Population Record having 49 columns to fill in respect of each household.

Second Data Users Conference

As already stated above, the First Data Users Conference was held from 13th to 15th February, 1978 at which a number of suggestions in regard to the items that should be canvassed at the time of the Census were made. This was followed by extensive discussions by the Registrar General, India with representatives of various departments, organisations etc.

The Second Data Users' Conference was held at Vigyan Bhawan in December, 1978 when a review was made of the discussions held earlier and certain important decisions taken. It was decided that due to a continuous demand for information on facilities available to the households, data in regard to the availability of three types of facilities should be collected. These pertain to electricity, drinking water and toilet. Information on the last item was

sought to be collected in respect of urban areas only. Though the proposal at the time of the Conference was to include these items in the Houselist, later on, however, at the time of actual Count, this information was collected in Part-I of the Household Schedule. Information on physically disabled persons i.e., totally blind, totally crippled and totally dumb in the household was also sought to be collected through the Houselist. A new question regarding the number of married couples living in the Household was also added to the Houselist, but as in the case of facilities available to a household, referred to above, this information was also later on collected through the Household Schedule and not in the Houselist.

At this Conference the importance of collection of information on religion was also emphasised since information in this regard was necessary to have a coverage of the Scheduled Castes/Scheduled Tribes population. Further, the Registrar General also explained the rationale behind the wording of the Economic Questions and how detailed information in this regard was sought to be collected through the Census. Discussions also took place in regard to the contents of the Individual Slip (Universal), Individual Slip (Sample) and the Tabulation Plan. A copy of each of the Individual Slip (Universal) as well as (Sample) and of the Household Schedule canvassed at the time of actual count is given at Appendix III.

Second Pre-Test

In the light of the experiences gained during the course of Pilot Study and the First Pre-Test and the observations made by the participants at the Second Data Users' Conference which was held from 21st to 23rd December, 1978 at New Delhi, it was decided to give the Schedules another test before putting them in operation for the actual Census count in 1981. The second Pre-Test was organised during May-June, 1979. This was a full rehearsal to the Census wherein normal enumeration agency i.e., the teachers, patwaris etc., were involved. The Pre-Test was restricted to 5 Rural and 5 Urban blocks in each State and Union Territory.

In the Union Territory of Delhi, this Pre-Test was carried out through the teachers of Hr. Secondary Schools. It was easier to obtain their services for the work since the Schools in the Union Territory were closed for summer vacation during June. The Enumerators were paid honorarium for doing this work. The supervision was done by the Census staff of the Directorate.

The Urban Units were selected from areas having population of different functional characteristics. Four blocks from D.M.C. (Urban) and one block from N.D.M.C. area were selected. No Unit was selected from Delhi Cantt. which has a very small number of blocks. So far as the Rural areas are concerned, 5 small villages which constituted single enumeration blocks at the time of 1971 Census were selected. The areas selected for the Second Pre-Test were as under:

S.No.	Location Code	Details of the area selected	Population in 1971	Population according to Second Pre-Test
1	2	3	4	5
		Urban Areas		
1.	N.D.M.C. 1/I/7/292	Kidwai Nagar East Block A, Qr. Nos. 109-200	648	483
2.	D.M.C. (Urban) 1/III/1/47	Seema Puri Block F.H. Nos. 1-200	781	619
3.	1/III/10/813	Dariba Kalan Katra Mashuu, H. Nos. 152-185	655	583
4.	1/III/30/2176	West Patel Nagar Block 28, H. Nos. 1-80	677	681
5.	1/III/56/3572	Lajpat Nagar-I Block E, H. Nos. 1-80	756	733
		Rural Areas		
		Delhi Tehsil		
1.	1/1/76/145	V. Singhola	859	1203
2.	1/1/112/241	V. Chatesar	757	987
		Mehrauli Tehsil		
3.	1/2/16/67	V. Jwala Heri	674	1351
4.	1/2/25/83	V. Bindapur	862	989
5.	1/2/84/231	V. Chandan Hola	890	1410

The field Operations were conducted from 1st June, 1979 to 15th June, 1979 with a revisional round from 16th June to 17th June, 1979. The field staff was given intensive training. The field work was continuously supervised by the regular staff of the Census Directorate. The Registrar General, India also inspected two Rural units viz., Chandan Hola and Bindapur and one Urban unit at Lajpat Nagar on 6th June, 1979.

The experience gained during the Pre-Test was useful in as much alongwith the observations of the different States, it enabled the Registrar General's Office to further elucidate the instructions on different points and make the concepts more clear. A detailed note on the experience of the Second Pre-Test in Delhi was submitted to the Registrar General also. Salient points covered in this note were as follows:—

It was felt that the paper used for the houselist forms was not of good quality and these forms had torn out at many places during frequent handling by the

enumerators. It highlighted the need for using good quality paper since these records were to be preserved for sufficiently long period. The need for issuing clear-cut instructions in regard to the interpretation of different terms used in the Census was more in the case of the urban areas where it was essential not to leave anything to the discretion of the Enumerators, such as distinction between a building or a Census house involving rows of government quarters having a common back-wall but separated by common staircases. The experience in the field was also used for the re-structuring of the Schedules so far as placing of different questions was concerned, such as the need for the question on religion to be asked first and that about the status of the Head of the Household as belonging to the Scheduled Caste/Scheduled Tribe later on. It was also felt that some of the terms such as temporary absence etc. required to be defined properly, so that there was no confusion in the mind of the Enumerator while recording answers given by the respondents. Re-structuring of the sub-questions even within a question was thought to be essential such as in the case of literacy where the natural flow of the question would be literate/illiterate instead of illiterate/literate as was done in the Individual Slips canvassed at the time of the Pre-Test. Need was also felt for further elaborating the instructions in regard to economic questions as well as recording of answers so far as Military personnel were concerned. It was also essential to be specific in regard to the use of term 'available for work' as to whether this would include such persons who were ready to accept a job if offered but had not made any effort. Clear cut instructions later on were issued in this regard. As for the question on migration, it was though better if Question dealing with duration of residence at the village and town of enumeration could be shifted to the left half of the Sample Slip so that the right half could exclusively be used for eliciting information on fertility. The Pre-Test also pointed towards the need for having intensive publicity in regard to the contents of the various questionnaires to be canvassed at the time of the Census. A copy each of the Schedules canvassed during the 2nd Pre-test is given at Appendix III. The Registrar General, India, keeping in view the observation/experience in the field tests introduced necessary modification, classification and elaboration in schedules and instruction manuals.

The Census Operations involved two main activities viz., Houselisting and the actual Count. The Houselisting Operations in Delhi were conducted in September, 1980. Details of these operations involved the preparation of notional maps and layout sketches of the different enumeration blocks, numbering of buildings and Census houses therein, filling up of Houselist and preparation of houselist abstracts etc. The Economic Census was also combined with the Houselisting Operations when an Enterprise List was also canvassed. An abridged houselist based on the Houselists was updated during the actual count besides canvassing of a Household Schedule in respect of each household and an Individual Slip, both Universal and Sample. In the whole of the Union Territory of Delhi, no area sampling was resorted to. The Sample Slip was thereby used in respect of all individuals. During the actual count notional maps, layout sketches were again prepared in respect of each enumeration block. A Degree Holder and Technical Personnel Schedule was also canvassed in respect of the graduates or post-graduate as also those with a technical diploma or degree and those with certificates from the Industrial Training Institutes. Fuller details both in regard to the houselisting operations and the actual count are given in the specific chapters dealing with these topics.

My predecessor Shri V. V. Mongia had already established personal contacts with the concerned Officers of the State Government and different Local Bodies in regard to the conduct of the Census and the steps to be taken for its organisation. A meeting of the concerned officials was called on 11th September, 1979 with the Chief Secretary, Delhi Administration, in chair. Details of this meeting are given in Chapter III. As per decision in the meeting, the Special Secretary (Planning) was designated to act as the Co-ordinator for all Census work and serve as a link between the Director of Census Operations, Delhi and the Delhi Administration. At the stage of pre-testing also, the Delhi Administration was fully kept in the picture. It was necessary to do so since the assistance of the staff of the Education Department of the Delhi Administration was necessary in conducting the field-work. This also involved thrashing out of details in regard to payment of travelling allowance etc., to the field staff.

The Registrar General also addressed a communication to the Chief Secretary, Delhi Administration requesting him to issue suitable instructions to the Departments likely to be involved in the Census field work so that the services of their staff could be made available for Census work. The Directorate also addressed a letter to the Police Department requesting for their assistance at the time of counting of houseless population on the night of 15th June as a part of the second Pre-Test operations in Delhi. Here, it will be pertinent to point out that notwithstanding the co-operation extended to the Directorate of Census Operations at different points of time by the Officials of the Administration and Local Bodies, the Directorate of Census Operations, Delhi had to make all the necessary arrangements for the organisation of the Census. This was essential because of the peculiar administrative set-up. Further unlike other States there was no district machinery through whom this work viz., the delimitation of enumeration blocks, appointment of field staff, their training etc. could be accomplished.

CHAPTER III- PREPARATION FOR THE CENSUS

After the two Conferences of the Data Users, the Registrar General had detailed internal reviews of the Census Forms, their contents and concepts. Various field trials were also undertaken and for which a reference has been made in Chapter II. This was followed by the First Conference of the Directors of Census Operations held at New Delhi during 24th to 29th August, 1979. As stated earlier, I joined as Director Census, Delhi U.T. in the last week of June, 1980 only and as such I was denied the privilege of participation in the 1st Conference as well as the 2nd Conference of the Directors which was held later in January, 1980 at Mysore. Incidentally, my predecessor Sh. V. V. Mongia, who had attended the 1st Conference, left this department while Sh. Jagdish Singh, Dy. Director, Census who participated in the 2nd one also left. Even Sh. R. K. Bhatia, Dy. Director, Census who attended these Conferences, and who was in position at the time of my taking over, had to leave us on account of his deputation to training in Demography in the United Kingdom. We had, however, Sh. M. L. Sharma, Assistant Director, Census, with us at the time of the Census count who had attended these Conferences. Nevertheless, the points discussed at the different Conferences and the decisions taken therein are indicated below:—

1. First Conference of Directors of Census Operations (August 24—29, 1979)—New Delhi.

At this Conference, besides the results of the two pretests, organisational matters relating to Census 1981 were also discussed. Detailed discussions were held regarding the instructions for filling in the various forms and procedure related thereto. Under the general outline of the Census Operations, discussions centred around hierarchy and notification of Census Officers, reference date for the Census period of enumerations and the method to be adopted therefor, enumeration in non-synchronous areas, classification of areas into rural and urban and preparation of notional maps for each enumeration block. The steps to be taken during the three main phases of the Census viz., Houselisting, Enumeration and Revisional Round were discussed in detail. Special mention was made of the importance of detailed training, printing of Census forms and arrangements for their distribution as well as the provision for an effective system of supervision over the field operations. Other matters discussed at this Conference pertained to the conduct of the Economic Census as a part of the Houselisting Operations, setting up of Regional Offices, use of Sampling in the Census, conduct of Post Enumeration Check and Census Evaluation Study, Tabulation and Publication programmes, conduct of Special Studies and collection of data for Village and Town Directories.

2. Second Conference of Directors of Census Operations (January 16—19, 1980)—Mysore.

This Conference aimed at reviewing the arrangements made in regard to the Houselisting Operations in the different States and finalisation of instructions for filling of the Abridged Houselist, Household Schedule and the Individual Slip. It also discussed matters relating to the canvassing of the Enterprise List, enumeration of houseless population, conduct of the revisional round and preparation of enumerator's working sheets, besides touching upon subjects like Direct Data Entry System, Mapping Programme and the conduct of Special Studies during 1981-Census. An important point made out by the Registrar General at this Conference was that it would be the responsibility of the Charge Officers to get the Abridged Houselists prepared and for this work they will be provided with clerical assistance. However, in the case of the Union Territory of Delhi this work was to be done in the Office of the Director of Census Operations itself since the Union Territory is comprised of only one District and the whole work of the Census was centralised at one place, right from the formation of the Enumeration Blocks to the actual conduct of the Census. The preparation of the Abridged Houselists was consequently done by the regular staff of the Directorate assisted by some daily wage staff specifically appointed for the purpose.

3. Third Conference of Directors of Census Operations (November 15 18, 1980)—New Delhi.

This Conference made a general review of the organisation for Enumeration in 1981 Census, reporting of Provisional Results in respect thereof, generation of P.C.A., conduct of Post Enumeration Check and Census Evaluation Study, setting up of Editing & Coding Cells and Tabulation Offices, Tabulation Procedures and Tabulation Plan, conduct of Socio-Economic Surveys and Special Studies and adoption of a Quality Control Plan during 1981 Census. This was the First Conference of the Directors which was held after I joined as Director, Census, Delhi. This enabled me to establish personal contacts with my counterparts in the various States and Union Territories. Shri S.S.S. Jaiswal, Deputy Director, Census had joined the Directorate only a month before this Conference was scheduled to take place. Thus both of us had to traverse a long distance in order to catch up with the rest of our colleagues in different parts of the Country. Important decisions taken at this Conference are indicated below:

(i) *General Review of Organisation for Enumeration in* 1981 *Census.*

The various important steps in this regard which were discussed were the carving of fresh enumeration

blocks with the aid of houselists, writing up of fresh Charge Registers on the basis of the Blocks so carved, preparation of Abridged Houselists in respect thereof, selection and appointment of enumerators and supervisors keeping in view the work load norm of 750 population for rural areas and 600 to 650 for Urban areas for enumerator and one supervisor for a group of five enumerators followed by an intensive training of the peripheral staff to whom the Census material was to be distributed through their Charge Officers. An important point made out by the Registrar General in regard to training was that whenever the staff of the Census Directorate was associated with the Charge Officers in conducting the training classes, the Charge Officers should continue to be responsible for the training since it was felt that if it was not done the Charge Officers may avoid their own responsibility in regard to the training. It was also suggested that Additional Charge Officers may be appointed wherever necessary keeping in view the work load.

The special position of the Union Territory of Delhi where the whole work was to be attended by the Directorate itself was brought to the notice of the Registrar General and it was pointed out that it will be necessary to re-write all the Charge Registers which was a huge task. This required the deployment of a large number of people than were available. The Registrar General agreed to the suggestion to appoint daily-wage workers for the purpose so that the work could be finished in time. Another point made out at this Conference was that since in the strictly military areas no houselisting was done, the question of preparation of Abridged Houselists did not arise. However, for the purpose of complete coverage the Military authorities would be doing some sort of the listing of the houses but it would not be necessary for them to hand over this list to the Census office. There was a general discussion about the payment of honorarium. A point was made whether full honorarium should be paid if the work load was more than half of the fixed norm. It was pointed out that honorarium was an incidental item and should be paid according to size. If the extra work load was more than the half full honorarium should be paid but if it was less than half, no extra payment need be made.

(ii) *Organisation of Reporting of Provisional Results*

The revised calendar for submission of the Provisional Results was adopted which provided for one more day for the Charge Officers for collecting the records from the Supervisors and one more day to the supervisors for collection of records from the enumerators.

The Registrar General emphasised that the Directors of Census Operations of those States/Union Territories who had not sent the recast Table A-II to his Office should do so urgently because the information contained therein would be required in connection with the preparation of Paper I of 1981. So far as the Union Territory of Delhi was concerned, no action was necessary in this regard since there was no jurisdictional change in the Union Territory during the period 1971 to 1981.

(iii) *Organisation of Generation of Primary Census Abstract*

The Tabulation System for 1981 did not envisage the breaking up of pads and sorting out of Individual Slips and the data for Primary Census Abstract was to be obtained by compilation of the data available in Part-II of the Household Schedule, namely, the Population Record. As a pre-requisite thereto, it would of course, be necessary to have proper editing and comparison of entries in the Individual Slips and the Household Schedule. The plan in this regard envisaged the completion of the Primary Census Abstracts work by January, 1982.

(iv) *Selection of Sample Blocks for Enumeration/ Tabulation*

At the time of 1981 Census, besides the Post Enumeration Check and the Census Evaluation Study, three major sampling operations were planned. However, so far as the Union Territory of Delhi is concerned, sampling was not adopted at the Enumeration stage and the Universal as well as the Sample Slips were together canvassed in all the areas. Only 5% Sample of Enumeration Blocks for advance Tabulation was selected.

(v) *Post Enumeration Check and Census Evaluation Study*

It was stressed by the Registrar General, India, that the staff for the Post Enumeration Check should be entirely independent and should not have been involved with the Census work in the field. This work could be entrusted to the Headquarter staff or the enumerators out of the reserved list maintained for enumeration could be trained specifically for the purpose. Even the staff of the State Bureau of Economics & Statistics could also be used in this regard. In any case these studies could be completed well in time.

(vi) *Tabulation Procedure*

A basic change brought out at the time of 1981 Census in the Tabulation procedure was the preparation of the Primary Census Abstract directly from the Household Schedules without breaking the pads. After the generation of Primary Census Abstract the national level estimates as an intermediate process were to be generated on the basis of 5% of the Sample Blocks. Other tabulations were to be based on 20% Sample. The Household Schedules were to be processed on a 100% basis so far as Part-I was concerned. This was to be followed by tabulation of the Individual Slips in so far as the Scheduled Castes and Scheduled Tribes were concerned for 100% data entry. The Conference also had a general discussion on the Manual of Instruction for Preparation of the Primary Census Abstract. Some discussion also took place on the presentation of area figures and the sources from which these were to be taken for the Primary Census Abstract. The Registrar General pointed out that the

area figures as given by the Patwaris were to be relied upon and in the case of urban areas, the Local Authorities figures should be taken as firm. So far as the area figures of Districts and States were concerned, those supplied by the Surveyor General of India were to be adopted.

(vii) *Organisation of the Editing & Coding Cells and Tabulation Offices*

It was felt that it would be better if the Coding & Punching Cells were set up in the State Capital itself although in bigger States these may have to be located in more than one place if suitable accommodation was not available at the State Headquarters. Matters relating to the recruitment for the posts on Consolidated Pay were also discussed. It was clarified that for recruitment to these posts there would be no reservation quota for Scheduled Castes/Scheduled Tribes. As regards furniture a preference was shown for wooden furniture instead of steel because the offices to be set up were of a short duration and it would be necessary to economise on this account.

(viii) *Review of Tabulation Plan*

During 1981 Census the only series to be processed through manual tabulation was series of tables relating to general population including Primary Census Abstract. All other series of tables were envisaged to be processed on the Computer. Further the publication programme did not provide for the conventional Part I-General Report during 1981 Census. It was felt that it would be more relevant to bring out short Analytical Reports dealing with specific aspects of the population profile of a State rather than producing a stereo-type General Report which will mostly be a para-phrasing of statistical data. The Registrar General emphasised the importance of bringing out an Administration Report which is an invaluable document. However, in order not to burden the report with too many details, it was suggested that Guard Files incorporating all relevant circulars issued by the Registrar General and by the Directorates of Census Operations and other authorities should be built up to which a reference may be made in the Report. It was also suggested that 'Portrait Population' as was brought out at the time of 1971 Census should also be brought out at the time of 1981 Census. As usual there was to be a District Census Handbook for each district in the country. This will contain the Census tables for the district the village and Town Primary Census Abstracts and the Village & Town Directories. So far as cover designs are concerned, the cover design of District Census Handbook which is a State Government publication may be allowed to remain like that of 1971.

(ix) *Quality Control Plan*

Originally it was not planned to have a Statistical Quality Control experiment in Delhi, but the Directorate of Census Operations offered to have the experiment conducted which was accepted by the Registrar General and the entire Union Territory was covered for the purpose.

(x) *Socio-Economic Surveys and Special Studies*

The Registrar General desired that each Director of Census Operations should suggest one or two social studies which could be taken up in his State. He also desired that each Director of Census should identify the Village Crafts and select two or three in a State for a detailed study. So far as the Urban Studies are concerned, it was felt that as far as possible efforts should be made to continue the Project as ancillary to 1981 Census and an attempt should be made to consolidate the work of those towns which were retained for study after the review in Regional Conferences conducted by the Registrar General earlier. In regard to village Re-Surveys, it was suggested that a beginning in this respect should be made in 1982 after completing the main items of work. The Directors of Census Operations were also encouraged to take up any project of their choice in which they had special experience or expertise.

(xi) *Administrative Points*

Under this head, publicity measures, setting up of Direct Data Entry System, recruitment of staff and the mode of payment of Honorarium were discussed. An important point made out was that so far as the payment of Honorarium was concerned, it would be better if it was done through the machinery of the State Governments.

(xii) *Other Points*

A discussion was also held in regard to the Mapping Programme and the progress of Schemes relating to Sample Registration and Model Registration—Survey of Cause of Death.

Meetings called by the Director of Census, Delhi

The need for establishing a closer liaison with the State Government and the Local Bodies in organising such a mammoth operation like the Census hardly requires to be over emphasised, particularly when in the Census it has been the tradition to operate through State hierarchy with Directorate of Census Operations overseeing these operations. My predecessor Shri V. V. Mongia took the first important step in this regard by requesting the Chief Secretary to call a meeting of the concerned officials of the Union Territory and Local Bodies to discuss arrangements in regard to the various faces of the Census work. The meeting was held on 11th September, 1979 under the Chairmanship of the Chief Secretary of Delhi Administration in this connection. This meeting was attended by the Secretary (Education), Secretary (Services), Deputy Commissioner(T) Municipal Corporation, Delhi, Secretary New Delhi Municipal Committee, Deputy Secretary (Planning) Delhi Administration, Director, Bureau of Economics & Statistics, Delhi Administration, Addl, District Magistrate (R) Delhi, Deputy Director (Planning) and the Education Officer, Municipal Corporation of Delhi. The Census Organisation was represented by the Registrar General, India, Director (Census), Delhi, Deputy Registrar General, India and Deputy Director (Census), Delhi.

At this meeting certain basic aspects of the organisational set up to carry out the Census were discussed. Matter relating to the Houselisting and House numbering operations which are essential pre-requisites to the Census and which were to be conducted later in September, 1980 in the Union Territory of Delhi were also discussed. The Registrar General, India, listed the various tasks to be completed before the Houselisting operations as having a review of House numbering system in the different areas; deciding about the number of Census Officers/Charge Officers to be appointed in connection with the Census, and selection, appointment and training of Enumerators/Supervisors both for Houselisting as well as the main Census work. He also referred to the integration of Economic Census with the Houselisting operations which were held in September, 1980 and the association of the Staff and Officers of the Bureau of Economics & Statistics of the Delhi Administration with the training classes for the same. Thereafter, the Director of Census Operations asked for the suggestions of the principal census functionaries in the different tracts of Delhi regarding the appointment of Census Officers, Charge Officers, Supervisors and Enumerators in their areas. The Deputy Commissioner(T) Municipal Corporation, Delhi, suggested that they would like to have Zonal Assistant Commissioners as Census Officers so far as the Corporation areas were concerned and that by and large the enumerators should be drawn up from the teaching community supplemented by some other municipal employees. The Secretary, New Delhi Municipal Committee suggested that as in 1971, there should be two Census Officers for N.D.M.C. Area. The Addl. District Magistrate (Rural), Delhi, who represented the Deputy Commissioner, Delhi, suggested that the Sub-Divisional Magistrate should be appointed as Census Officers in the Rural Areas. These suggestions were duly noted and it was decided that the appointment of Census Officers and Charge Officers should be finalised by mutual discussions between the Directorate of Census Operations and the concerned Principal Census Officers.

The Director, Bureau of Economics & Statistics, Delhi Administration, expressed the difficulties faced by them during 1977 Economic Census, from the teachers who were put on field duty. He pointed out that the teachers did not do the job properly and some of them left it incomplete which was got completed by deputing the staff of the Bureau of Economics and Statistics. At this the Chief Secretary stressed that the importance of this national task should be brought home to the teaching community. However, later experiences also showed that the doubts expressed by the Director, Bureau of Economics & Statistics, were not unfounded as the Census Officers had a number of problems with the teachers at different places during the houselisting and the actual count.

The question regarding the payment of honorarium to the Enumerators also came up for discussion and the Registrar General pointed out that no final decision in that regard had till then been taken. However, there was a proposal of paying Rs. 100/- to the Enumerators for both the operations i.e. Houselisting and Enumeration. This amount was against the Honorarium of Rs. 40/- which was paid in 1971. In addition Enumerators will be paid Rs. 15/- for the Economic Census which will be integrated with houselisting operations. In the end the Registrar General laid stress on the importance of concentrated training to the field staff because that was an essential prerequisite for the successful conduct of the Census.

These discussions were followed by discussions with individual officers concerned with the Census work in the different Local bodies such as Delhi Municipal Corporation, N.D.M.C. etc. etc. A meeting was held with the Deputy Commissioner(T) of the Municipal Corporation of Delhi on 18th September, 1979 in regard to the planning of Census work in the urban areas of the Corporation. This meeting was attended by the Deputy Director of Census Operations along with the Sr. Investigator looking after the Census work. At this meeting the Deputy Commissioner(T) suggested that their Zonal Assistant Commissioners should be appointed as Census Officers and that the entire area of the Corporation should be divided into 10 Zones including two Rural Zones. He was informed that so far as the rural areas were concerned, the Revenue Assistant was being appointed as the Census Officer. The list of villages being covered by the Revenue Assistant would be prepared by the Directorate of Census Operations. The Deputy Commissioner suggested that as the Rural Zones of Municipal Corporation of Delhi included some urban areas also, all the 10 Zonal Assistant Commissioners be appointed as Census Officers for their respective Zones. He agreed to send their particulars as well as a map of Delhi Municipal Corporation showing the boundaries of these Zones to the Directorate. He was of the view that like 1971 the Principals of the Govt. Hr. Secondary Schools should be appointed as Charge Officers in consultation with the Director of Education. So far as the selection of enumerators and supervisors was concerned, he was of the opinion that by and large teachers supplemented by some regular employees of the Corporation be appointed.

The Deputy Commissioner (T) agreed to take steps to up-date the numbering of houses in the Corporation areas and to provide House numbers in all the unauthorised colonies falling within the Corporation limits. According to him this work was expected to be completed by March, 1980 although he was requested to complete it if possible by 31st January, 1980.

This was followed by a meeting with the Addl. District Magistrate (Rural) on 19th September, 1979. The Census Department was represented by the Deputy Director and the Sr. Investigator. At this meeting the Additional District Magistrate (R) was informed that only one Census Officer was required for the Rural Areas of Delhi and for that purpose the Revenue Assistant was being notified as a Census Officer. The A.D.M.(R) suggested that the Block Development

Officers may be appointed as Charge Officers for respective Development Blocks in the Rural areas, the A.D.M.(R) was requested to supply a list of all the villages Tehsil-wise as also the names of villages which had been declared 'urban' after the 1971 Census alongwith the notifications and the dates of their issue, covering such changes. The A.D.M.(R) was also requested to supply maps to the two Tehsils of Delhi. He informed that the work relating to the preparation of Notional Maps of villages would be completed by 31st October, 1979 as the patwaris were engaged in the 'gi dawri' work and the work relating to draught. So far as house number was concerned, he assured that it would be completed by the end of July, 1980. In regard to the Enumerators, the A.D.M.(R) felt that patwaris being Class IV employees would not be able to do full justification to the Census work and the teachers may be put on the job of enumeration as was done at the time of 1971 Census.

Another meeting was held with the A.D.M.(R) on 7th November, 1979 when the Revenue Assistant and the Tehsildar, Delhi were also present. The Census Organisation was represented by the Deputy Director, the Sr. Investigator and the Cartographer. It was suggested by the A.D.M.(R) that the B.D.Os alongwith the Tehsildars may be appointed as Charge officers and that the villages may be distributed proportionately between the five B.D.Os and the two Tehsildars. This suggestion was noted.

In the intervening period a meeting was held with the Secretary of New Delhi Municipal Committee on 12th October, 1979. It was agreed that an Addl. Census Officer will also be appointed in the N.D.M.C. area to assist the Census Officer in the discharge of his duties. The names of certain employees were also considered for appointment as Charge Officers. The Secretary, N.D.M.C. pointed out that the house numbering in the N.D.M.C. area was uptodate and that unauthorised structures huts will be given numbers at the time of Houselisting operations. He also pointed out that there was no proposal for any jurisdictional change in the N.D.M.C. area. So far as the selection of Enumerators was concerned, the Secretary, N.D.M.C. expressed the opinion that the Municipal staff supplemented by some percentage of teachers of Delhi Administration/Municipal Corporation of Delhi may be appointed as enumerators.

Discussions were also held with the representative of the Delhi Cantonment Board as well as the Director of Bureau of Economics & Statistics, Delhi. In the case of the latter the two Assistant Directors from his Organisation were appointed as Addl. Census Officers for the Houselisting Operations.

The meetings referred to above were held before I joined the Census Department. When I took over as Director, I held a number of meetings both with the Officers of the Delhi Administration as well as of the different Local Bodies. I made personal attempts to see that the subject of Census was discussed at the meetings of the Departmental Heads conducted in the Lieutenant Governor's Chamber every week. The Hon'ble Lt. Governor Shri Jagmohan was very kind in taking considerable interest in the work and ensured that proper facilities were provided to the Census organisation for the smooth functioning of the work although on a number of occasions we had difficulties regarding availability of space, transport etc. These matters were dealt with at personal levels. It was at the personal intervention of the Lt. Governor that the dates for School examinations were adjusted so that teachers were able to devote proper attention to the work and studies of students were not affected. Some accommodation in Old Secretariat Building was also made available to the Census Department on his orders. The Hon'ble Lt. Governor also went round the different areas of Delhi on the night of 28th February, 1981 to look after the arrangements made for the counting of houseless population.

The Chief Secretary, Delhi Administration, was also kind in taking a meeting on 27th January, 1981, in his Chamber when the Deputy Commissioner of Delhi, Special Secretary (Planning), Deputy Commissioner (T) (M.C.D.), the Executive Officer of the Cantonment Board, Deputy Secretary N.D.M.C., Director, Information and Publicity, Jt. Director, Education, Director, (Census), Deputy Director, (Census), and Asstt. Director, (Census) (Tech.) were present. At this meeting, greater stress was laid upon the need of the Census Officers' close involvement both in the training programmes as well as the distribution of Census material to the field staff in time, so that the Census operations could start as scheduled. The need for sending a preliminary report to the Director Census regarding the progress of Census work around 20th February, 1981, was also stressed. At this meeting, I provided in brief the time-schedule prescribed for the relay of Census results and emphasised upon the need for adhering strictly to this time-schedule. It was brought to the notice of the Director of Education, Delhi that some transfers of teachers had taken place. I suggested that all further transfers till the field work was completed, may be suspended. Matters regarding publicity, display of cinema slides, availability of transport for Census work etc. were also discussed. I requested for the help of the Deputy Commissioner, Delhi and the Development Commissioner in regard to the display of Census posters in the rural areas and for provision of transport facilities. The Deputy Commissioner very kindly agreed to provide one vehicle to the Census Department. The urgency for availability of adequate transport facilities was again emphasised by me since the promised vehicle from the Land & Building Department of Delhi Administration had not been made available till then. Unfortunately this jeep was never made available by the deptt. despite instructions of the Lt. Governor.

A meeting of the Census Officers was also held in my office chamber on 30th January, 1981 when arrangements made for the conduct of the Census were reviewed. Special emphasis was made on the timely conduct of the operations, proper training of the field

staff and supply of necessary forms and instructions to them and the need for immediate arrangements for supply wherever they fall short of requirements. For this sufficient quantity of forms to be kept as reserve to meet the unforeseen needs was provided to the Charge Officers. The Census Officers were particularly requested to be careful in regard to the arrangements for the counting of houseless population on the night of 28th February, 1981 so that this important constituent of population was covered fully. It was also emphasised that in cases where it was necessary to resort to avail of the services of enumerators from the reserve list they should be properly trained before assigning them the duty in the field.

It will here be pertinent to refer to the Census Calendar prescribed by the Registrar General in regard to the completion of the various phases of the Census work. On the basis of this Calendar, the Census Calendar drawn up by the Director etc. of Census Operation, Delhi was as follows. This is a revised version of the Calendar adopted by us earlier, but later on changed after the first meeting of the Directors of Census Operations.

Census Calendar

Sept. 1979	1. Selection of Census Officers in the Corporation area in consultation with the Principal Census Officer.
Oct. '79	1. Appointment and notification of Census Officers. 2. Selection of Charge Officers after discussions with the Principal Census Officer/Census Officers. 3. Finalisation of Census Charges. 4. Collection of Statistics for Town and Village Directory. 5. Preparation of notional maps for rural and urban areas.
Nov. '79	1. Appointment & notification of Charge Officers. 2. Verification of boundaries of Census Charges by the Charge Officers. 3. Collection of informations regarding jurisdictional changes. 4. Development of Location code. 5. Collection, verification, certification of area figure from the local bodies and Revenue authorities. 6. Classification of rural and urban areas for 1981 Census.
Dec. 79- Jan. '80	1. Preparation of preliminary Charge Register & Circle Register for delineation of enumeration blocks for Houselisting. 2. Procurement of lists of employees to be appointed as Enumerators/Supervisors. 3. Updating of house numbering to be completed by 31st Jan. 1980.
Feb. & March. '80	1. Selection and appointment of Enumerators and Supervisors for the Houselisting Operations. 2. Notification of Census Questionnaire.
April & May '80	1. Issue of appointment letters to the Enumerators & Supervisors.
June & July '80	1. Despatch of training material to the Census Officers and Charge Officers. 2. Training of Census Officers and Charge Officers. 3. Drawing up of training programme of Enumerators & Supervisors. 4. Despatch of Houselists & Enterprise lists & other forms alongwith instruction books to Census Officers and Charge Officers.
August '80	1. Publicity for Houselisting Operations. 2. Despatch of Houselists & other forms to the Enumerators & Supervisors. 3. Training of Enumerators and Supervisors by the Census Officers and Charge Officers.
Sept. 1-2 '80	1. Preparation of notional maps and layout sketches. 2. Completion of house numbering in the enumeration blocks.
Sept. '3	1. Checking of Layout sketch & house numbering by the Supervisors.

Sept. 4-20	1. Completion of filling in of Houselists and Enterprise lists.
Sept. 21-22	1. Preparation of Houselist Abstract & Enterprise List Abstract. 2. Return of filled in forms to the Supervisors.
Sept. 23-24	1. Checking of Houselist Abstract & Economic Census Abstract by the Supervisor.
Sept. 25	1. Return of filled in schedules (block-wise) by the Supervisors to the Charge Officers.
Sept. 28	1. Return of filled in schedules (block-wise) by the Charge Officers to the Directorate of Census Operations.
Oct. & Nov. '80	1. Publicity measures for the Actual Enumeration. 2. Delineation of final enumeration blocks. 3. Preparation of Abridged Houselists. 4. Despatch of Individual Slips and other schedules to the Census Officers and Charge Officers.
Dec. '80	1. Appointment of Enumerators and Supervisors for the population count. 2. Training of Census Officers/ Charge Officers. 3. Issue of Appointment letters to the Enumerators & Supervisors through Census Officers & Charge Officers.
January '81	1. Publicity intensified. 2. Intensive training of Enumerators and Supervisors including practical exercise on enumeration. 3. Distribution of Census Schedules alongwith Abridged Houselist among Enumerators and Supervisors.
Feb. 1981	1. Enumeration from 9th Feb. to 28th Feb. 2. Enumeration of houseless population on the night of 28th Feb.
March 1981	1. Revisional round from 1-5 March. 2. Completion of reporting of Provisional Totals by 7th March, 1981. 3. Completion of return of schedules by Charge Officers and Census Officers by 10th March, 1981.

The Calendar prescribed by the Registrar General India in regard to the relaying of the Provisional Results was as below:—

"1. Revisional Round	1-5 March, 1981
2. Submission of Enumerators' Abstract and all other records by Enumerators to Supervisors	6th March, 1981
3. Submission of all records pertaining to his circle by the Supervisor to the Charge Officer	7th March, 1981
4. Preparation of Charge Abstract for provisional results by Charge Officers and communication of charge figures to District Census Officers in Standard message form	10th March, 1981
5. Preparation of District Abstract for provisional results by the District Census Officer and communication of district figures in the standard message form to the Director of Census Operation and the Registrar General, India	11th March, 1981
6. Preparation of state Abstract and abstract in the case of cities/UA one million and above and communication in standard message form	12th March, 1981".

CHAPTER IV —BUILDING UP OF THE ORGANISATION

As already indicated earlier, I joined the Census Organisation towards the end of June, 1980. Earlier Shri V.V. Mongia who had joined as Director of Census Operations, Delhi in July, 1979, left the organisation in the middle of September, 1979 and Shri Jagdish Singh, Deputy Director, took the charge of the organisation. He continued in this position tili the 31st May, 1980 when he handed over charge to Shri R.K. Bhatia, Deputy Director. A week after Shri Bhatia joined, Shri Asharfi Lal, an officer of DHANI Service joined the organisation on deputation basis as Assistant Director of Census Operations. Just after three months of my taking over charge, Shri R.K. Bhatia left this office for going abroad for higher studies and Shri S.S.S. Jaiswal, Deputy Director of Census Operations, who was on deputation with the Backward Classes Commission, joined this organisation. The other post of Asstt. Director of Census Operations which was vacant when I joined was filled in on 14th January, 1981 and Shri M.L. Sharma took over charge of this post. The staff position as on 29th February, 1980 was as under:—

	Staff Sanctioned		Pay scale	Filled in	Vacant
1.	Director	1	1200—2000 + Rs. 200/- as Spl. Pay	..	1
2.	Dy. Director	1	1100—1600	1	..
3.	Assistant Director	2	700—1300	..	2
4.	Office Supdt.	1	500—900	1	..
5.	Investigator	1	550—900	1	..
6.	Tabulation Officer	3	550—900	3	..
7.	Cartographer	1	550—900	1	..
8.	Head Asstt.	1	550—750	1	..
9.	Assistant	2	425—700	1	1
10.	Artist	1	425—700	1	..
11.	Sr. Stenographer	1	425—700	1	..
12.	Statistical Asstt.	10	425—700	10	..
13.	Hindi Translator	1	425—700	1	..
14.	Accountant	1	425—640	1	..
15.	Jr. Stenographer	1	330—560	1	..
16.	U.D.C.	3	330—560	2	1
17.	Draftsman	4	330—560	4	..
18.	Computor	12	330—560	11	1
19.	Proof Reader	1	330—480	1	..
20.	Ferro-Print Opr.	1	260—430	1	..
21.	L.D.C.	6	260—400	6	..
22.	Record Keeper	1	260—400	1	..
23.	Asstt. Compiler	15	260—400	12	3
24.	Driver	1	260—350	1	..
25.	Gestetner Operator	1	260—350	1	..
26.	Daftri	1	200—250	1	..
27.	Peon	6	196—232	5	1
28.	Chowkidar	4	196—232	4	..
29.	Sweeper	2	196—232	2	..
30.	Farash	1	196—232	1	..
	Total	87			

Certain new posts were created during the year 1980-81. These are indicated below:-

			Pay Scale
1.	Investigator	2	550—900
2.	Printing Inspector	1	425—700
3.	Statistical Asstt.	6	425—700
4.	Sr. Draftsman	1	425—700
5.	Computor	10	330—560
6.	U.D.C.	6	330—560
7.	Draftsman	2	330—560
8.	L.D.C.	18	260—400
9.	Chowkidar	1	196—232
10.	Supervisor	1	450/- (Consolidated)
11.	Checker	2	400/-(Consolidated)
12.	Tabulator	12	350/- (Consolidated)
13.	Loader	8	196—232 (recruited on daily wages)

Some additional posts were created during the year 1981-82 when the Regional Tabulation Office and the Coding Cell were set up. Details in regard to these posts are given here under:—

1.	Sr. Artist	1	550—750		
2.	Head Clerk	1	425—700		
3.	U.D.C.	1	330—560		
4.	L.D.C.	2	260—400		
5.	Chowkidar	1	196—232		
6.	Supervisor	10	450/- (Consolidated)	Regional Tabulation Office.	
7.	Supervisor	3	450/- (Consolidated)	For Editing & Coding Cell	
8.	Checker	32	400/- (Consolidated)		
9.	Checker	14	400/- (Consolidated)		
10.	Tabulator	194	350/- (Consolidated)		
11.	Coder	25	350/- (Consolidated)		

When we started with the functional office at Old Secretariat, the Technical Cell from Puspha Bhawan building in South Delhi was also shifted to the Old Secretariat complex because this was the staff which was actually handling all the work pertaining to the organisation of the census count. This functional unit was established after the Houselisting Operations were over.

Before the actual conduct of the Houselisting Operations, a training programme was organised for the trainers in which the Officers from the Bureau of Economics & Statistics, Delhi Administration and the Directorate of Census Operations participated. They were also exposed to field conditions in certain areas in Madangir where various schedules were filled in under actual field conditions. They formed a good training force.

Although this staff was fully acquainted with the various concepts and definitions adopted during the Census and the various facets of census activity. I made myself sure that nothing still was left to chance and doubts, shortcomings so far as the technical equipment of the individual members of the staff was concerned was not allowed to adversely affect the quality of work. I insisted that each member of the technical staff should thoroughly go through each and every word of the instructions issued by the Registrar General's Office and clear himself/herself about any doubts that he or she may have in regard to any point. Many informal discussions were held where the instructions issued by the Registrar General's Office were gone through in minutest details.

In view of the peculiar situation of Delhi Census Office everything was to be done by the Census staff itself and there was no other district machinery to

help in the matter. As already indicated earlier we had to appoint additional staff for preparation of Abridged Houselist after the completion of the Houselisting Operations. The office had to issue instructions directly to all the Charge Officers which was unlike the situation in other States where the different stages of the Census work were got executed through the district staff. Even during the course of the actual field operation, the officers and the staff not only of the Census Office but also of the Bureau of Economics & Statistics of Delhi Administration supplemented the efforts of the Charge Officers. The Charge Officers were provided with the assistance of clerks and peons also. This was in addition to the provision of Addl. Charge Officers where the work load was considered to be comparatively higher. For each charge a person was allowed to act as a Checker for which he was given an honorarium of Rs. 50/-. These are some of the steps which I took to ensure both the quantitative as well as qualitative fineness and accuracy. I am happy that in spite of the different handicaps and difficulties I was able to save myself from many anxious moments by taking timely action in planning as well as executing these gigantic operations.

It has been my experience as a man from the executive that quite often the progress of work is adversely affected because of the slow movement of dak. I told my officers and the staff to keep a strict watch on the communication process because sometimes the Director or any of his Officers might have issued some written instructions to be followed by the person in the periphery, but the letters might be delayed in the Issue Section. Each time a circular was issued, my officers made sure for themselves that these were despatched in time and reached their destination.

CHAPTER V—TOURING AND TRAINING PROGRAMME

Census Operations is a time-bound programme and involves tremendous preliminary organisational effort. Training of the field staff is an important constituent thereof. The intensity and adequacy of training is very well reflected in both quality and quantity of the data collected. Since the whole work of organising the Census was concentrated in the Census Directorate itself, it was essential to have proper and timely communication with the workers in the periphery. For this it was essential to have adequate transport arrangements. As it is the Directorate of Census Operations had only one staff car and the Directorate was feeling greatly handicapped for want of adequate transport. For proper arrangement of work, it was essential that myself, my Dy. Director and Assistant Directors could go out independently and organise the field work. It is in this context that from the day I joined I started making strenuous efforts to obtain transport facilities for the officers and the staff of the Directorate. We were fortunate that the Registrar General fully appreciated the importance of adequate transport. He took the initiative of writing down to all the Chief Secretaries in the various States and the Union Territories in the matter. With the communication that he had addressed to Chief Secretaries he also enclosed a copy of the Govt. of Tamil Nadu Order dated 24th May, 1980 according to which the State Govt. had decided that the Charge Officers and the Regional Dy. Directors of the Census Operations may be provided with a Govt. vehicle during the houselisting period and the conduct of the Census if they had not already been provided with a vehicle, so as to enable them to move fast in their respective jurisdictions to keep up the tempo of Census Operations and to ensure good quality and full coverage. Under this order, collectors were authorised to requisition vehicles for the purpose from all departments of State Govts. except those belonging to the Police, the Fire Service, the Irrigation and Electricity and some other departments. As a follow up measure, I wrote to the Secretary Finance, Delhi Administration to provide us at least two vehicles for a short duration during July, 1980 and thereafter one vehicle during the month of August, September, October and December, 1980 and January to March, 1981. I indicated the specific dates during this period for which the jeeps were required. I also addressed the Secretary Admn. in this regard. In the meantime a meeting was held in the room of the Chief Secretary on 6th August, 1980 when the Chief Secretary desired that I should seek the assistance of the Director of Transport, Delhi, for hiring transport for the Census operations as it may not be possible to make available any transport from the Secretariat of Delhi Administration.

The Additional Secretary in the Ministry of Home Affairs also addressed a communication to all the Ministries and Departments in the Govt. of India asking them to issue instructions to their field offices to spare their vehicles to the maximum extent possible for use of the Census organisation. The ministries circulated a copy of the Addl. Secretary's letter to all their offices but even then we did not get any vehicle from any department.

Thus the houselisting operations were carried out with only one vehicle at our disposal and we felt greatly handicapped on that account. Luckily Delhi's nooks and corners being very well served by the Delhi Transport Corporation buses, it was possible for my officers and staff to reach different areas although with great personal inconvenience. It resulted in wasting a good deal of time in movement alone. Besides being time-consuming it was a very strenuous activity.

The Hon'ble Lt. Governor was very kind in taking a deep interest in progress of work and had, in fact, ordered that the progress of Census should also be reviewed in his weekly co-ordination meetings held at Raj Niwas. He appreciated the need for provision of adequate transport facilities to the Census department and ordered that two vehicles may be provided to the Census Directorate. These orders were passed at the meeting held at Raj Niwas on January 5, 1981 which was called specifically in connection with the 1981 Census. This meeting was called at my initiative. The meeting was attended by the Administrator of the N.D.M.C., Chairman, Board of Secondary Education, Commissioner Kendriya Vidyalaya, Dy. Commissioner/Development Commissioner, Secretary Land & Bldg/Local Self Government, Secretary Services Department, Delhi Administration, Director, Transport, Delhi Administration, Dy. Commissioner, M.C.D., Special Secretary Planning, Delhi, Jt. Director Education, Delhi Admn., Director Public Relations and other officers. In this meeting the Secretary Services agreed that one vehicle would be taken from the Publicity Department of the Administration and another from the General Pool. Unfortunately none of these vehicles could be made available, but the Dy. Commissioner, Delhi provided us two vehicles—one from the Flood Department and one out of the pool of his establishment. There was also a proposal that the Land & Bldg. Department will provide one vehicle by getting it released from the Dy. Commissioner of Police attached to their department, but this proposal also did not materialise despite our innumerable efforts. The Registrar General was kind in sparing one of the vehicles out of his general pool. Thus ultimately we had three additional vehicles during the period of actual field operations of the Census. We had released these vehicles immediately after the census field work. I must express my grateful thanks to Shri R.K. Ahooja, Dy. Commissioner of Delhi at that time with whose help and initiative we were able to get two vehicles though for a limited period. In the absence of these two vehicles, I am sure, it would not have been possible for me and my officers and staff to have a close and constant

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supervision over the actual field operations. I must put on record my grateful thanks to the Registrar General, India also who provided us the jeep wagoneer. This van came in handy for distribution of material at odd hours and in urgent cases. We did not take any transport on loan. The touring, both by my Dy. Director and Asstt. Directors was undertaken by jeeps referred to above.

No special arrangements were made to help the Charge Officers for carrying out touring because the area to be covered by them was a compact one. Besides special care was taken to ensure that the field staff had to travel as little as possible from their place of duty to the place of field work. In fact, their duties were assigned keeping in view the likely distance they were supposed to cover during the field operations. There was no complaint from any Charge Officer or field member in regard to any transport problem because of our having already ensured that they had to traverse the minimum distance.

Throughout houselisting operations and the actual census field work, myself and my officers and all the senior staff members were practically on the move all the day. For this a programme was chalked out in advance and the areas to be visited by different personnel were demarcated, so that there was no duplication of work and each officer and the staff member was clear about the areas to be covered by him. I am happy to record that the Census Organisation was represented in each and every training session organised by the Charge Officers for the benefit of their field staff. We received unstinted cooperation from the officers and senior staff members of the Bureau of Economics & Statistics, Delhi Administration who also shared our burden of imparting training to the field staff.

In a mammoth operation like this, it is but natural that there will be some weak points here and there but by and large I was fully satisfied with the arrangements made for the training, the actual training imparted to the staff and the supervision conducted on the field work. I took personal care to ensure that nothing was left to chance so far as training was concerned. Whereas due emphasis was laid on theoretical training, the actual training in the field was also not ignored. I insisted and ensured that the field staff did go to the field for actual field experience before taking up the work. This helped them a good deal in becoming conversant with the operational procedures and the problems that they may have to encounter when they take up the actual field work under the Census.

CHAPTER VII—CENSUS SCHEDULES TRANSLATION, PRINTING AND DISTRIBUTION

The Registrar General's Office had worked out certain estimates of various Census Schedules etc. and forwarded them to us for confirmation. They had also indicated the method for estimation of the total requirements. A copy of this letter and the note is given at Appendix V—15. This will enable the Director of Census Operations for 1991 to have an idea as to how the various requirements were worked out.

Delhi is a Hindi speaking State and its official language is also Hindi, but in view of the peculiar character of Delhi it was thought proper to have forms in Urdu and English also. The requirements as estimated by Registrar General's Office were gone into by my office and certain changes were suggested therein. According to these changes, the requirements of various forms in Urdu were cut short and in lieu thereof additions were made to the requirements of forms in Hindi. The overall requirements were, however, kept as suggested by the Registrar General's Office.

The Forms and the instructions etc. were got centrally printed by the Registrar General's Office. Finally, the following quantities of the various forms and schedules etc. were supplied :

STATEMENT SHOWING THE NUMBER OF SCHEDULES ALLOTTED FOR THE 1981 CENSUS WITH THEIR LANGUAGE BREAK-UP

(Figures in lakhs)

Name of the schedule	Delhi			
	Hindi	English	Urdu	Total
1	2	3	4	5
A—Individual Slip				
For actual census	46.00	29.00	5.42	80.42
(a) Universal (black)	..	..	..	..
(b) Sample (blue)	46.00	29.00	5.42	80.42
(c) For training	8.50	5.32	0.98	14.80
TOTAL	54.50	54.32	6.40	95.22
B—Household Schedule				
(a) For actual census (black)	9.10	5.60	1.07	15.77
(b) For training (red)	1.69	1.06	0.21	2.96
TOTAL	10.79	6.66	1.28	18.73
C—Houselist				
(a) For actual houselisting operations (black)	1.80	1.12	0.20	3.13
(b) For training (red)	0.18	0.12	0.02	0.32
TOTAL	1.98	1.24	0.22	3.44
D—Houselist abstract				
(a) For actual houselisting operations (black)	0.18	0.11	0.030	0.320
For training (red)	0.10	0.06	0.015	0.175
TOTAL	0.28	0.17	0.045	0.495
E—Instruction Booklets for filling of				
(a) Individual Slip	0.11	0.08	0.015	0.205
(b) Houselist	0.10	0.06	0.015	0.175
TOTAL	0.21	0.14	0.030	0.380
F—Notional Maps				
(a) For actual operations (black)	..	..	..	0.65
For training (red)	..	..	..	0.18
TOTAL	..	..	..	0.83

Here it will be relevant to point out that in spite of the cautious estimates made in regard to the requirements we had to get some extra forms from the Registrar General's Office for additional supply to the persons engaged in the field. The demands from the periphery mainly were because of a tendency to obtain more forms than actually required so that the Enumerators may not have to run for the same; if they fall short of the requirements during the course of Houselisting as well as actual count. Such wastages are a part of the actual process.

The following statement gives details of the actual number of various forms and schedules that were finally procured from the Registrar General's Office as also those which were locally got printed. These are given separately both for Houselisting as well as Enumeration. In addition there were certain forms which were used at the time of Post Enumeration Check and during the course of the Census Evaluation Study. These are also indicated below:

Name of the Item	Total No. of Forms	No. of Forms		
		Hindi	Urdu	English
1	2	3	4	5
Houselisting				
1. Notional Map	65,000	..	..	..
2. Charts of Houselist and Enterprise List Instructions & Forms 1 to 9	5,500	5,500	..	..
3. Instruction Books Houselist	19,300	10,000	3,300	6,000
4. Supervisor's functions and his duties	2,500	..	..	..
5. Houselists (Black)	377,000	205,000	..	172,000
(Red)	21,000	10,000	..	11,000
6. Enterprise Lists (Black)	139,620	129,620	..	10,000
(Red)	32,000	16,000	..	16,000
7. Houselist Abstracts (Black)	29,000	18,000	..	11,000
(Red)	24,000	18,000	..	6,000
8. Enterprise List Abstract (Black)	44,000	40,000	..	4,000
(Red)	21,800	16,000	..	5,800
9. Instructions Books Enterprise List	19,400	12,400	..	7,000
10. Appointment letters of Enumerators	10,000	..	..	..
11. Appointment letters of Supervisors	2,000	..	..	..
12. Appointment letters of Charge Officers	500	..	..	..
13. Covers	2,500	..	..	..
14. Charge Register Houselist	800	..	..	..
15. Receipts—Houselist	10,000	..	..	..
16. Identity Cards (Enumerators)	8,000	..	..	..
17. Identity Cards (Supervisors)	2,000	..	..	..
Enumeration				
1. Abridged Houselist (Black)	20,000	12,000	..	8,000
(Red)	20,000	12,000	..	8,000
2. Abridged Houselist Section 2 (Black)	24,000	12,000	..	12,000
3. Abridged Houselist Section 3 (Black)	26,000	16,000	..	10,000
4. Training programme for Supervisors & Enumerators	2,000	..	..	..
5. Instruction Books	19,000	11,000	..	8,000
6. Individual Slips (50 slips in each pad) (Blue)	8,487,500	4,600,500	490,000	3,397,000
(Red)	1,132,500	502,500	97,500	532,500
7. Individual Slips (25 slips in each pad) (Blue)	1,094,500	750,000	52,500	292,000
(Red)	345,000	345,000	..	..
8. Household Schedules (25 Forms in each pad) (Black)	620,450	..	41,350	579,100
(Red)	127,000	..	21,000	106,000
9. Household Schedules (10 Forms in each pad) (Black)	567,000	514,500	..	52,500
10. Working Sheets	143,500	77,000	..	66,500
11. Enumerator Abstracts (Black)	46,500	27,500	3,000	16,000
(Red)	11,800	11,000	..	800

Name of the Item	Total No. of Forms	No. of Forms		
		Hindi	Urdu	English
1	2	3	4	5
12. Supervisor—Abstracts	3,200	..	..	..
13. Supervisor & Enumerator Training Programme (Forms)	4,000	..	..	..
14. Appointment letters to Enumerators	15,000	..	..	..
15. Appointment letters to Supervisors	3,000	..	..	..
16. Receipts (Enumerators)	12,000	..	..	..
17. Degree Holder Cards	18,36,000	..	..	..
18. Charge Registers	800	..	..	..
19. Identity Cards (Enu.)	12,000	..	..	..
20. Identity Cards (Sup.)	3,000	..	..	..
21. List of Sch. Castes	30,000	..	..	..
22. Posters:				
Hindi	42,000	..	..	..
Urdu	4,000	..	..	..
English	10,000	..	..	..
Malayalam	500	..	..	..
Bengali	4,000	..	..	..
Marathi	2,000	..	..	..
Punjabi	9,000	..	..	..
Tamil	1,000	..	..	..
Telugu	1,000	..	..	..
TOTAL	73,500	..	..	..
23. Census Folders	11,000	10,000	..	1,000
24. Census Hand Bills	1,50,000	1,00,000	..	50,000
Post Enumeration Check and Census Evaluation Study				
1. A.P. Record	600	..	..	..
2. P.E.C. Form II Sec. 1-2	24,000	..	..	..
3. P.E.C. Form II Sect.3	240	..	..	..
4. P.E.C. Control Sheet Pt.-A	50	..	..	..
5. P.E.C. Control Sheet Pt.-B	240	..	..	..
6. C.E.S. Form A	150	..	..	..
7. C.E.S. Form B	780	..	..	..
8. C.E.S. Form-I, Sect. 1	2,400	..	..	..
9. C.E.S. Form I, Sect.2	600	..	..	..
10. P.E.C. Form II (Sec. 1) Form IV	1,800	..	..	..
11. P.E.C. Form III	2,400	..	..	..
12. P.E.C./C.E.S. Inst. Book	140	..	..	..
13. P.E.C. Form I & II	1,200	..	..	..
14. P.E.C. Form III	180	..	..	..
15. P.E.C. Form IV	180	..	..	..

The forms were got printed by the Registrar General's Office in three colours viz., black, blue and red. Black forms were used in the areas where only the Universal Individual Slips were to be canvassed and Sample Slip was not to be used. Since in the Union Territory of Delhi no area sampling was adopted and both the Universal and the Sample Slips were canvassed for each and every individual in the territory, blue forms were supplied for the purpose. The red forms were used for training purpose only and were not used at the time of the actual count or the Houselisting. So far as the Houselisting is concerned, only two types of forms were used i.e. black and red and the printing of the forms in three colours was resorted to only for the purpose of the actual count since it was to identify the slips where area sampling was adopted.

In addition to the above, my office also got certain number of copies of the Supervisors Manual memographed.

Immediately after the training programme for all the Charge Officers which was organised in August, 1980 was over, each Charge Officer was supplied with necessary forms requirements of which were worked out on the basis of the enumeration blocks in each charge keeping in view some reserved quota also. In addition to these forms the Charge Officers were also supplied identity cards to be used by Enumerators and Supervisors when they were in the field. The name of each Enumerator and Supervisor was written on this identity card. There cards were placed in plastic cover ; the red colour was used for Supervisors and the blue/black for Enumerators. Necessary appointment letters for Enumerators and Supervisors were also given to the Charge Officers. All these materials were got printed by the office of the Director of Census Operations. The Charge Officers distributed this material to their Supervisors and Enumerators at the time of imparting training to them.

The blank forms etc. to be used during the actual count were distributed to the Charge Officers on 23rd January, 1981. The office had worked out certain norms for each enumeration block. These were as under :

(1) Blank sheets for Notional Map/Lay-out Sketch	2 Sheets per Block
(2) Filled in A.H. L. pertaining to his enumeration block with one Blank Section 3 sheet	As prepared in respect of the Block concerned
(3) Individual Slips	750 (In convenient pads)
(4) Household Schedules	135 (In convenient pads)
(5) Enumerator's Working Sheets for preparing the Enumerators Abstract	8
(6) Enumerator Abstract Forms	2
(7) Degree Holders & Technical Personnel Schedules	100 for urban blocks and 50 for rural blocks

Fresh appointment letters and identity badges meant for Supervisors/Enumerators were supplied at the time of actual count. In addition each Charge Officer was given sufficient surplus material in order to meet the emergent requirements in cases where the material with the Enumerators fell short. The Supervisors were also instructed to ensure that the supplies of the relevant forms etc. did not fall short so far as the Enumerators working under their charge were concerned. Charge Officers were also supplied with blank Charge Register Forms in respect of each Charge in which they were required to make entries about the officials deployed in the field. They were asked to return one copy of the same to the D.C.O's Office after the actual enumeration alongwith other relevant records. So far as the Charge Officers are concerned, they were told to use the enumeration working sheets and blank abstract forms for preparing the Charge Abstract since the format of the Charge Abstract was the same. Extra supplies in many cases were made to the Charge Officers. As is usual in all such cases both at the time of Houselisting as well as the actual count, the Charge Officers while passing on their records to this office also returned a good quantity of unused forms and schedules. Specific instructions were issued to the Charge Officers to the effect that no Census material in any form whether it was used at the time of training or at the time of actual field work was to be retained by them. It included the identity badges also which were collected back from them after the Census work was over.

CHAPTER VII—PROCUREMENT OF MAPS

One of the earlier tasks in preparing for the Census was the building up of the District/Tehsil/Town/Village maps indicating the boundaries of all administrative units. Delhi is a single district territory and there has been no jurisdictional change in its boundary as well as the administrative boundaries of its various constituents during the last decade. The maps prepared at the time of 1971 Census were adopted for the 1981 Census also.

At the time of 1971 Census the New Delhi Municipal Committee area was divided into 9 charges. The same divisions were adopted at the time of 1981 Census and with it the Charge maps prepared earlier were used without modifications. This was, however, done after a complete survey of all the areas as well as after taking into account the new constructions and colonies that had sprung up during the intervening period. This was necessary so as to bring uptodate the charge maps. So far as the Delhi Municipal Corporation (Urban) is concerned instead of 80 charges in which it was divided at the time of 1971 Census, during the 1981 Census the whole area was divided into 86 charges thereby necessitating the re-drawing of the charge maps in some cases. As regards the Cantonment Board area a fresh map supplied by the Cantonment Board authorities was adopted after checking the details. An attempt was made to collect some maps from the Delhi Development Authority and other organisations but since they did not serve the purpose it was thought desirable to depute the Census staff to the field to personally check up for correctness of the maps that were finally adopted. The staff of the Map unit visited all the areas during the two years prior to the actual conduct of the field operations and brought uptodate these maps. So far as the rural areas are concerned, only rough drawings of the village abadis were available from 1971 records. The Tehsildars were requested to get notional maps of the villages prepared through patwaris and on the basis of these notional maps the delimitation of the blocks for the rural areas was done.

It will not be out of place to mention that in the case of charge maps, it may not always be possible to provide all the information expected to be presented in a notional map such as to whether the house is a kucha and pacca one since the high density and congestion does not allow for depiction of the information in a small map of the size in which the charge maps were made. In such maps only house numbering was indicated. Inspite of this weakness, these maps have been in great demand. The cartographic unit in the Directorate of Census Operations was headed by a Cartographer assisted by four draftsmen. In view of the fact that this staff was not sufficient to cope up with the job, services of two additional hands were requisitioned from the Map unit of the Registrar General's Office on a loan basis.

CHAPTER VIII—PREPARATION OF RURAL AND URBAN FRAME

Rural-urban differentials are a peculiar characteristic of all demographic data. The presentation of census data by rural and urban not only in India but throughout the world underlines this importance. The terms 'rural' and 'urban', however, are not quite amenable to single definitions which could be applied to all the countries. Considerable thought was therefore given by the Census Commissioner for 1981 to the framing of the definition or fixation of a criteria which could be applied for designation of an area as urban. Two views presented themselves before him. One referred to the need of taking infrastructural facilities in addition to usual demographic characteristics as the determining factor for classifying any area as urban. The other view taking note of the practical problems of demarcation of rural and urban areas simply suggested that the definition of 'urban' as adopted at the time of 1971 Census may be adopted with simplifications. The acceptance of the first approach became difficult because of the complexity of the Indian situation and the regional variations in the levels of infrastructural facilities making it difficult to apply the test uniformally all over the country particularly in view of the short time available for demarcation of urban areas before the actual Census. The simplification of the 1971 concept, however, would have created problems of comparison because with the introduction of a totally new concept or criteria other than that used in the previous census for demarcation of urban areas, a meaningful comparison and analysis of data over a period of time would have become difficult. Ultimately, it was decided that the definition of an urban unit adopted at the time of 1971 Census may be retained for 1981 Census also. It was, however, emphasised that the criteria laid down should not only be applied strictly but also interpreted in a uniform manner for the purpose of comparability both in letter and spirit.

At the time of 1971 Census, an urban unit was defined as :—

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

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

  (i) A minimum population of 5,000 ;

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

  (iii) A density of population of 400 per sq.km. (1000 per sq.mile)

As already stated above, this criteria was adopted at the time of 1981 Census also. The Directors of Census Operations were also given some discretion in respect of some marginal cases to include, in consultation with the State Governments, some places which had distinct urban characteristics and amenities and to exclude other areas which could not be considered as urban. But before treating these areas as urban, each case was to be specifically referred to Registrar General's Office with particular justification in support of the proposal to enable Registrar General's Office to take a decision in the matter.

While suggesting the above criteria for adoption, the Census Commissioner desired that the Directors may examine the cases of all rural units having a population of 4,000 or thereabout in 1971 Census and which could be expected to cross 5,000 population mark by 1980 and those units which had more than 5,000 population in 1971 Census but had not been treated as urban. For such cases it was suggested that the composition of their working force, the density of their population and other factors should be examined to see whether such units qualified to be categorised as urban. All such cases were also to be reviewed in the Registrar General's Office. Further, all such places in respect of which the town area committees or the like had been notified after 1971 Census were also to be listed. The jurisdictional changes in towns and villages after 1971 Census were also to be taken into account. At the same time, the Directors were also asked to carry out an exercise to see if there were any areas recognised as urban in the 1971 Census which did not deserve to continue as such in 1981 either due to reduction in the population size or due to changes in composition of the working population or other factors.

The guidelines for classification of rural and urban units were further elucidated in September, 1979, vide circular No. 6 (Appendix I) issued by the Registrar General, India. According to this *inter alia* those units which were treated as census towns for the first time in 1971 without satisfying the above criteria may be declassified. Further all such places which had been treated as census towns since 1961 or earlier may be renamed as Census towns even if they did not strictly satisfy the demographic characteristics. Further, the occupations fishing, livestock, hunting, plantations, and orchards were not to be treated as an allied agricultural activity and not as a non-agricultural occupation while applying the test of occupation of male population for the demographic characteristics for consideration of census towns.

No jurisdictional changes took place in the Union Territory of Delhi during the period 1971 to 1981. This was got confirmed from the different local bodies and revenue authorities. However, by application of the criteria suggested for treating certain areas as urban, it was observed that there were 8 rural units which had a population of more than 4,000 at the time of 1971

Census and in whose case the density of population was more than 400 per square kilometre and at least 75% of the male working population in those units were engaged in non-agricultural pursuits. Out of these 8 units, 5 units had a population of more than 5,000, the remaining three were expected to cross the 5,000 mark at the time of 1981 Census. The Registrar General, India was apprised of the situation in respect of these 8 units. As a result of the discussions which took place in the Registrar General's Office in January, 1980, it was agreed that in view of the special position of Delhi, no change may be made in the urban constituents of the Union Territory and only those areas may be treated as urban at the time of 1981 Census which were treated as such at the time of 1971 Census. This implied that only Delhi Municipal Corporation (Urban), New Delhi Municipal Committee and Delhi Cantonment areas were to be treated as urban. The rest of the parts of the Delhi Union Territory were to be treated as rural. The Census operations in Delhi were thus carried out on this basis. The entire position regarding the classification of rural and urban areas in the Union Territory of Delhi was reviewed again by the Registrar General in the light of the data compiled for 1981 Census which showed an abnormal increase in the rural areas. Meetings were held on 2nd and 18th April, 1981 in the Registrar General's Office which were also attended by the Director, Deputy Director and Assistant Director of Census, Delhi, wherein it was decided that in order to reflect the correct urbanisation trends, the earlier decision of classifying rural and urban areas in the Municipal Corporation area will require to be revised by making a departure from the 1971 pattern. There were 37 villages which had crossed the 5,000 population mark at the time of 1981 Census enumeration. 27 out of these 37 villages fully satisfied the requisite demographic criteria for classifying them as census towns for purposes of 1981 Census.

It was, therefore, decided that these 27 villages may now be treated as census towns and deleted from the rural areas. It was also decided that 22 out of these 27 new Census Towns which were contiguous to the pockets of Urban Agglomeration of 1971 Census may be included in the extended Urban Agglomeration while isolated urban pockets may be treated as separate census towns indicating their population separately. The 22 new Census Towns which have now been included in the Urban Agglomeration in addition to the already existing three viz., Delhi Municipal Corporation (Urban), New Delhi Municipal Committee and Delhi Cantonment are:

1. Samepur
2. Bhalswa Jhangirpur & Jahangirpuri J.J. Colony
3. Jaffarabad
4. Babarpur
5. Gokalpur
6. Mandoli
7. Kotla
8. Roshanpura alias Dichaon Khurd
9. Nangloi Jat
10. Sultanpur Majra
11. Nangloi Sayed
12. Bindapur
13. Nasirpur
14. Palam
15. Mahipalpur
16. Rajokri
17. Chhatarpur
18. Lado Sarai
19. Tigri
20. Deoli
21. Molar Band
22. Pul Pehlad

The remaining 5 census towns viz., Bawana, Alipur, Pooth Khurd, Pehladpur Banger and Bijwasan have been treated as separate Census Towns and do not form a part of the Urban Agglomeration. Bijwasan town falls in Mehrauli Tehsil and the remaining four in Delhi Tehsil.

The Directorate did not experience any difficulty in regard to the finalisation of rural/urban frame. The 1971 Census list of rural areas was referred to the Revenue authorities for a check-up of their position as in 1981, so that the list could be up-dated. Since there was no change in that, the list of villages for 1971 was adopted as such in 1981 Census operations also. As already indicated above, 27 of these villages were later on i.e. after the conduct of the Census, were treated as Census Towns and included in the urban areas.

The Urban Agglomeration

In 1961 Census a new concept of town-group was adopted, whereby two or more towns lying in very close proximity were treated as one town-group. This concept of town-group was replaced by a new concept "Urban Agglomeration" at the time of 1971 Census. In the town-group concept of 1961 Census, it was not always the contiguous urban unit that formed such a group. Even urban units cut off from one another were taken together ignoring the intervening region. The concept of Urban Agglomeration underlined the fact that 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. Thus an area to be considered for delineation as an agglomeration must satisfy the conditions of urbanisation, contiguity and viability. The area

constituting an Urban Agglomeration may keep on changing from census to census depending upon the changing boundaries of the statutory main urban units as well as the extent of other urban outgrowths. At the time of 1971 Census, the Union Territory of Delhi had only one Urban Agglomeration which was constituted of (i) Delhi Municipal Corporation (Urban), (ii) New Delhi Municipal Committee and (iii) Delhi Cantonment. These constituents of Urban Agglomeration of 1971 Census were adopted without any modification at the time of 1981 Census also. Later on as already explained above, 27 villages were treated as census towns for purposes of 1981 Census and 22 such census towns were also treated as a part of the Urban Agglomeration. This was done keeping in view the fact that they satisfied the basic consideration of contiguity. The names of these census towns which now formed a part of the Urban Agglomeration have already been indicated earlier. The Delhi Urban Agglomeration thus was comprised of 25 towns during 1981 Census.

Standard Urban Area

This is a new concept which was developed at the time of 1971 Census for the tabulation of certain urban data in the Standard Urban Areas (S.U.A.). The essentials of the Standard Urban Area were:—

(i) it should have a core town of a minimum population size of 50,000;

(ii) the contiguous area made up of other urban as well as rural administrative units should have close mutual socio-economic links with the core town, and

(iii) the probabilities were that this entire area will get fully urbanised in a period of two to three decades. The idea was that it should be possible to provide comparable data for a definite area of urbanisation continuously for three decades which would provide a meaningful picture.

In simple terms the Standard Urban Area could be defined as the projected out-growth area of a city or town having 50,000 or more population in 1971 as it would be in 1981 taking into account not only the town and villages which will get merged into it but also the intervening areas which were potentially urban. This would imply that such an area would also include all extra-municipal urban growth such as the suburbs (industrial and residential) railway colonies, civil lines and cantonment and such of those villages which were likely to be urbanised by 1991. Thus the S.U.A. is an area which extends beyond the main city or town and contains all likely developments during the period upto 1991. This will remain a statistical reporting unit during the three successive Censuses—1971, 1981, 1991 irrespective of the changes in the boundaries of local administrative units and will serve as the basis of urban development planning for the concerned city or town.

At the time of 1971 Census, the Standard Urban Area in Delhi was constituted of the following urban and rural areas:

A. Urban Components

1. Delhi Municipal Corporation (Urban)
2. New Delhi Municipal Committee
3. Delhi Cantt.

B. Rural Components

Delhi Tehsil

1. Chilla Saroda Khadar
2. Chilla Saroda Bangar
3. Dallo Pura
4. Kondli
5. Gharoli
6. Kotla
7. Gharonda Neemka Bangar alias Patparganj
8. Gharonda Neemka Khadar
9. Shamaspur
10. Shakarpur Baramad
11. Mandauli
12. Gokalpur
13. Babarpur
14. Jafarabad
15. Ziauddin Pur
16. Khampur Dhani
17. Qarawal Nagar
18. Dayal Pur
19. Jiwanpur alias Johri Pur
20. Mustafabad
21. Mirpur Turk
22. Tukhmir Pur
23. Khajoori Khas
24. Garhi Mendu
25. Saadat Pur Gujran
26. Sher Pur
27. Behari Pur
28. Baqiabad
29. Saadat Pur Musalmanan
30. Saba Pur
31. Haider Pur
32. Sahi Pur

33. Yakut Pur
34. Pitam Pura
35. Naharpur
36. Badli
37. Shamapur
38. Nangli Poona
39. Siraspur
40. Khera Kalan
41. Badhpur Bijapur
42. Alipur
43. Singhu
44. Singhola
45. Khampur
46. Shahpur Garhi
47. Tikri Khurd
48. Kureni
49. Bhor Garh
50. Bankner
51. Razapur Kalan
52. Khera Khurd
53. Pehlad Pur Bangar
54. Sahibabad Daulatpur
55. Kankar Khera
56. Pansali
57. Barwala
58. Gheora
59. Saoda
60. Tikri Kalan
61. Neelwal
62. Jafarpur alias Hiran Kudna
63. Bakarwala
64. Bapraula
65. Nangli Sakrawati
66. Dichaon Kalan
67. Dindarpur

Mehrauli Tehsil:

68. Mundka
69. Rani Khera
70. Rasool Pur
71. Mubarak Pur Dabas
72. Kirari Suleman Nagar
73. Nithari
74. Begum Pur
75. Pooth Kalan
76. Rithala
77. Mangholpur Kalan
78. Mangholpur Khurd
79. Sultanpur Mazra
80. Nangloi Jat
81. Garhi Piran
82. Jawala Heri
83. Nangloi Sayed
84. Qamruddin Nagar
85. Nilothi
86. Ranhola Sahfi Pur
87. Tilangpur Kotla
88. Razapur Khurd
89. Nawada Mazra Hastsal
90. Hastsal
91. Bindapur
92. Mirzapur
93. Dabri
94. Sagarpur
95. Nasirpur
96. Palam
97. Matola
98. Lohar Heri
99. Kakrola
100. Goela Khurd
101. Bamonoli
102. Pochanpur
103. Qutab Pur
104. Ambar Hai
105. Toghan Pur
106. Bagrola
107. Sahupur
108. Shahbad Mohd. Pur
109. Bhartal
110. Bijwasan

111. Salahpur
112. Kapas Hera
113. Sambhalka
114. Nangal Devat
115. Mahipal Pur
116. Kusum Pur
117. Moradabad Pahari
118. Masudpur
119. Malikpur Kohi alias Rang Puri
120. Rajokri
121. Ghatorni
122. Yahya Nagar
123. Gadai Pur
124. Sultanpur
125. Lado Sarai
126. Saidul Ajaib
127. Neb Sarai
128. Maidan Garhi
129. Chhattar Pur
130. Sat Beri
131. Chandan Hola
132. Fatehpur Beri
133. Jonapur
134. Dera
135. Mandi
136. Bhati
137. Asola
138. Shahurpur
139. Rajpur Khurd
140. Deoli
141. Tigri
142. Pul Pehlad
143. Tajpur
144. Mithepur
145. Molar Band
146. Kotla Mahigiran
147. Saidabad
148. Aali
149. Jait Pur

The S.U.A. concept as stipulated in 1971 Census implied that S.U.A. boundaries as far as possible should be kept fixed i.e. unchanged till 1991 and only in exceptional cases any change should be made in the constitution of the S.U. area. In Delhi the S.U. Areas had to be revised consequent upon the treatment of 27 villages as Census Towns. 23 out of these were already a part of the rural component of the S.U.A. in 1971. The formation of these 27 new Census Towns after 1981 Census proved that the urbanisation process in Delhi was faster contrary to the expectation on the basis of which delineation of Delhi S.U.A. was done in 1971. It was, therefore, thought desirable to include the remaining four newly formed Census Towns viz., Bhalaswa, Jahangirpur, Roshanpura alias Dichaon Khurd, Bawana and Pooth Khurd also as a part of the urban Component of S.U.A. and add another five villages viz., Sanoth, Ghoga, Iradatnagar alias Naya Bans, Holambi Khurd and Holambi Kalan as part of the rural component of S.U.A. The S.U.A. as now constituted comprises 30 towns and 131 villages. These constituents are indicated below:

A. Urban Components

1. Delhi Municipal Corporation (Urban).
2. Shamepur
3. Bhalswa Jahangirpur
4. Jafarabad
5. Babarpur
6. Gokalpur
7. Mandauli
8. Kotla
9. Roshanpura alias Dichaon Khurd
10. Nangloi Jat
11. Sultanpur Majra
12. Nangloi Sayed
13. Bindapur
14. Nasirpur
15. Palam
16. Mahipalpur
17. Rajokari
18. Chhattarpur
19. Lado Sarai
20. Tigri
21. Deoli
22. Molar Band
23. Pul Pehlad
24. New Delhi Municipal Committee
25. Delhi Cantt.
26. Bawana

27. Alipur
28. Pooth Khurd
29. Pehladpur Bangar
30. Bijwasan

B. Rural Components

I. Delhi Tehsil:

1. Bankner
2. Bhorgarh
3. Kureni
4. Tikri Khurd
5. Singhola
6. Singhu
7. Khampur
8. Shahpur Garhi
9. Ranepur Kalan
10. Sanoth
11. Ghoga
12. Iradat Nagar alias Naya Bans
13. Holambi Khurd
14. Holambi Kalan
15. Bodhpur Bijapur
16. Khera Kalan
17. Khera Khurd
18. Barwala
19. Pansali
20. Sahibabad Daulatpur
21. Kankar Khera
22. Siraspur
23. Nangli Poona
24. Badli
25. Naharpur
26. Pitam Pura
27. Yakutpur
28. Sahipur
29. Haiderpur
30. Sabapur
31. Baqiabad
32. Saadatpur Musalmanan
33. Sadatpur Gujran
34. Sherpur
35. Garhi Mandu
36. Khajoori Khas
37. Beharipur
38. Qarawal Nagar
39. Dayalpur
40. Jiwanpur alias Jhoripur
41. Khampur Dhani
42. Mustafabad
43. Mirpur Turk
44. Tukhmirpur
45. Ziauddinpur
46. Shakarpur Baramad
47. Shamaspur
48. Gharonda Neemka Bangar alias Patpar Ganj
49. Gharonda Neemka Khadar
50. Chilla Saroda Khadar
51. Chilla Saroda Bangar
52. Dallopura
53. Kondli
54. Gharoli
55. Tikri Kalan
56. Saoda
57. Gheora
58. Jafarpur alias Hirankudna
59. Bakarwala
60. Baparula
61. Nangli Sakrawati
62. Dichaon Kalan
63. Neelwal
64. Dindarpur

II. Mehrauli Tehsil:

65. Rasoolpur
66. Rani Khera
67. Mubarakpur Dabas
68. Begumpur
69. Pooth Kalan
70. Kirari Suleman Nagar
71. Nithari
72. Mundka
73. Tilangpur Kotla

74. Rankola Shafirpur
75. Qamruddin Nagar
76. Mangolpur Khurd
77. Rithala
78. Mangolpur Kalan
79. Garhi Piran
80. Jawala Heri
81. Niloth
82. Hastsal
83. Razapur Khurd
84. Nawada Mazra Hastsal
85. Matola
86. Mirzapur
87. Dabri
88. Sagarpur
89. Lohar Heri
90. Kakrola
91. Goela Khurd
92. Qutabpur
93. Ambar Hai
94. Tokhanpur
95. Bagrola
96. Sahupur
97. Shahbad Mohd. Pur
98. Pochanpur
99. Bamnoli
100. Bhartal
101. Nangal Devat
102. Salahpur
103. Kapas Hera
104. Sambhalka
105. Malikpur Kohi alias Rangpuri
106. Kusumpur
107. Moradabad Pahari
108. Masudpur
109. Ghitorni
110. Yahya Nagar
111. Gadaipur
112. Sultanpur
113. Maidangarhi
114. Neb Sarai
115. Saidul Ajaib
116. Rajpur Khurd
117. Satberi
118. Chandan Hola
119. Jonapur
120. Dera
121. Mandi
122. Fatehpur Beri
123. Bhati
124. Asola
125. Shahurpur
126. Kotla Mahigiran
127. Saidabad
128. Aali
129. Jaitpur
130. Mithepur
131. Tajpur

Jurisdictional Changes

The Census aims at enumeration of the individuals in the country as on the Census date once and only once that is without omission or duplication. In order to ensure that all such persons are covered, it becomes necessary to prepare a list of localities and other areas comprising the territory to be covered under the Census. This will require up-dating of the frame of both rural and urban areas. Jurisdictional changes take place from time to time. Before the start of the conduct of 1981 Census it was necessary to take stock of all such changes and up-date the frame. These jurisdictional changes are made by Government Notifications delineating or modifying the areas. Keeping in view the importance of updating of the frame, the Registrar General issued a circular as early as in January, 1978 to the effect that all the Directors of Census Operations may obtain a list of all such notifications from the State Governments whereunder some municipalities have been created or jurisdictional changes brought therein. Consequently, the Directorate of Census Operations, Delhi contacted the Revenue authorities requesting them to supply copies of such notifications, if any, since 1971 Census, so that all jurisdictional changes could be taken care of. The Revenue authorities were also requested to provide a list of all the villages of Delhi Union Territory alongwith their area figures. It was also made clear to them that this list should include both inhabited and un-inhabited areas and also take into account hamlets of such villages, if any. The Delhi Administration was also requested to issue an order indicating therein that no change be made in the boundary of district/tehsil untill the 1981 Census was over. There were, however, no

jurisdictional changes during the period 1971 to 1981. Consequently the frame for 1971 Census was adopted as such for 1981 Census also. The Lieut. Governor of Delhi also issued a circular in September, 1979 indicating therein that no changes should be made in the boundaries of the districts, tehsils, towns and villages after 1st October, 1979 until the 1981 Census was over in the Union Territory of Delhi.

Location Codes

The importance and usefulness of Location Codes lies in the fact that it helps in identifying the area covered. Keeping this in view the details necessary for identification so far as they pertain to the State/ U.T., District, Tehsil, Town or Village Enumeration Block etc. are given on every sheet involves a lot of scriptory work. An easy method by which identification can be done is by allocation of Codes. This is a simple device by which an area can be identified.

In 1981 Census 5 elements location codes were given on each Census document. The first element of the location code was Code No. assigned to a State/U.T. This number in the case of the Union Territory of Delhi was 28. The second element of location code was the code assigned to the District. The Union Territory of Delhi is comprised of only one district and was thus given Code No. 1. This formed the second element of the location code number. There are two Tehsils in the Union Territory of Delhi; these are Delhi and Mehrauli Tehsils. The Code numbers assigned to them were 1 and 2 respectively. This comprised the third element of the location code in rural areas. The District and Tehsil Codes were given in Arabic number. So far as the urban areas are concerned, the third element was not for the Tehsil but for the Town. In order to distinguish between a town and village, the code numbers for towns were given in Romans. The urban areas which were further divided into Charges and a separate code was given for each Charge. This constituted the fourth element of the location code in the urban areas. The fifth element of the location code in the urban areas was the block number in the Charge. In the rural areas the fourth element in the location code was the number of the village and the fifth element, the block in the village. Every village in a Tehsil was given a code number and the serial number ran in a continuous order in a Tehsil. Numbering was started with a village in the North-West and the numbers proceeded in a serpentine manner keeping to the geographical contiguity down to the South-East point. Thus the Union Territory of Delhi which consisted of only one district, had two Tehsils with 156 villages in Delhi Tehsil and 102 villages in Mehrauli Tehsil.

Although the whole of the rural areas were covered by five Development Blocks each under the charge of a Block Development Officer, however, for purposes of the Census, the rural areas were divided into 7 Charges—five of these Charges were put under the charge of the different Block Development Officers and two under the charge of the two Tehsildars of Mehrauli and Delhi. This was done keeping in view the operational convenience in the Union Territory of Delhi. The urban area at the time when the Census operations were conducted comprised of only three towns viz., Delhi Municipal Corporation (Urban), New Delhi Municipal Committee and Delhi Cantonment.

Preparation of Charge Registers

As already indicated earlier, the whole work was concentrated in the Directorate of Census Operations and the Charge Registers were prepared in the Directorate itself by appointing special staff for the purpose. Before preparation of the Charge Registers the frame was up-dated and all the areas in the Union Territory were taken care of by up-dating the Charge maps. This required personal visits to the different areas by the staff of the Map Division. The Charge Registers were up-dated taking into account all the changes during houselisting. This was followed by formation of new enumeration blocks and re-allocation of the areas amongst different enumerators keeping in view the size of the population which an enumerator could conveniently cover during the period of actual count.

CHAPTER IX—ENUMERATION AGENCY

For purposes of census taking the Union Territory was divided into four tracts. These were Delhi Municipal Corporation (Urban), New Delhi Municipal Committee, Delhi Cantonment and the Rural Areas. Since the Delhi Municipal Corporation covered more than 80% of the total urban area, it was considered necessary that it should have a number of Census Officers to effectively supervise the work. The Municipal Commissioner was, therefore, designated as the Principal Census Officer and the Deputy Commissioner (T) as the City Census Officer. Under them were 10 Zonal Assistant Commissioners who were designated as Census Officers for the urban areas, falling in their respective zones. For the New Delhi Municipal Committee areas, the Secretary of the Committee was appointed as the City Census Officer and the Dy. Secretary, N.D.M.C., as the Addl. Census Officer. The Cantonment Executive Officer acted as the Town Census Officer for the Cantonment area. So far as the rural areas of Delhi Municipal Corporation are concerned, the Revenue Assistant of Delhi was designated as the Census Officer for the rural areas. Special arrangements were made in the case of strictly military areas where military census officers on the recommendations of the respective military authorities were designated as Census Officers. There were separate census officers for Army, Air Force, Navy and other para-military forces. Thus similar arrangements were made for the areas falling within the jurisdiction of Border Security Force, the Central Reserve Police etc.

In the Union Territory of Delhi there are number of residential colonies where the staff of the Railways reside. Although these areas fall within the jurisdiction of one or the other local body, a separate Census Officer was appointed for such areas. The Divisional Engineer (Estates), Northern Railway, was designated for the purpose.

The Director of Census Operations, the Dy. Director and the Asstt. Directors were appointed as Census Officers for the whole of the Union Territory of Delhi.

The entire control and over all planning and supervision was done by the Census Office. The demarcation of enumeration blocks, supervisory circles, selection and appointment of census field workers from charge officers down to enumerators, arrangements for their training and over all supervision in the field was done by this office. This work was of such a tremendous nature that the entire office had to function round the clock for a number of months sometimes even without breaks for gazetted holidays.

The four census tracts referred to above were further divided into 103 charges each under the control of a charge officer. The Railway colonies grouped together were treated as a separate charge. In the case of charges where the work load was considered to be heavy, services of Addl. Charge Officers were also provided. The charge officers were mostly Principals of the various Senior Secondary Schools located in the Union Territory of Delhi. They were also drawn out from the staff of the local bodies. So far as the rural areas are concerned taking into consideration the operational convenience, the area was divided into seven sectors, five of them were placed under the charge of each of the five B.D.O's and two under the charge of two Tehsildars viz., Tehsildar Delhi and Tehsildar Mehrauli. Excepting the Block Development Officers of Mehrauli and Shahdara, the other Block Development Officers had their offices located in the different parts of the areas itself. They had a full-fledged office working in these areas. So far as tehsildars are concerned one of them had his office located at Tis Hazari and the other at Mehrauli but they had no difficulty in moving about in their respective charges.

The list of Census and the Charge Officers appointed for 1981 Census is given at Appendix V-16. These charges were further sub divided into 1,790 circles and 9,148 enumeration blocks. This number excluded military areas. Each circle which comprised of about 5 to 6 enumeration blocks was put under the charge of a Supervisor. The enumerator at the lowest level was responsible for the conduct of the census in an enumeration block. The field staff was mostly appointed from amongst the school teachers who were considered to be a suitable agency. In addition to staff of Central and State Govts. the man power for Local Bodies was also utilized for the purpose. On an average an enumerator was asked to cover a population of about 650 to 700 persons in the urban areas and 750 to 800 in the rural areas. For each charge about 20% of the enumerators working therein were treated as reserve. Thus the total enumeration staff, both Supervisors and Enumerators, numbered about 13,000.

After the houselisting operations were over, it was felt that the charges of some of the Charge Officers in the urban areas of Delhi Municipal Corporation were somewhat unwieldy and they had a larger number of census workers to supervise. Keeping the work load in view, services of Additional Charge Officers were provided in such cases but it was emphasised upon the Charge Officers that the specific responsibility for the conduct of the field work in the charge was their and their alone and the Addl. Charge Officers were provided only to help them in coping up with the increased work.

After the houselisting, the enumeration blocks were also redemarcated keeping in view the work load to be attended to by each Enumerator. Thus the number of enumeration blocks covered at the time of

actual census was larger than those at the time of houselisting. While allotting the charges or the blocks to the Charge officers/Enumerators it was kept in view that the areas which they were to look after were situated near to either their place of duty or their residence so that they had to traverse a minimum distance.

Delhi Cantonment area being a small unit was put under the charge of one Charge Officer only. Unlike the 1971 Census when the Charge Superintendent of the area had to be replaced by another officer of the Cantonment Board the experience in 1981 Census was a happy one this time. The Pension Superintendent of the Cantonment Board who was put as a Charge Officer attended to his duty very conscienciously. So far as the strictly military areas and para-military areas were concerned, the Census Officers appointed their own staff to work as Enumerators/Supervisors. We had no problem with the Defence Services except for the Army where the Staff Captain of the Cantonment area who was made responsible for the conduct of the census in the army areas did not take proper interest and at a later stage passed on the work to another officer who was not conversant with the job. My own officers and staff had to help him a great deal in organising the training programme and providing necessary guidance. Even, thereafter we had great difficulty in getting the records from the Army authorities in time. We had no such problems with the Air Force, Navy, Border Security Force, Central Reserve Police etc.

As already mentioned elsewhere in this report, by and large enumeration agency did their work very well although there were some problems with the teachers at the time of training of the field staff for the actual field operation. In some cases, however the training had to be organised under difficult situation. But luckily at the time of actual field operations, these people who had disrupted the training classes behaved in a disciplined manner and did not give any occasion for any adverse comment on their activities. Quite often the teachers in the training classes raised the issue as to why it was that they alone were every time asked to handle such operations. They were informed that for 1981 Census work it is not only the teachers who had been assigned the work of field duty but the staff was also drawn from the Central/State Govt. departments/local bodies etc. Further it was impressed upon teachers that by virtue of their status in society the Government considered them to an appropriate agency for soliciting information from the people. The collection of data in the individual slip and the household schedule etc. involved direct contact with the households and it was felt that because of the respect commanded by the teachers in general, they were most appropriate for being assigned the task of undertaking the census.

CHAPTER X—HOUSELISTING OPERATIONS

There are two main phases of the Census viz., Houselisting and Enumeration. The Houselisting is not a full-fledged census of houses but its main aim is to locate and to identify all places which are occupied or used or which are likely to be occupied or used by people. Houselisting is a primary step towards actual enumeration. Since the list of houses prepared during the course of Houselisting is used for delimitation of enumeration blocks, these operations are conducted well in advance to the main Census, so that there is sufficient time for demarcation of enumeration blocks, selection of enumerators and their training etc. etc.

During the 1981 Census a very simple form was used during the Houselisting operations. In this form an attempt was made to collect only certain basic information which could help in forming enumeration blocks. The Houselist as canvassed at the time of 1981 Census also served as a frame for the enterprises for which a separate Enterprise List was canvassed as a part of the Houselisting operations. This Enterprise List was prescribed under the Economic Census.

The Houselisting operations involved certain basic steps such as—

(1) Preparation of a notional map and a lay-out sketch of the areas.

(2) Numbering of villages and census houses.

(3) Canvassing of the Houselist itself.

(4) Preparation of the Houselist Abstract.

(5) Canvassing of the Enterprise List.

(6) Preparation of an Enterprise List Abstract thereof.

Before the actual conduct of the Houselisting operations, field personnel were given intensive training. All the senior level officers and staff were given training first so that they could form a good training force. The senior level staff was drawn both from the Directorate of Census Operations as well as the Bureau of Economics & Statistics, Delhi Administration, Delhi. The first training session lasted for three days starting on 1st July, 1980. This programme was arranged in the Directorate of Census Operations, Office. All the senior level staff members were imparted intensive training in the concepts used and the procedure to be adopted while filling in the various forms prescribed for Houselisting. This also included the Enterprise List. They were further exposed to field conditions by taking them around in certain areas in Madangir (Dr. Ambedkar Nagar) where the prescribed schedules were filled in under actual field conditions. This was followed by training of all the Charge Officers and the Census Officers. A two-day training programme was arranged for them in August, 1980 at Vigyan Bhawan and inaugurated by the then Chief Secretary Shri W. Shaiza in which Registrar General, India also participated. The booklets which contained instructions for filling the House List and the Enterprise List were gone through. Detailed discussions also took place in regard to the various situations which the field staff may have to come across in the field during the actual Houselisting Operations. Since all the Charge Officers and Census Officers could not be covered at this two-day session, another training session was held in the third week of August where the remaining Census and Charge Officers were imparted training. The main aim of having two sessions was to ensure that the training classes were small and manageable. It was only thus that an effective and thorough training could be ensured.

The Charge Officers were requested vide Circular No. 8 (Appendix II) issued by this Directorate to formulate a two round training programme for the Supervisors/Enumerators under their Charge and to organise the same in such a manner that each of the Census Officials receive training (in two rounds) and that the entire programme is concluded by 25th August, 1980.

As already emphasised earlier, field training was given greater importance. The lower level field staff was comprised of Supervisors and Enumerators who were also imparted training in batches by the Charge Officers. All these training sessions were attended by the representatives from the Directorate of Census Operations as well as Bureau of Economics & Statistics. These officials were fully associated with the training programmes organised at different places. It was the responsibility of the Charge Officers to impart training to the field staff working under them. Wherever it was felt that in a particular Charge the training being imparted was not upto the mark, the senior level staff stepped in and supplemented the instructions given by the Charge Officers. There were certain Charge Officers who imparted the training themselves without depending on the staff of the Directorate of Census Operations, Delhi or the Bureau of Economics & Statistics, Delhi. There were others who did not take active interest and left it to our staff to do the needful. This was nothing unusual. In such a large operation one cannot always expect the best out of everybody although every attempt is geared towards that end.

Proper and distinct house numbering is a must for Houselisting and consequent delimitation of enumerators' blocks. In the case of the Union Territory of Delhi which is developing fast with a huge amount of unauthorised constructions, large parts are bound to be without permanent house numbers. Besides in many localities, the house numbers as given are very

irregular. Some of these areas had been spotted out by the Census staff and Corporation authorities were requested to give temporary house numbers in such areas with black paint. In the other areas the existing house numbering system was adopted for the purpose of the Houselisting operations.

To ensure accuracy and full coverage of all structures/buildings, the staff of the Directorate of Census Operations, Delhi surveyed all the urban areas and prepared notional maps for each Charge indicating therein complete layout i.e. the house numbers, lanes, streets, roads and important landmarks. With the help of the Charge Notional Maps, the enumerator's blocks were carved out. In the case of the rural areas, the Patwaris prepared the notional maps of the villages which were used for the formation of blocks for the villages.

After the preparation of notional maps and house numbering, the next step was to list them in a prescribed schedule i.e. the Houselist. At the 1981 Census the Houselist form was canvassed on universal basis. The specimen of the form used is given at Appendix III. This form provided for collection of information on the Building No., Census House No., purpose for which census house is used. Household No., name of the head of household, if used as residential one, the number of persons normally residing therein and whether there was a physically handicapped person in that household. From this form it was also ascertained whether the household was engaged in an enterprise outside the census house and without any premises. In the case of handicapped persons only those who were totally blind, crippled or dumb were covered.

As already stated, the Houselist also served as a frame for the enterprises for which a separate Enterprise List was prepared. The Enterprise Form was canvassed immediately after an enterprise was identified either through Col. 4 or Col. 7 of the Houselist. The specimen form of the Enterprise List is given at Appendix III. The integration of the Enterprise List with the Houselisting operations did not pose any problem. The same enumerators filled in the Houselist form as well as the Enterprise List. This integration gave an opportunity to the staff of the Directorate of Census Operations to work in close collaboration with the staff of the Bureau of Economics & Statistics who gave their whole-hearted cooperation to the Census Department. There was a wellknit coordination between the two organisation not only during Houselisting operations but in the actual Count also where assistance from the Bureau of Economics & Statistics was forthcoming with same zeal and vigour as it had been at the time of Houselisting Operations.

The distribution of forms and schedules was done through the agency of the Charge Officers who further distributed them to their Supervisors and Enumerators. The Charge Officers were given sufficient instruction booklets and forms to keep in reserve for any emergency. Besides, the office remained open at odd hours to cater to the emergent needs of the field staff. Officers of the Directorate were also on the round in the field along with the sufficient quantities of the various forms with them.

The filled-in schedules were received back through the Charge Officers who were requested to deposit the filled-in schedules etc. along with the blank unused forms and the badges for Supervisors and Enumerators at the Directorate's Office at Pushpa Bhawan. For this separate dates were fixed when Charge Officers from particular Charges could deposit their records. Proper arrangements were made in the office to receive them, count them and place them in the record room properly. Transport charges incurred by the Charge Officers for bringing the material to the Census Office were reimbursed to them immediately on the spot. By and large these records were received in time.

During the Houselisting Operations, the Director, the Dy. Director and the Assistant Director visited almost all the Charges and conducted spot checks of the filled-in-schedules and explained the doubts and inaccuracies. No special difficulty was encountered by the field staff in canvassing the Houselist. Yet, they were instructed to be careful in collecting information on disabled population As it is, the collection of information on such a delicate subject is a very difficult task. The instructions were issued to the enumerators to be very polite and tactful while asking this question. Emphasis was laid to cover only those handicapped persons who were either totally blind, totally crippled or totally dumb. The enumerators were specifically told to avoid double counting of disabled persons by including such persons for each of these disabilities. To illustrate, if in a household a person might be both blind and dumb or blind and crippled, he was shown under 'totally blind'. The main idea was to find out persons who suffered from a greater disability. The blindness was regarded as greater disability than either dumbness or being crippled. Similarly being crippled was a greater disability than being dumb. In an extreme case where a person suffered from all the three disabilities, he was recorded under blind since this was certainly the most unfortunate disability. No such case was, however, brought to the notice of the Census authorities. In spite of the delicate nature of the question, the people cooperated fully with the field staff mainly because of a high level of literacy in the territory and also the appreciation of the need for supplying correct information to the Government for planning purposes. Otherwise also in Union Territory of Delhi where 92.73% of the population lives in urban areas, collection of information on such points could not be much of a problem.

In a large scale operation like Houselisting, certain occassions are bound to arise where an Enumerator/Supervisor/Charge Officer might require immediate clarification in regard to certain concepts or definitions or situations on which there may not be any clear-cut instructions. In order to help them to have immediate contact with the senior staff of the Directorate,

the Charge Officers were given the residential addresses of some of the staff members living in localities nearer to their Charges as also of the Officers so that in times of emergency they could personally contact them for any clarification. Telephone numbers whereever available were also supplied to them. The main aim of this arrangement was to ensure that all problems in the field could be immediately solved. This was in addition to the constant supervision which was undertaken by the different officers and senior staff of the Directorate in the field.

An interesting features of the Houselisting was that at the time of Houselisting operations all of a sudden a new colony comprising of a few thousands of huts sprang up behind Tagore Garden, presumably under the impression that in case their houses were listed in the Census, alternate accommodation might be made available to them after they were asked to vacate the land. In the meantime when the Houselisting operations were still continuing, all these unauthorised houses were removed by the authorities.

In certain cases where multi-storeyed buildings had come up, it was observed that against the expectations, in certain cases, the number of census houses required to be covered by the Enumerator of the area happened to be so high that extra Enumerators were required to be put on the job. For this arrangements had already been made by providing Enumerators in the reserve list to each Charge Officer. The increase in the number of census houses was nothing unusual because in a growing city like Delhi some of the buildings which may be totally unoccupied at the time when blocks were delimited may be fully or partly occupied by the time the actual field operations started, thereby increasing the work load and necessitating the deployment of additional staff. Even if such building are not occupied the mere fact that the building has been completed would require the appointment of an Enumerator to list out the census houses at least.

The field staff was given a token honorarium. Each Enumerator was paid an honorarium of Rs. 20 for the houselisting and Rs. 15/- for filling in the Enterprise List. The same amount was paid as honorarium to the Supervisors for supervising the work of 5 to 6 Enumerators under his Charge. The Charge Officers and the Census Officers were paid Rs. 200 and Rs. 300 respectively for the entire operations i.e. both Houselisting and the actual enumeration.

Houselisting operations in the various parts of the country were not carried out at the same time. So far as the Union Territory of Delhi is concerned, these were carried out in September, 1980. The detailed calendar in this regard is reproduced below:—

September 1980

Sept. 1-2	1. Preparation of Notional Map and lay-out sketch. 2. Completion of house numbering in the Enumeration Blocks.
Sept. 3	1. Checking of lay-out sketch and the house numbering by the Supervisors.
Sept. 4-20	1. Completion of filling in of Houselists and Enterprise Lists. 2. Preparation of duplicate copy of the Houselist.
Sept. 21-22	1. Preparation of Houselist Abstract and Enterprise List Abstract. 2. Return of filled in forms to the Supervisors.
Sept. 23-24	1. Checking of Houselist Abstract and Enterprise List Abstract by the Supervisor. 2. Preparation of Circle Abstract for Houselist by the Supervisor.
Sept. 25	1. Return of filled in forms by the Supervisors to the Charge Officers.
Sept. 26-29	1. Scrutiny of filled-in Schedules 2. Preparation of Charge Abstract.
Sept. 30- Oct. 3	1. Return of filled in forms (Block-wise) by the Charge Officers to the Directorate of Census Operations.

CHAPTER XI—ENUMERATION

With the completion of the first phase of Census viz., Houselisting operations, the Census Directorates were required to take immediate steps to organise the second phase i.e. the actual enumeration. This was a much bigger and more detailed operation as it involved collection of information on households and individuals. It called for a very well-coordinated and concerted effort at all levels. The various important steps taken in organising the enumeration in 1981 were as follows:—

(i) Fresh formation of enumeration blocks in the light of the information collected during the Houselisting Operations.

(ii) Writing up of fresh Charge Registers.

(iii) Preparation of Abridged Houselists.

(iv) Selection and appointment of Enumerators and Supervisors.

(v) Distribution of Census material to the Charge Officers and the staff in the periphery.

(vi) Fresh training to Census Officers, Charge Officers, Supervisors and Enumerators.

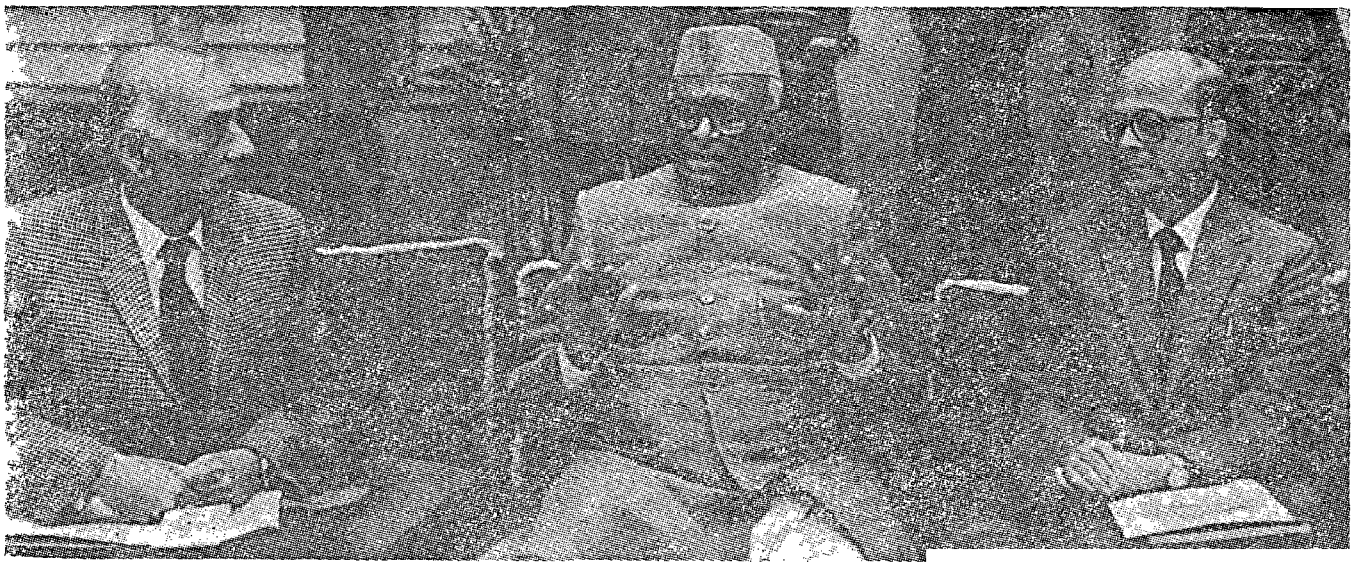
(vii) Publicity measures.

(viii) Actual enumeration.

(ix) Arrangements for the enumeration of houseless population.

(x) Collection of the filled-in schedules and forms.

(xi) Working out of the Provisional Results and publication thereof.

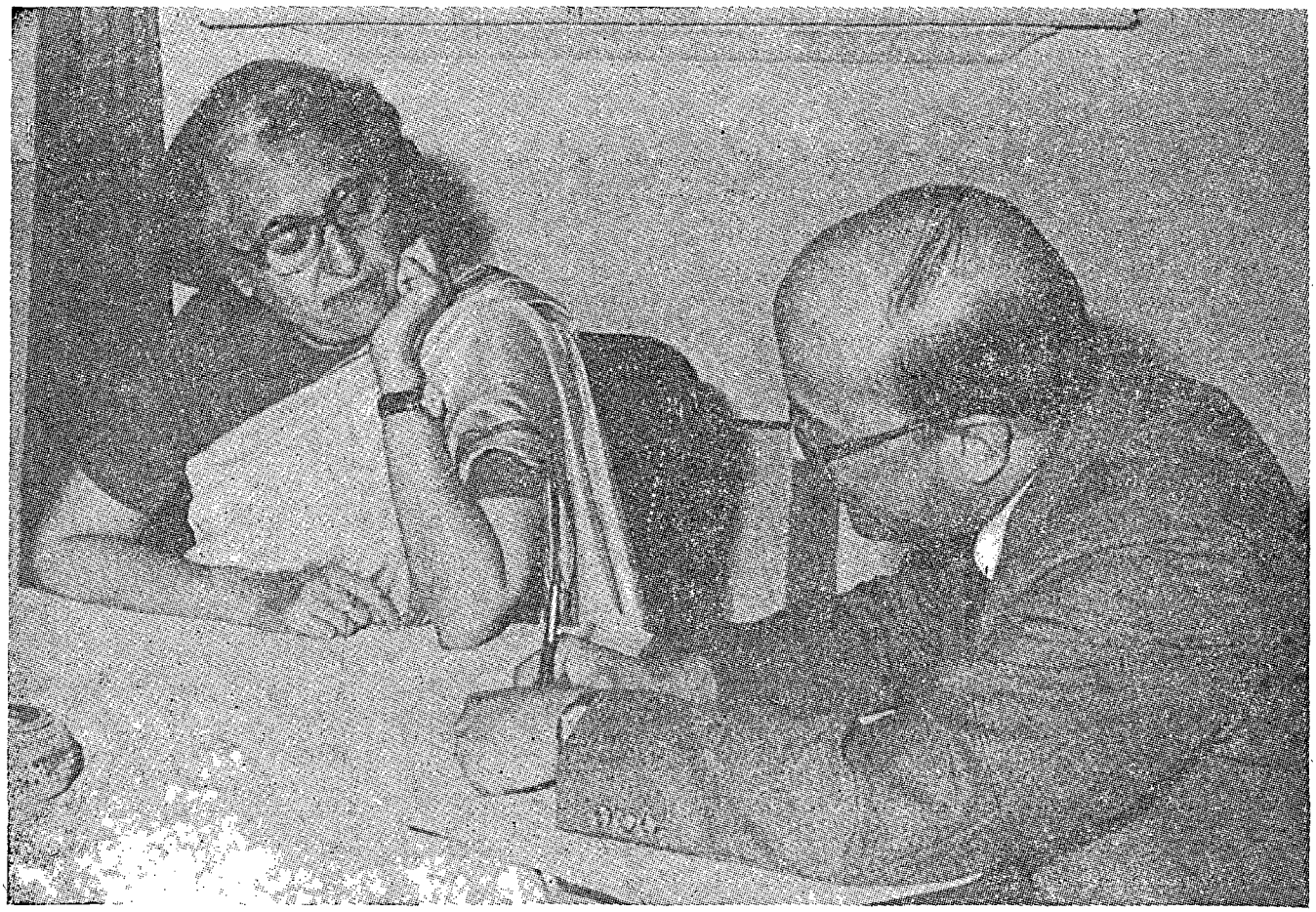


Enumeration of the President

The Houselisting operations provided the basic frame for the formation of enumeration blocks for the actual count. Since the Houselisting operations preceded the actual count by more than four months, it was essential that the coverage of the census houses and households at the time of the Census was complete. This was achieved by the adoption of an intermediate form called the Abridged Houselist. The Abridged Houselist contained certain essential details from the Houselist and was updated by the Enumerator as he went around his block during the actual count. Thus soon after the Houselisting operations were over two important steps were taken. Fresh Enumeration Blocks were formed and Charge Registers for them were written up and Abridged Houselist was prepared.

In the other States the responsibility for carving out of enumeration blocks was that of the Charge Officer—and he was also supposed to get the Abridged Houselist prepared for which he was provided with some staff. But in the case of Delhi, as already stated earlier, the whole work was done centrally in the office of the Director of Census Operations itself.

The fresh enumeration blocks were carved out on the basis of the number of houses or the number of households which were considered as appropriate work load for an enumerator. While doing so, it was however, ensured that each such enumeration block had a clear cut and well defined boundary so that it could be easily identified. In the rural areas the work load of about 750 persons was considered as appropriate while in the urban areas it was 650. This corresponded to 150 households in the rural areas and 130 households in the urban areas, respectively. The process of carving out of fresh enumeration blocks in certain cases necessitated the splitting up of certain blocks, increasing the size of the block in certain cases, combining of certain blocks so as to make them of a suitable size etc. After carving out of the enumeration blocks, the supervisors' circles were also demarcated, each circle comprising of about 5 to 6 contiguous enumeration blocks.



Prime Minister is being enumerated

After the formation of the enumeration blocks for the actual count the charge registers were written up afresh. Separate charge registers were prepared for each rural-urban charge. These charge registers were got cyclostlyed in sufficient quantity and a copy each thereof was supplied to the respective Charge Officers. The Charge Officers used it as a basic document which provided the identification particulars of the blocks and enumerators and Supervisors assigned to them. Along with the charge registers, charge maps showing all the enumeration blocks therein with their numbers as well as the supervisors circles marked in these maps were given to the Charge Officers. They were instructed to go around the area alongwith the map in order to ensure that no area remained uncovered within their jurisdiction. And if there was any area left out, they were instructed to appoint enumerators out of the reserved list and also to intimate the Census Office in this regard. A list of reserve enumerators from which they could draw in times of need was provided to each Charge Officer.

After the preparation of the fresh charge registers, the most important document which formed the link between the houselisting and enumeration viz., the Abridged Houselist was prepared. The Abridged Houselist was prepared separately for each enumeration block. In the case of the Union Territory of Delhi, for preparation of the Abridged Houselist, daily-wage staff was put on the job.

As already indicated in Chapter IX, the enumeration staff was mostly comprised of teachers drawn out from various educational institutions from the Union Territory. Besides the staff from various Ministries, departments of Govt. of India and the Delhi Administration was also involved in the field work. The Enumerators and Supervisors were issued identity badges both in the case of houselisting operations as well as the actual count. In the case of enumeration fresh badges were issued.

Training is a very important component of any field operation as it has a direct bearing on the completeness and quality of enumeration. Due emphasis was given to this aspect and training was imparted in a very detailed manner. A three day training programme from 22nd to 24th December, 1980 was organised for the senior level officers i.e. Census Officers and the Charge Officers. This was inaugurated by Shri Jagmohan, the Hon'ble Lt. Governor of Delhi on 22nd December, 1980. There were morning and evening sessions on all the three days. The main aim of the training was to apprise the officers with the forms that were to be canvassed and how to proceed about the work in the field. It was emphasised on the Census/Charge Officers that they were themselves required to impart instructions to the Enumerators/Supervisors in their Charge and that they should become fully conversant with the various forms and the procedures to be adopted. Instruction booklets for filling up the forms at the time of actual count were supplied to these officers in advance, so that they could give a thorough reading to the booklet and get themselves fully acquainted with the instructions contained therein and come out with any doubt or querry that they may have in that regard. They were also requested to chalk out the training programme for their charges from first week of January, 1981 onwards and send a copy thereof to the Census Office so that officers and staff of the Census office could also be associated with that. It was emphasised to the Charge Officers that practical training must be imparted to the field staff when they may be asked to fill up at least 10 Household Schedules and Individual Slips in respect of all the members of the household alongwith other relevant forms. Special forms in red colour were supplied for training purpose. These red forms were used for training only.

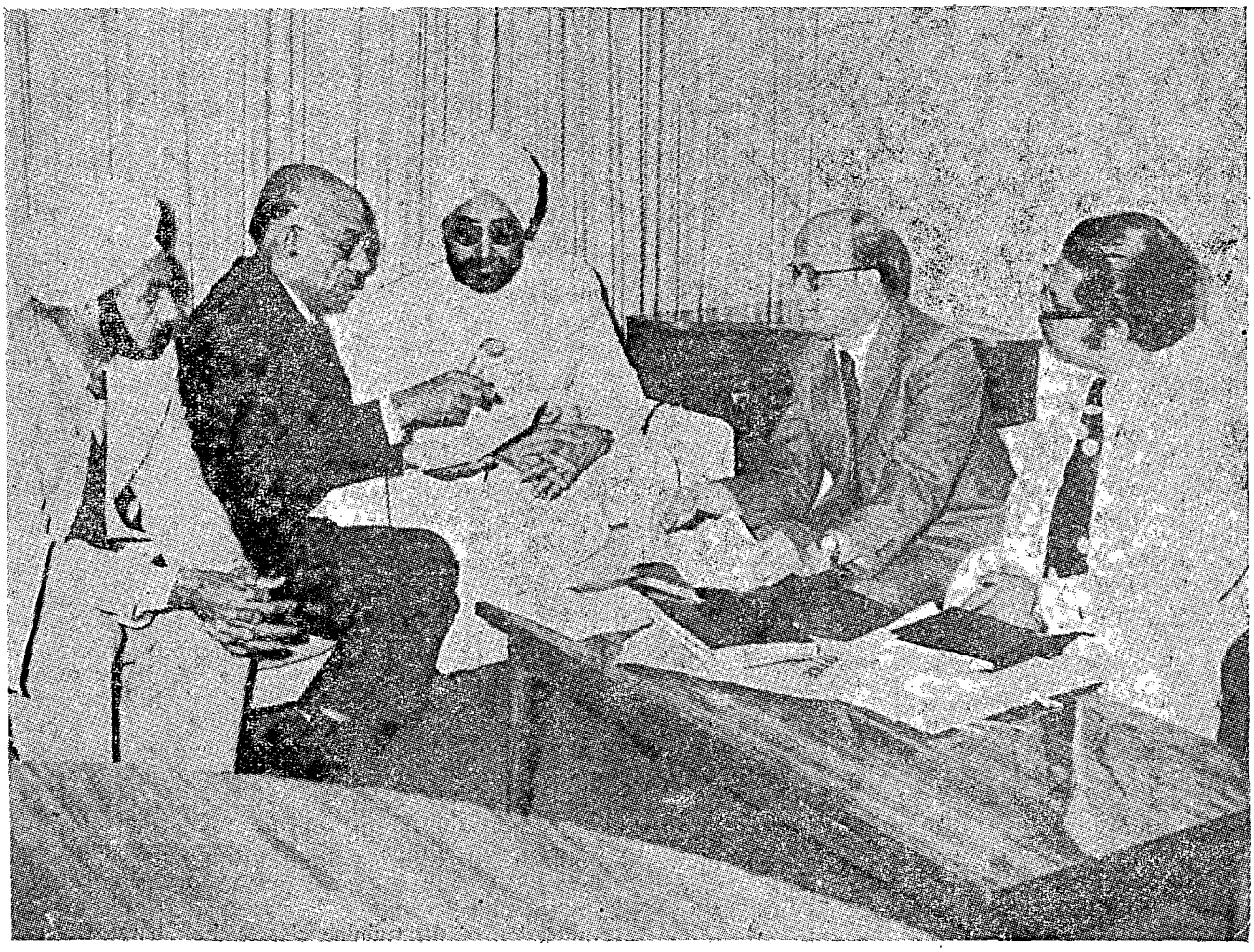
The Charge Officers were advised to ensure that at least two to three sessions were held in each case so that detailed training could be imparted.

In the first round of training the broad components of the enumeration phase, namely, updating the Abridged Houselist, preparation of Notional map and layout sketch, the need for familiarity with the area of the enumeration block and its boundaries, the reference period, the reference date, persons who are eligible for enumeration, revisional round, the order of filling the Household Schedules and Individual Slip, the Working Sheets and the Enumerators Abstract and other aspects were gone into. After the first round, the enumerators were asked to go round their blocks and prepare a notional map. These were scrutinised by the Supervisors/Charge Officers.

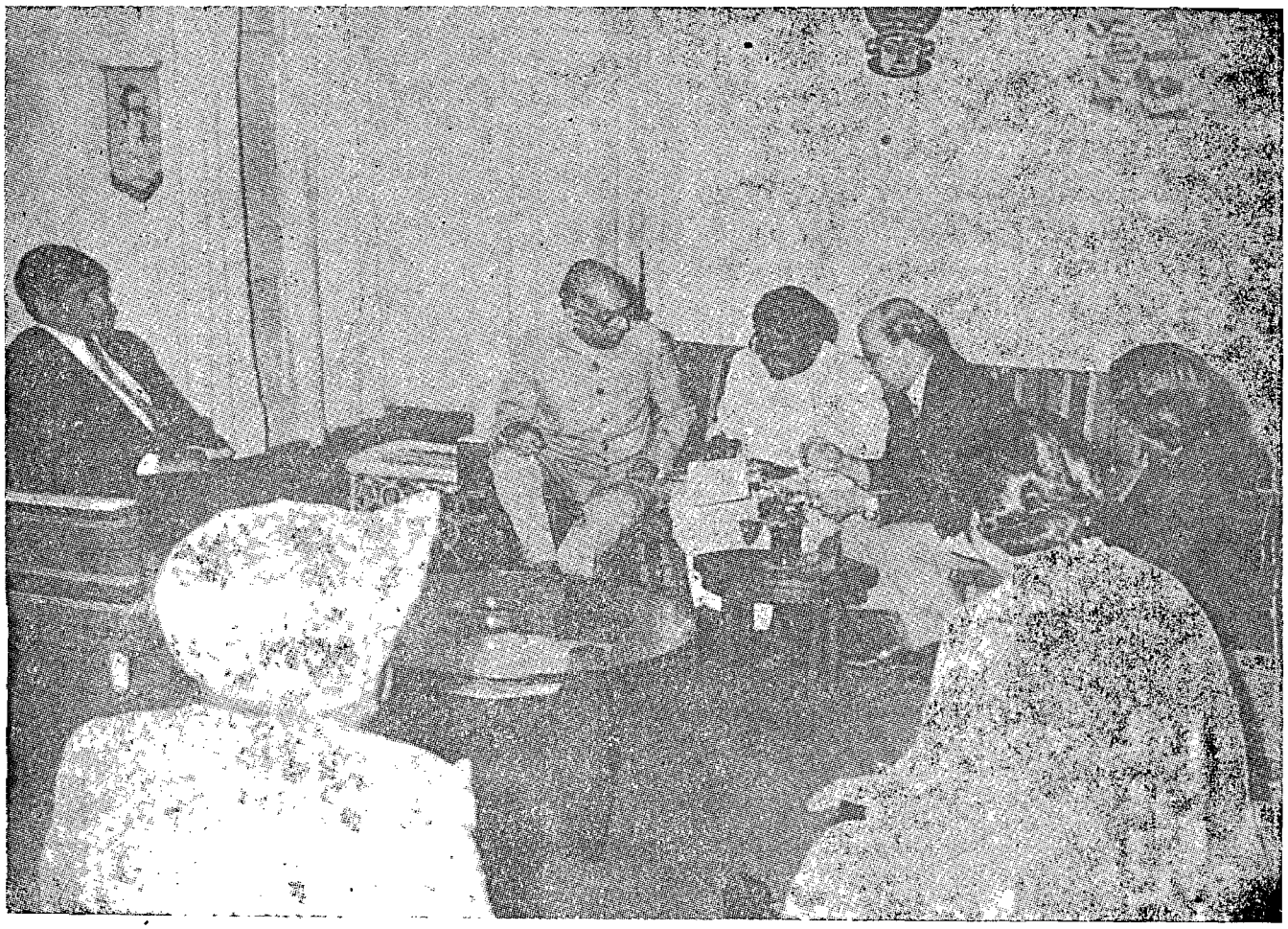
In the second round of training, the instructions were gone through in detail followed by a round of practical training by filling up of the schedules in the field. In the third round, the important aspects of instructions were gone through again in order to ensure that the Enumerators and Supervisors had clearly understood the instructions. It was also ensured that the Enumerators had gone round their blocks alongwith their Supervisors.

In order to make the training more effective, they were advised to divide the census workers in convenient groups and also to mark the attendance of the Enumerators/Supervisors in each training class. On completion of the training classes the Charge Officers were required to furnish a record of the training in a prescribed form to the Census officers and the Directorate of Census Operations, Delhi.

All the Officers and the regular staff from the Directorate of Census Operations, Delhi, were actively involved in the training programme and made it a point to attend the training session in each Charge. Myself, my Deputy Director and the Asstt. Director were most of the time in the field covering as many as 8 to 10 Charges daily. It was ensured that a thorough training was imparted to the field staff. Use of the opportunity of training classes was also made for distribution of the schedules, forms etc. to the Enumerators and Supervisors. The Charge officers were given sufficient quantity of these forms to keep in



Enumeration of the Home Minister



State Home Minister is reviewing the Individual slip at the time of enumeration



Enumeration of the Chief Justice of India

reserve to meet the unforeseen needs and demands. As in the case of Enumerators, the Supervisor manual was also prepared and supplied to each Supervisor. T.A./D.A. to the staff deployed for the job was paid by the respective departments since they were all Government servants. However, while fixing up the location of training, care was taken to ensure that the Enumerators and Supervisors had to travel as little a distance as possible to reach the place of training.

The Supervisors were paid an honorarium of Rs. 90 and the Enumerators Rs. 100 each for participating in the field operations relating to the actual count.

Although no special problems were encountered during the course of field enumeration except that there were stray complaints from here and there regarding omission of certain persons or households from counting. A few specific cases of areas altogether left out of counting were also brought to my notice and immediate action was taken to get them covered within the enumeration period. However, the Census Department had quite a tough time during the training when at a number of places the staff engaged in the training programme had to face antagonism from the office bearers of the Teachers Association who tried to disrupt the training classes. According to them they did so since they had certain grievances which the Government had not redressed. They were told specifically that it was not for the Census Department to look into those complaints or grievances and that census was a task of national importance; therefore they should provide unstinted support and cooperation to the department in conducting the field operations. The training staff went on with the process of training inspite of the disruptions obstacles put in their way. The Association's office bearers also met me in my office during this period to put forth their demands. They were politely advised to contact the Director of Education or the Chief Secretary Delhi Administration in the matter since the matter did not lie within the purview of the Census Department. I am happy to point out that inspite of the unhelpful attitude of some of the Office Bearers of the Association the field work went on smoothly and the teaching staff employed on enumeration work exhibited a sense of duty and devotion which was expected of them.

I was conscious of the fact that the quantum of work to be attended to by the enumerators demanded that they should have sufficient time for the purpose. For this I requested the Delhi Administration to allow the enumerators special casual leave for ten days both in the case of houselisting as well as the actual count. This facility was fully availed of by the enumerators and helped a great deal in the completion of work within the prescribed time.

In order to give wide publicity to the Census and to impart education to the public, various publicity medias were used, so that maximum cooperation and participation by the people could be obtained in the Census operation. A number of steps were taken in this regard. A documentary film regarding Census was exhibited at all the cinema houses (Commercial Circuits). This documentary in which Shri Amitabh Bachhan, the Veteran film actor, participated, was entitled 'To meet your needs'. This documentary was also shown in various localities through mobile vans of the Information & Publicity Department of Delhi Administration. Besides cinema slides were also shown both in cinema halls as well as on the Television to the effect that the census enumerators will call on the people within particular dates and that they should co-operate with them in giving the necessary information. Different types of slides were prepared indicating thereon different aspects of census taking. This was done both at the time of houselisting as well as the actual census count. These were also exhibited in the cinema halls. Besides, advertisements were also published in the newspapers.

Delhi is in a fortunate position in as much as that whenever any publicity in regard to the Census was done through national papers its benefit automatically went to the Delhi Census Directorate also due to the fact that most of these national papers with a high local clientele have housed their offices in Delhi also.

65,000 posters printed in different languages were pasted in different parts of the territory. The pasting of the posters was done through private contractors. The fact is to whether these posters have been got pasted properly was got checked through the staff of the Directorate of Census Operations, Delhi. The Development Commissioner and Deputy Commissioner, Delhi were also requested to get some posters displayed in the rural areas through the Tehsildars/BDOs/Panchayat Secretaries. Small brochures on the Census brought by the Directorate of Advertising & Visual Publicity were also distributed in the different parts of the territory through the staff specifically engaged for the purpose.

The State Publicity Department was also requested to get the message of Census relayed through Dance, Drama and Puppet Parties by formulating appropriate programmes.

The B.D.Os. were also requested to educate the rural people about the importance of Census through the beat of drums and at Panchayat meetings.

Certain other promotional measures were also taken. The Director of Education was requested to use the channel of students for bringing home the Census message to the people. This was proposed to be done through the class teachers in the Social Studies classes and at the time of prayer meetings at least once in a week in the month of January-February, 1981 when the students could be told of the importance of Census. For this a brief note which provided information on the Census and certain basic talking points was supplied to them.

The Director of Industries was also requested to send a communication to the owners of all registered factories in Delhi to impress upon their employees the

need for answering economic questions correctly and in detail and also to give cooperation in this task.

The use of the media of Radio & Television was also made for promoting Census activities. In addition, the wardens of the different important student hostels were requested to provide assistance by asking the inmates of the institutions to cooperate with the census enumerators in supplying the necessary details as required in the prescribed schedules. Similarly, circulars were issued to the various departments of the Delhi Administration.

I also went on the All India Radio and spoke about the Census. The enumeration of the V.I.Ps. was covered by the Information & Broadcasting Ministry in the form of news reel in order to publicise the Census enumeration. This newsreel was also exhibited at the various theatres. The enumeration process was further covered on the television.

The Census operations were carried out in the Union Territory between 9th and 28th February, 1981 with a revisional round between 1st to 5th March, 1981 with reference to the sun-rise of 1st March, 1981.

During the actual field operations, it was necessary to have a feed-back regarding the progress of Census work in the different areas. The charge officers were advised to have regular contacts with their supervisors who in turn were told to meet all the enumerators working under their control at least every alternate day so that a proper control over the conduct of the field work could be exercised. The supervisors were also asked to look into the Slips being filled by the enumerators for correctness etc. The charge officers were also supposed to check the work of the enumerators during their field visits and particularly ensure that the entries from the individual slips were being transferred daily to the household schedules and that the totals at the end of each household schedule were also entered in the working sheets. This was necessary because the Census Operations were a time bound programme. The charge officers were advised to depute one of their senior colleagues also to do the checking work of all the enumerators as well as reviewing their progress. It was suggested that the enumerators may be asked to meet this official in batches of 20 each on different days alongwith their supervisors and the census records which they had filled in till then. The idea was that the whole checking process in the charge may be completed within five to six days i.e. upto 25th February, 1981. The person deputed to check the work of the enumerators was given an honorarium of Rs. 50 for doing this work.

The metropolitan area of Delhi, being a fast growing city, has special problems of coverage due to coming up of new suburbs spread over a very wide area as also large population residing in extremely congested localities of old Delhi and in the slums at the periphery of the city. The chances of an area being missed altogether in enumeration are much more in Delhi than elsewhere and for certain obvious reasons, errors in area coverage, which can be considered as acceptable or normal in an operation of the vast magnitude of the Indian Census, have to be avoided. Whereas the usual hierarchy of the Directorate of Census Operations, Delhi, was supposed to and looked after the problem of area coverage relying on the in-built controls in the census methodology, it became necessary to supplement this effort. In this process, the officers and the staff of the office of the Registrar General, India, the Bureau of Economics & Statistics and the Directorate of Census Operations, Delhi, by monitoring the operations in their own immediate vicinity, helped in ensuring that no isolated pockets were left out of census coverage. The Registrar General, India, issued instructions to all the Officers of his organisation right from Investigators, Senior Technical Assistants and equivalent ranks upwards to report to the Directorate of Census Operations, Delhi as to whether their own residences had been enumerated. While reporting this information they were supposed to indicate the name of the locality and the block number, house number, etc. which was under their occupation, so that it may be possible for the Census office of Delhi to determine whether an entire area had been missed or the omission was limited to a particular household. For easy contact, the office telephone numbers of the Delhi Census office were also provided to these persons. These officials were specifically told to convey the information either on telephone or in writing personally or through a messenger but not through postal dak. This report was to be furnished between 20th to 25th February, 1981 by which time the census enumerator was normally supposed to have called on the household and enumerated it. For the sake of uniformity in case of reporting a form was prescribed, cyclostyled copies of which were circulated to the officers.

This effort was totally independent of and separate from the activities of the normal enumeration agency. In simpler terms, this staff was expected to report direct only to the Director of Census Operations, Delhi about the fact of enumeration of their particular household and not to make any attempt on their part to contact the census enumerators or the supervisors much less to remonstrate with them about the non-enumeration. The idea was that there should be absolutely no attempt to interfere with the established hierarchy of the enumeration agency.

The problem of ensuring an absolute coverage of high population density areas and slum areas also came up for consideration. To this effect the efforts of Census Supervisors, Charge Officers, etc. were augmented and strengthened by the staff of the office of the Registrar General, India by going to specified localities to check whether or not the census enumerators had covered that area. The Asstt. Director (Technical) was made responsible for coordinating the activities in this regard. The Registrar General also addressed communications to the Ministries of the Govt. of India and the Chief Secretary, Delhi Administration requesting them to issue instructions to the staff working thereunder to intimate to the Directorate of

Census Operations, whether they had or had not been enumerated by about 25th of February, 1981. For this the postal address of the Directorate of Census Operations and telephone numbers were also indicated.

In addition to the above, the officials of the Directorate were allotted a number of charges each for which they were made responsible for overall supervision. They were required to contact the Charge Officers working in their respective areas personally and to check up as to whether the field work had started in all the blocks w.e.f. 9th February, 1981. In case of default in any of the blocks, they were required to ensure that the Charge Officers made immediate arrangements to see that the work in such units was also taken up immediately. They were also required to look into the schedules and the forms being filled up by the enumerators for consistency and correctness and give further briefing to them wherever necessary. In addition, they were asked to ensure that the entries from the Individual Slips were being transferred to the Household Schedules daily and that after striking out the totals at the end of each Household Schedules, necessary entries in their regard were being made in the Working Sheets. In any case it had to be ensured that the work did not go into arrears. They were also told to check up and insist that the enumerators passed on the Degree Holders and Technical Personnel Cards wherever necessary and while doing so they were specifically to check up that the Location Code of the Block on the schedule was clearly indicated on them. During the course of their visit, they were also asked to impress upon the Charge officers that the revisional round was not a mere formality and it had its own importance and that the Charge officers should make proper arrangements for collection of filled-in schedules and transmission thereof to the census office along with intimation of the provisional figures. The brief report covering all the points was to be prepared by each such person and submitted to the Asstt. Director, Census at frequent intervals. All this was done to ensure that the field work did not get disturbed.

From time to time this office had been receiving some complaints regarding certain omission. Immediate arrangements were made by contacting the concerned Charge Officers or by deputing our own staff to look into these complaints and take immediate action wherever necessary. In two particular cases, in a charge in Kalkaji and in another in Srinivaspuri, our own staff was deputed to help in covering the left out area within the prescribed time. A serious view was taken of the lapse of these two Charge Officers and they were censured for not taking timely action in getting the things done. It appears that in spite of our instructions to the effect that the Charge Officers should personally make a round of the areas under their Charge before the start of the operations, these Charge Officers did not seem to have taken that work seriously. A communication to this effect was also addressed to the Director of Education. In quite a number of cases, it was observed that the complaints regarding non-enumeration were unfounded.

My experience of working with the Military authorities in Delhi Cantonment area was not a happy one. They took the work very lightly. It was also not very easy to get into touch with their senior officers who were actually responsible for the work. There was a display of lukewarm attitude which caused frustration. The Colonel incharge and his Staff Captain infact did not pay the required attention to the work and passed on the whole responsibility of getting the things done during the actual count through an officer of a unit who was totally new to the job. Having not at all been associated with the houselisting operations, unfortunately, he had no background of the work to be done. This necessitated a complete taking over of the training programme for the military authorities by the Directorate's staff itself. Not only that proper cooperation was not forthcoming at that stage but later on also it took considerable time for us to receive the completed records from them. It is gratifying to note that the work done by the Officers of the Air Force, Navy, Border Security Force and Central Reserve Police was commendable. In fact one of the census officers from Border Security Force and two from Air Force were awarded medals for doing meritorious work.

Arrangements were made for the counting of houseless population on the night of February 28/March 1, 1981 but before the sun-rise of 1st March, 1981. The Charge Officers were instructed to make necessary arrangements in advance to ensure that all such persons are covered. In the case of concentration of houseless persons in certain blocks help of enumerators from the Reserved List could be taken. For this it was necessary to have an idea as regard the probable places where such people were likely to be found and the probable magnitude thereof.

In Delhi, Shri Jagmohan, the Hon'ble Lt. Governor and the Registrar General, India personally went round the different areas on the night of 28th February to inspect the arrangements made for the counting of houseless population. The senior staff of the Directorate accompanied them. They particularly visited areas around Jama Masjid, Gandhi Ground, Hardinge Library, Old Delhi Railway Station, Asaf Ali Road and Azadpur Vegetable and Fruit Wholesale Market. Assistance of the staff of the Directorate of Census Operations was also provided to the Charge Officers in the listing of houseless persons wherever necessary. No special problem was encountered in organising the field operations on this night. The Directorate had addressed communication in this regard to the Police Commissioner. Proper police arrangements were available. The Charge Officers were allowed to procure gas lamps and lanterns for use in the night. To help in the counting of houseless population, 28th February, 1981 was declared a dry day when all liquor shops etc. were closed.

After the preparation of the Charge Abstract and communication of the provisional population totals, the Charge Officers were required to send all the records to the Directorate of Census Operations, Delhi



Shri Jagmohan, the Lt. Governor of Delhi viewing the enumeration of houseless persons on the night of February 28 & March 1, 1981



Another view of the enumeration of houseless persons





Two more scenes of houseless persons being enumerated



Registrar General, India at the time of enumeration of houseless persons



A view of houseless persons' enumeration in the Chandni-Chowk area

by 12th March, 1981. These records were received at Pushpa Bhawan Office. The Charge Officers were requested to arrange these records for each enumeration block separately and tie them up in bundles, there being one bundle for each enumeration block. Each bundle was to contain the following documents in respect of the block :—

1. Notional Map
2. Lay-out sketch
3. Filled-in and up-dated Abridged House List
4. Filled in Household Schedule Books
5. Filled in Individual Slip Pads
6. Working Sheets for Enumerators Abstracts
7. Enumerators Abstract
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
10. Blank Household Schedules and Blank Individual Slip Pads
11. Blank Degree Holder and Technical Personnel Schedules.

These records were to be accompanied by an inventory of the documents pertaining to that block. In addition, each Charge Officer was also required to submit a Charge Abstract alongwith the Working Sheet and one copy of the Charge Register indicating the final list of the officials who had worked as supervisors and enumerators. He was also required to furnish a record of the training classes held for the field staff in a form prescribed for the purpose. Further, all the training material including the instructions, booklets used as well as unused, red forms pertaining to Individual slips as well as Household Schedules and the Identity Badges, appointment letters issued to the enumerators as well as supervisors were also to be returned to the Directorate in a separate bundle. In no case any paper pertaining to the Census was left with the Enumerators, Supervisors/Charge Officers. As per time schedule prescribed for relaying of these records, the enumerators were asked to hand over all the documents to the supervisors by 6th March. The supervisors ensured their submission to the Charge Officers by 7th March. The Charge Officers were to deposit these papers with the Census Office by 12th March, 1981 positively. Transportation charges were paid by the Directorate of Census Operations immediately on the spot in case hired transport was engaged by some one. These records were received between 10th and 12th March, 1981.

After the revisional round on 5th March, 1981 immediate steps were required to be taken for the compilation of Provisional Results. These results were compiled from the charge abstracts and working sheets. For this a calendar as given below was prescribed which laid down the specific dates for submission of records and abstracts at various levels:

1. Revisional Round	1-5 March, 1981
2. Submission of Enumerators Abstract and all other records by the Enumerator to the Supervisor	6th March, 1981
3. Submission of all records pertaining to his circle by the Supervisor to the Charge Officer	7th March, 1981
4. Preparation of Charge Abstract for Provisional Results by the Charge Officer and communication of Charge figures to the Directorate of Census Operations, Delhi in the standard form	10th March, 1981
5. Submission of all the records including Working Sheets and Charge Abstract alongwith an Inventory thereof to the Directorate of Census Operations, Delhi.	12th March, 1981

The enumerator was provided one day to prepare his abstract after the revisional round and he was required to hand over all the documents including the enumerator's abstract and the working sheets to the Supervisor on 6th March, 1981 positively. The Supervisor after collecting all these documents from his enumerators checked whether they were in order and then handed them over to his Charge Officer on 7th March, 1981. The Charge Officers were given three days for the preparation of the Charge Abstracts and for conveying the Provisional Population Results to the Directorate of Census Operations, Delhi by 10th March, 1981. The Charge Officers were, therefore, required to work out suitable arrangements for collection of the records from all their Supervisors so that no time was lost in reaching the records to the Charge Officers. Since in certain charges the services of Addl. Charge Officers were also provided to help the Charge Officers to cope with the increased work, the Charge

Officers were also required to co-ordinate with the work of Additional Charge Officers. After striking the total for a Charge the Charge Officers were supposed to communicate the total population and population of literate/illiterate by sex through a special messenger to the Directorate of Census Operations and also communicate these figures on telephone. For this they were given all the telephone numbers.

Compilation of population figures at the territory level was done in the Census office itself and provisional population figures communicated to the Registrar General, India on 12th March, 1981. The Provisional Population Results for Delhi were published on 25th March, 1981. Some basic population data, both provisional as well as final, for the Union Territory of Delhi, are given below:—

		Provisional	Final
Population	Total	6,196,414	6,220,406
	Males	3,422,550	3,440,081
	Females	2,773,864	2,780,325
Decennial Population Growth rate 1971—81		+52·41 per cent	+53·00 per cent
Density of Population		4178 per Sq. Km.	4194 per Sq. Km.
Sex Ratio		810 females per 1000 males	808 females per 1000 males
Literacy Rate	Total	61·06 per cent	61·56 per cent
	Males	67·96 per cent	68·40 per cent
	Females	52·56 per cent	53·07 per cent

CHAPTER XII—DIRECTIVES ISSUED BY STATE GOVERNMENT

Census taking is an activity for the successful completion of which it is essential that there should be proper coordination between the Directorate of Census Operations, the Delhi Administration and all the Local Bodies since the staff in the periphery has to be taken from the various departments of the Administration as well as the local bodies and institutions.

Before I joined the organisation, at the initiative of my predecessor, the Chief Secretary of Delhi Administration Shri W. Shaiza had issued instructions to all the Heads of Departments and Principals of various schools that the Government expects that all the concerned persons who were deployed on census duty discharge their duty with honesty, great interest and responsibility. The circular containing these instructions has been reproduced at Appendix V-II to this volume. They were also informed that the appreciable work done by the officers/employees for Census Operations, 1981 will be mentioned in their confidential reports for the year 1980-81. Similarly any carelessness in this regard would also be reflected in their ACRs. The Chief Secretary's circular also referred to the proposal of the Registrar General's office to reward the excellent workers by awarding of medals. Further to facilitate the field operations, another circular was got issued by the Chief Secretary on 31st May, 1980 stating that no Principals or teachers of the schools and employees engaged in houselisting or census operations specially as a Census Officer, Supervisor or Enumerator should be transferred till, 1981. The Delhi Administration also issued an order under which all the Government employees, Principals and teachers of the schools deployed as Census Officers, Supervisors and Enumerators for houselisting and census operations in 1981 Census for the Union Territory of Delhi were permitted to attend office late by two hours in the morning and to leave office one hour early in the evening. This was necessary to facilitate smooth field operations. In addition at the time of houselisting the field staff was allowed a special casual leave of 7 days and at the time of actual count a special casual leave of 10 days. Such staff which availed of the facility of leaving the office early or coming late for census work was not allowed this facility.

In spite of the orders issued in regard to holding back of transfers etc., it was observed that some transfers of teachers had in fact taken place. The matter was brought to the notice of the Hon'ble Lt. Governor and it was emphasised on the Directorate of Education that all transfer orders should be suspended with effect from December, 1980 and remain in abeyance till the conclusion of the census operations.

Here, I would like to make a specific mention of the meeting held at Raj Niwas under the Chairmanship of the Hon'ble Lt. Governor on January 5, 1981 in connection with 1981 Census specifically. At this meeting it was agreed that keeping in view the fact that the census operations were to commence on 9th February, 1981 and would go on till 5th March, 1981 followed by an intensive period of collection of records as also the fact that the very same hierarchy that was involved in the census would be involved in elections also, the Lt. Governor will send a communication to the Ministry of Home Affairs that the elections to the Metropolitan Council as well Local Bodies should not be held before April, 1981. Further, the Chairman of the Central Board of Secondary Education, was requested to extend the dates of Delhi Secondary Schools and Delhi Sr. School Certificate Examinations, 1981 from 10th to 17th March, 1981. So far as the examinations under the All India Scheme were concerned they were held as scheduled from 6th March, 1981 since adjustments in regard to this were not possible as these examinations besides being held in India are also conducted in other countries. It was also at the same meeting that the Hon'ble Lt. Governor desired that henceforth the Director of Census Operations will also attend the meetings of the Departmental Heads which were being held every Thursday at Raj Niwas. This depicted the interest taken by the Hon'ble Lt. Governor and the importance which he attached to the work relating to 1981 Census. The interest taken by the Lt. Governor was also very well reflected in his deep personal involvement in the training programme which he very kindly inaugurated in December, 1980 and his visits alongwith the Registrar General and Officers of the Directorate of Census Operations to the various localities in Delhi on the night of 28th February, 1981 when the houseless population was counted. Again it was at the initiative of the Hon'ble Lt. Governor that two vehicles were placed at the disposal of the Director, Census.

New Delhi being the capital of the country, any publicity measures taken by the Registrar General's Office, such as advertisements in Newspapers, publication of posters, issue of brochures etc., automatically helped in publicity so far as Delhi Census Office was concerned. We did not think it necessary to trouble any Minister or Public functionary to help us by going on the radio or television and give lectures or statements regarding the census. However, I would like to make a specific mention of the screening of the enumeration process relating to the President, the Prime Minister etc., on T.V. and in cinemas through documentaries which helped us considerably in getting wide coverage for the census. I do not feel that we had anywhere lacked so far as the publicity of census was concerned.

CHAPTER XIII—GENERAL

The process of census work in Delhi started with the issue of a circular as early as in March, 1980 in which the broad aspects of Census taking were discussed. This was followed by a series of circulars dealing with specific topics. These circulars were issued to all the Census Officers. The first circular referred to the legal base of the Census, the duties of the Census Officer/Charge Officers/Supervisors/Enumerators, broad stages of Census operations need for house numbering, freezing of administrative boundaries and selection of Enumerators/Supervisors. This was followed by a detailed circular on the classification of rural and urban units in Delhi, later on followed by another circular on the need for location code numbers and the method of giving such numbers. This process of circulars was further continued by covering the steps like formation of urban agglomeration, houselisting operations and preparatory steps to be taken, organisation of training programmes, distribution of census material etc., etc. In all, this Directorate issued 45 circulars during the period March, 1980 to July, 1981 covering the various facets of the Census taking. Reference to some of these circulars has already been made in various Chapters of the Report where the subjects covered have been dealt with in detail. However, for record purposes, it is thought desirable that all the circulars may be reproduced at one place and accordingly these are being included in this report as Appendix II.

A perusal of these circulars will indicate that they were mainly aimed at equipping the Census Officers and the field staff with knowledge of the preliminaries the actual operations and the activities incidental to the Census. Some of the circulars covered measures like publicity and were addressed to the persons in the field so that the message of the Census could be brought home to the people of the territory. This facilitated a lot the actual census taking work because by and large the Enumerators and Supervisors received utmost cooperation from the public. In such an operation, there may be instances where there may have been some lack of proper communication between the Enumerators and the respondents but this is nothing unusual in such surveys where a direct contact with people is involved.

The field work involved Houselisting operations as well as the actual count. So far as the Houselisting operations are concerned, each Enumerator was paid an honorarium of Rs. 35. This also included an amount of Rs. 15 for conducting the Economic Census. The Supervisors were also paid an equivalent amount for attending to supervision work. So far as the actual count is concerned, the Enumerators were paid a sum of Rs. 100 each which included an amount of Rs. 10 for canvassing the Degree Holders & Technical Personnel Cards. The Supervisors were, however, paid a sum of Rs. 90. The difference of Rs. 10 in this case was due to the fact that the Enumerators had also to attend to the work relating to the Degree Holders and Technical Personnel Schedules.

So far as the Census Officers and the Charge Officers are concerned, they were paid a sum of Rs. 300 and Rs. 200 respectively for both these operations viz., Houselisting as well as the actual count. The Additional Charge Officers who were appointed for enumeration work during the enumeration period only were paid an honorarium of Rs. 150 each. In addition, every clerk who assisted the Charge Officers in their work was paid a sum of Rs. 70 as honorarium and the peon a sum of Rs. 30 each. During the course of Census count a special Checker was provided in each Charge to check the filled-in schedules and he was paid an honorarium of Rs. 50 for doing that work.

The work relating to the distribution of honorarium was entrusted to the Delhi Administration at whose disposal the amount was placed by the Registrar General's Office through the Pay & Accounts Officer (Census). The list of the persons who were to be paid the honorarium was provided to Delhi Administration and the money was distributed through the Bureau of Economics & Statistics. As already stated earlier, the amount of honorarium paid to the staff could not be taken as a compensation for the labour put in by them in taking up the census work but it was a token reward and I feel the amount paid to them was quite sufficient keeping in view the expenditure the Government had to incur on the whole operations. So far as the honorarium payable for work relating to Economic Census is concerned the amount was received from the Ministry of Planning, Department of Statistics. This amount also was placed by them at the disposal of Delhi Administration also through whom the honorarium was distributed.

Keeping in line with the tradition of recognising good work performed in the Census, medals were awarded to such of the functionaries who performed excellent work in the field. For this, recommendations of the Census Officers and Charge Officers were called for. They were specifically requested to ensure that before forwarding the recommendations they must satisfy themselves that the performance of the persons whose names were being recommended was of a very high quality. For each Charge two Enumerators were selected—one for awarding of a Silver Medal and the other for a Bronze. For the distribution of medals, the recommendations received from the various officers were screened by a Committee set up under the Chairmanship of Deputy Director, Census, with the Asstt. Director, Census, Asstt. Director (Admn.) and the Office Superintendent as members. The number of

medals, both silver and bronze, awarded to the different categories of 'Census functionaries' is indicated below:—

Designation of Awardees	Type of Medals	
	Silver	Bronze
Census Officers	7	1
Charge Officers	8	2
Supervisors	1	1
Enumerators	70	75
DCO s Office staff	3	7
Other Officers	3	.
Total	92	86

These medals were distributed at five functions organised at different places. The four functions were organised for awarding of medals to the Enumerators and Supervisors and the fifth for awarding of medals to the Census Officers, Charge Officers and the Staff and Officers of the Directorate of Census Operations. The distribution of medals to the Enumerators at the four places were organised since most of them belonged to the teaching community and there were four district places where the Offices of the Dy. Directors of Education were located. At two of these functions Shri V. K. Vyas, Addl. Director Education, presided. One function was presided over by Smt. B. Frasad, Addl. Director of Education and the fourth by Shri O. P. Kelkar, Director of Education. The function at which the Census Officers etc., were awarded medals was presided over by Director of Census Operations, Delhi and the awards were distributed by the Registrar General, India.

With the completion of the field operations, the work of processing of the information collected, started. This required setting up of a Regional Tabulation Office. This office was set up at Pushpa Bhawan, Madangir where the main Census office was located at that time. For this a component of 10 Supervisors, 32 Checkers and 194 Tabulators was provided. Even before the actual count was started some consolidated pay staff was made available to the Directorate for Editing and Coding of Houselists. This comprised of 1 Supervisor, 2 Checkers and 14 Tabulators. In addition to the setting up of a Regional Tabulation Office, we also set up an Editing & Coding Cell at Pushpa Bhawan which had a strength of 3 Supervisors 14 Checkers and 25 Coders. This staff was involved in the editing and coding of the individual slips.

Although no specific problems as such, which are not common to recruitment were faced, but I would like to make a specific mention of the fact that quite often suitable candidates of the categories for which certain posts were earmarked as reserved were not available. This was particularly true in the case of Scheduled Tribes. Thus on many occasions although officially the Regional Tabulation Office/Editing & Coding Cell had a specified strength but actually the number of people in position was much less than sanctioned. Another feature which particularly is peculiar to Delhi is that Delhi is the capital of the country as well as a city with large avenue of employment available to the people. The number of people leaving the organisation at different points of time for better employment was naturally greater than could be in any Regional Tabulation Office or the Editing & Coding Cell any where else, thereby necessitating action to start fresh recruitment again, giving them proper training and putting them on the job.

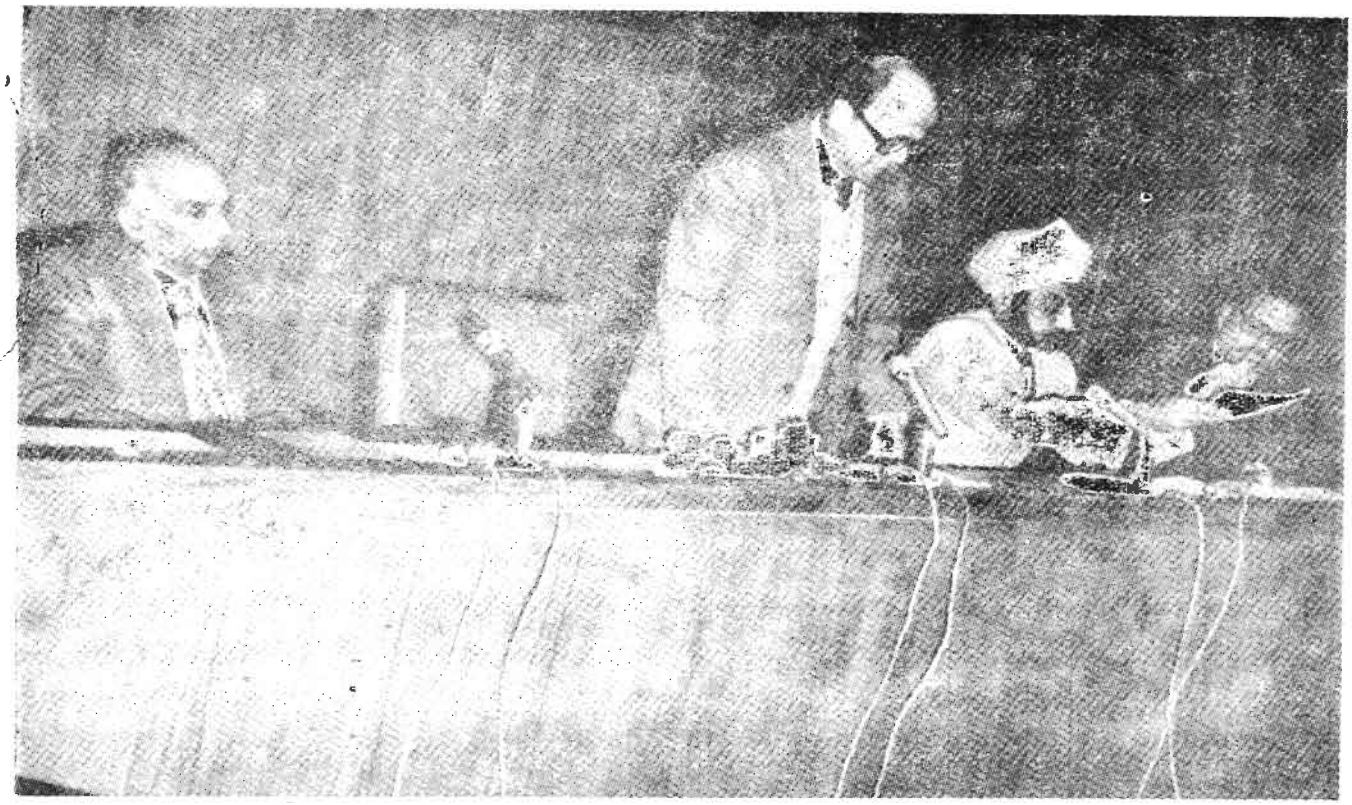
Unfortunately in the month of November, 1981 when the work was in full swing, some consolidated pay staff members instigated their colleagues to go on a strike for demand of regular scales of pay and absorption in government service. In a mammoth operation like this where staff has to be appointed only for a specific work and for a specific period, it could not naturally be possible to accept their demands. At the appropriate time I decided to terminate the services of five of them. This had a salutary effect on the others and in due course all of them returned to work. Besides there were around 70 people whose services were declared as *dies-non* for the period they were on strike since they could not give a satisfactory explanation for their absence. I was quite considerate in agreeing to regularise their leave as admissible in case they would put up some valid reasons for their absence but since they insisted that they were prevented by the police from entering the office which was a wrong plea I had no option but to take a drastic measure declaring that part of their service as *dies-non.* The strike did, of course, disrupt the time-schedule and the tempo of work and it took a couple of months again for the work to be picked up but this instilled in the mind of the staff a sense of discipline and need for loyalty and devotion to duty. Here I would also like to make a mention of the fact that truck load of consolidated pay staff from the Meerut Regional Tabulation Office of the Directorate of Census Operations. U.P. also visited our Editing & Coding Cell located at Pushpa Bhawan to give support to their colleagues who had gone on strike. This, however, did not help them. I am sorry for these misguided people but then in the larger interest of public work one has to sometime take action which one may not like. I had to be strict for discipline on this.

Although, I joined the organisation much late, but the Census activity had started in the year 1978-79 itself. The following figures relating to the yearly budgets for 1978-79 to 1981-82 would be an indication of the total amount spent on the Census of 1981 right from the preliminary arrangements upto the actual count.

Year	Total Expenditure
1978-79	Rs. 661,158
1979-80	Rs. 644,362
1980-81	Rs. 1,051,704
1981-82	Rs. 2,152,436



Registrar General, India and the Director of Census Operations approaching for the distribution of Medals

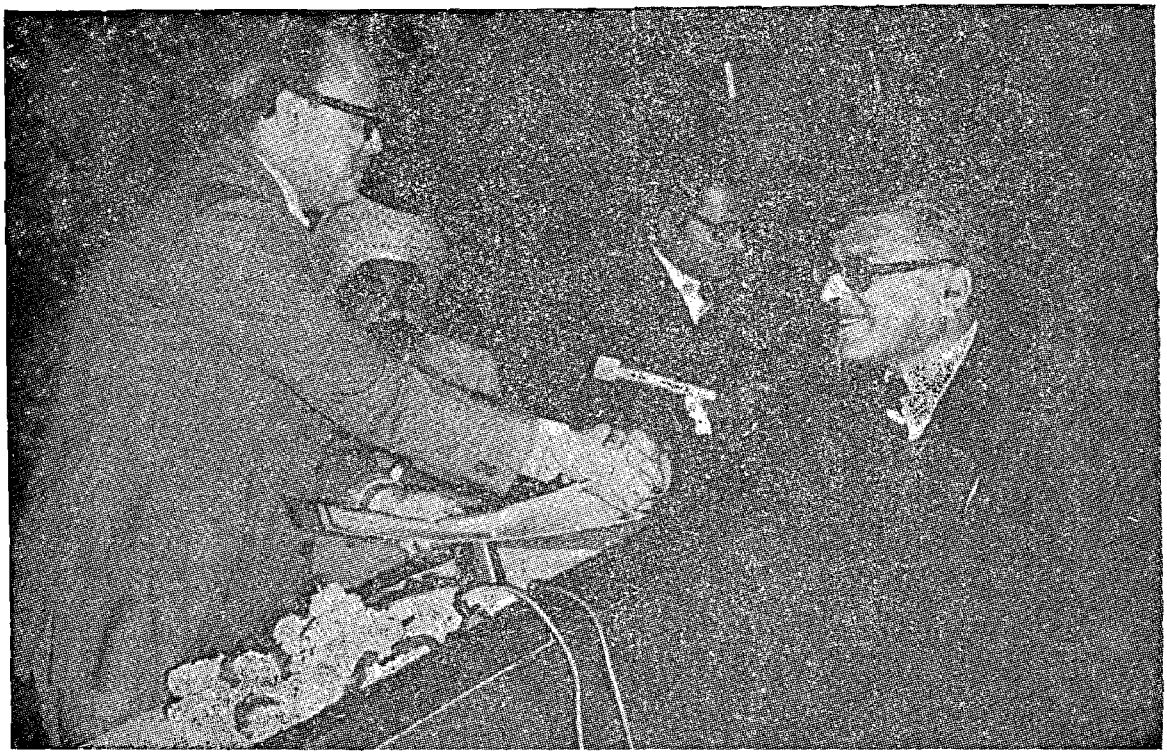


Inaugural Speech delivered by the Registrar General, India, at the occasion of the Medal Distribution Ceremony



Registrar General, India distributing the Medals to the Deputy Director, Shri S. S. S. Jaiswal (left) and to the Asstt. Director (Tech.) Shri M. L. Sharma—(below)





Registrar General, India distributing Medal to the Director of the Bureau of Economics & Statistics —Delhi Administration

On joining the office I found that the whole of the office establishment had been shifted from the Under Hill Road in Old Delhi, to a new office complex known as 'Pushpa Bhawan' on Madangir Road which was far off from the above location. One other accommodation which was earlier used for Tabulation Office was already occupied by Demography Division of the Registrar General's office except for one hall which was utilised for storage of old records pertaining to 1971 Census. Since there was no possibility of that being vacated by them I had to look for some more accommodation at other places, so that there was no problem of setting up of the Regional Tabulation Office and the Editing & Coding Cell. From the point of view of location of the office, 'Pushpa Bhawan' complex was not an ideal place since the nature of the census work necessitated constant and regular contacts on the part of the officers of the Census department with the various departments and offices of Delhi Administration, Local Bodies etc. Much of the valuable time was being lost in travelling from Pushpa Bhawan to Old Secretariat and offices of N.D.M.C., M.C.D., which was easily a distance of some 22 kms. I felt that Old Secretariat complex was the most ideal place. I brought up this matter for discussion at a meeting of the Heads of Departments held with the Chief Secretary, Delhi Administration in his Chamber on 6th August, 1980. This was followed by a D.O. from Registrar General to the Chief Secretary, Delhi where the need for setting up a functional unit close to the headquarters of Delhi Administration where the Director and his immediate Dy. Director could function, was emphasised. I also tried to revive my old association with the authorities in Delhi Administration where I had worked previously for a number of years. I am happy to record that all the officers were very kind in extending all the help that they could. I also requested Shri Y. P. Puri, Dy. Secretary, Metropolitan Council, for helping in the matter of accommodation. He was very kind in getting us four rooms in the Old Secretariat complex itself. Two of these rooms were under occupation of the Welfare Association of the Flood Control Department. It was with great difficulty and on pursuation with the then Secretary, Flood Control, Delhi Administration (Shri R. K. Ahooja) that we were able to get those rooms vacated. There were two more rooms belonging to Metropolitan Council which were given to us for a short period and were vacated immediately after the field work was over. This helped me in locating a part of the Technical Wing, the Administration and Acctts. Section and setting up of the offices of the Dy. Director and the Asstt. Director (Admn.) at Old Secretariat. The Hon'ble Lt. Governor was very kind in asking the Delhi Administration to provide me with a room for my office Chamber. There were some rooms vacant in Old Secretariat which were hitherto being used by the Executive Councillors of the Metropolitan Council and the staff. One of these rooms was made available to me. The setting up of the part of the office at Old Secretariat helped me in having a better liaison and close coordination with the Director of Education and the various authorities in Delhi Admn. As has already been mentioned earlier, most of the enumerators were teachers drawn out from the strength of the Delhi Administration and Local Bodies. Nearness to the office of the Chief Secretary which is located at 5 Sham Nath Marg also enabled me to get quick decision on various matters. Thereafter I looked for some more accommodation. About 23 rooms which were occupied by the Publication Deptt. of the Ministry of Works & Housing were vacant. These rooms were in Old Secretariat. I requested the Registrar General, India to address a communication to the Jt. Secretary in the Ministry of Works & Housing to allot at least four large rooms out of these in our favour so that we could set up our establishment unit there. I also personally contacted the Controller of Publications, Delhi who was very kind in allowing us the use of two big halls the allotment of which was later on regularised in our favour by the Director of Estates. These halls are located at the back of Old Sectt. Building. It was a great relief to get this accommodation. I cannot visualise how difficult it would have been for us to organise properly if we were not able to secure some more accommodation at Old Sectt. I am unable to appreciate as to what were the compelling reasons which forced my predecessors to vacate the accommodation in Grand Hotel in Civil Lines and move to a far flung area at the other end in South Delhi knowing it fully well that the interest of the Census demanded that the Census Directorate should be located at a very central place from where communication with the various departments, local bodies etc., could be easy.

With the setting up of the functional units at the Old Secretariat, the necessity for additional telephones arose. I got my telephone from Pushpa Bhawan shifted to Old Secretariat. In addition there was a need for the facility of telephones to my officers and staff. This was essential keeping in view the fact that the time was the essence of the matter and easy communication with the persons in the field was most essential for successful completion of the Census operations. A temporary telephone connection was also provided to us for six months and two were given under O.Y.T. Scheme. After the temporary connections were withdrawn we were left with only three telephones in the Census Office at Old Secretariat. The branch at Pushpa Bhawan had one telephone but the branch at Asaf Ali Road where later on the S.R.S. Unit was located did not have any telephone.

Census work requires a good deal of stationery and other material. The routine indents which were placed with the Controller of Stationery did not serve these requirements and special indents became necessary. As early as in December, 1979, we received a communication from the Registrar General's Office that the Controller of Stationery had agreed in principle to meet the requirements of the stationery for the Census organisation and that we should furnish requirements of paper and forms etc., to the Controller of Stationery. Consequently an indent for such items was placed in which the total requirement of the Delhi Census Office was communicated. This was done on 5th March, 1980. We were informed by the

Controller that the arrangements for the supply of stationery will be made after the stock verification work was over which was in hand and that the special indent may be treated as an indent for the year 1980-81. Consequently a fresh indent was put up in May, 1980. The same was again returned to us with the remarks that the three years consumption average had not been indicated with our indent. They were informed that Census being a decennial operation, the calculation of average for three years will not serve the purpose, nor was at possible to make available to them the average consumption of the last three Censuses as these were conducted as far back as in 1951, 1961 and 1971. The Controller of Stationery at Calcutta was also requested to issue instructions to the Regional Stationery Depot at Delhi to supply us the necessary material as per our special indent. Shri R. K. Bhatia, my Dy. Director personally met the Asstt. Controller of Regional Stationery Depot at Delhi in this connection also. It was only at then that some supplies could be received just before the conduct of the Houselisting operations. Some of the items were reported to be not available in the stock. Some of the articles had to be purchased from the open market in view of the urgency of work which is quite usual in cases where action has to be taken within a specified time period.

As already stated under Chapter VI all the requirements of Census schedules, forms, instructions, booklets etc., were met from the store of the Registrar General's office. Still in few cases some printing had to be arranged at the DCO's level also. This involved printing of appointment letters for Enumerators, Supervisors, training material, Charge Registers and Provisional Population Totals. The final population totals were got cyclostyled to affect economy in expenditure and for ensuring timely release.

CHAPTER XIV—POST ENUMERATION CHECK AND CENSUS EVALUATION STUDY

In the first Conference of the Directors of Census Operations held at New Delhi during the 24th-29th August, 1979, it was decided that two Evaluation Studies viz., Post Enumeration Check (PEC) and Census Evaluation Study (CES) using SRS records will be conducted immediately after the Census. The surveys were intended to provide answers to two questions:

(i) How accurately had the individuals been enumerated in the Census?

(ii) How precisely had the particulars of the individuals been recorded in the Census?

Post Enumeration Check

The objective of the PEC survey was to quantify the coverage error and the content error. For this three schedules were canvassed i.e., PEC Form I, PEC Form II and PEC Form III. Two of them related to coverage error and one to content error. So far as the Union Territory of Delhi is concerned, the coverage error Schedules Forms I and II were canvassed in 120 Blocks. Form II was canvassed in a 10% sub-sample of censused households in each block. The content error schedule Form III was canvassed in a sub-sample of 50 blocks in the Union Territory.

The selection of the blocks was done in the Registrar General's Office. The Registrar General's Office also selected the blocks where the content error schedule was canvassed. The selection of the sub-sample of 10% households where Form II was canvassed was done by the Census Office of Delhi as per the instructions issued by the Registrar General's Office. In the case of rural areas, the Registrar General's Office gave the notional numbers of blocks to be selected for the PEC alongwith its charge code. From the list giving the census block number and the notional number available at the Census Office, Delhi the corresponding census block number was identified by the Director Census Operation's Office. In the case of urban areas, however, the actual block number itself was communicated by Registrar General's Office.

As already stated above, the 10% of sub-sample of the censused households was selected by the DCO's Office itself. From the Abridged Houselist, the sample of censused households was selected linear systematically. Before the sample selection was started all the households which were 'institutional' or 'houseless' were excluded from the frame of households. This was done by examining col. 4 of the Abridged Houselist. After this the normal households were renumbered in col. 5 along the lines separating cols. 5 and 6 and every 10th household was selected starting with a random start.

There were three stages of work in the P.E.C. These stages were (i) (a) The re-listing of all the Census houses in the selected enumeration block, (b) re-enumerating of all the members of a 10% sub-sample of households which had been enumerated in the census and (c) collection of certain particulars like age, literacy, economic activity for the purpose of content error check. Before the enumerator was sent to the field, a list of households was selected from Abridged Houselist; (ii) Desk matching of the census record—when entries in Form I of PEC were matched with these in the Abridged Houselist of the corresponding enumeration block. Similarly the entries in Forms II and III of the PEC were matched with the corresponding entries in the population record i.e., Household Schedule Part II; and (iii) Field reconciliation of the items that had been listed in the two lists mentioned in step (b) above and collection of further information wherever needed for filling up the form.

Taking into consideration the nature of work, it was considered desirable to conduct the P.E.C. as close to the census as possible. The field work relating to the P.E.C. was conducted in the Union Territory of Delhi during the period 15th March to 8th April, 1981. This work was entrusted to the daily wage workers specifically appointed for the purpose. They were given thorough training before being sent to the field. The whole operation was carried out under the overall supervision of the Assistant Director, Sh. M. L. Sharma.

In order to ensure independence of operations the persons engaged on listing operations were kept different from those engaged on the desk matching and field reconciliation. Thus these two steps of operations were made independent of each other and were conducted by two different sets of persons. The work of the field enumerators was closely supervised in the field by the regular staff of the Census Office.

Census Evaluation Study

The Census Evaluation Study was aimed at measuring the coverage error and the content error. However, the Study was limited only to children born in a sub-sample of SRS blocks. In such Sample Registration blocks, the records of births occurring to usual residents had been maintained over a period of time under the Scheme. From this record, it was possible to prepare a list of children who were surviving up to the date of the Census by eliminating these who had died or had left i.e., those who had out-migrated. This list was then compared with the population record to obtain an estimate of the extent of omission or duplication at the younger ages and the extent of age misreporting in the census at younger ages. Thus the main object of the C.E.S. was to study the extent of omission/duplication of children below 5 years in the census and the accuracy of their age returns. This study was conducted in all the 10 SRS units in the rural areas and 49 SRS units in urban areas.

The Census Evaluation Study involved three stages: (i) Copying out of all the births occurring in the household in the unit from 1st January, 1976 to 28th February, 1981 (both days inclusive); (ii) The desk match of the SRS births with these of the population record; and the (iii) Field reconciliation. The data collected during the course of this Study as well as the PEC was forwarded to the Registrar General's Office for further processing and compilation of the Report.

CHAPTER XV—CONCLUSIONS AND ACKNOWLEDGEMENTS

The earlier chapters provide a bird's eye view of the administrative aspects connected with the conduct of the Census of 1981. These outline in brief the various steps that were taken for the conduct of the Census right from the preliminary arrangements to the Houselisting, the actual count and the Provisional Results.

Delhi is a metropolitan city and like other metropolitan cities it has numerous problems so far as the conduct of the Census is concerned. New habitations come up every now and then. There is a brisk construction activity going all around; rehabilitation colonies are being set up; areas are being cleared under the Slum Clearance Programme and new areas are being developed for settlement purposes.

Since the main aim of the Census is to ensure that each and every person is counted, it becomes really a very difficult task to keep a stock of the rapid change going on in the territory. A small block at the time of Houselisting may assume a magnitude where instead of one Enumerator who might have worked for the Houselisting, a number of Enumerators are required to be appointed for actual count. Added to this is the fact of concentration of all work in the office of the Director of Census Operations itself. Unlike other States there being no district machinery who could be assigned certain aspects of Census activity, the staff and the officers of the Directorate had to labour very hard to ensure successful completion of the Census. In spite of all these handicaps we are fortunate in one way that we are located in Delhi itself, in close proximity to the office of the Registrar General, India where we could at any time of difficulty refer our problems for solution.

I owe a debt of gratitude to Shri P. Padmanabha, our Registrar General & Census Commissioner of India, who was always ready with a smiling face to help us out of our difficulties. He is a real gem and I personally feel that with an officer like him at the helm of affairs there is no reason why the Census Department should not feel proud of having conducted a very successful Census in 1981 which has got acclaim of various national and international bodies as well as experts in the field of demography and population statistics. My thanks are also due to senior officers in the RG's office viz., Shri V. P. Pandey, Dy. Registrar General, India, Shri K. K. Chakravorty, Dy. Registrar General, (Census & Tabulation), Shri N. G. Nag, Dy. Registrar General (Social Studies) and Dr. B. K. Roy, Dy. Registrar General (Map) who were ever ready to render assistance in the solution of any difficulties that we might have during the course of our work.

I am grateful to the Hon'ble Lt. Governor of Delhi Shri Jag Mohan for the keen interest that he took in the Census Operations by inaugurating the training programme, holding the review meetings and also going around the different localities in Delhi during the night of 28th February, 1981 when the houseless population was counted. My thanks are also due to Shri W. Shaiza, Chief Secretary, Delhi Administration at that time for the interest in Census work during those crucial days. I have a special word of thanks for Shri R. K. Ahooja, the then Deputy Commissioner, Delhi for timely help in regard to transportation and organisation of work in rural areas. Our accommodation problems were greatly solved because of the help given to us by S. Amrik Singh, Controller (Printing & Stationery) and Shri Y. P. Puri, Dy. Secretary, Metropolitan Council. Our sincere thanks are due to S/Shri Ramesh Chander and Baleshwar Rai, the then Directors of Education who were always ready to help us by allowing us to make use of the teachers for census work. Shri K. D. Bhatia, Director, Bureau of Economics & Statistics, was kind enough to place the services of his Officers and staff members at my disposal. They fully participated both in the training of Houselisting and the actual Census count. Then there is a long list of Census Officers, Charge Officers and the staff in the periphery who belong to the different departments of Delhi Administration as well as Govt. of India and Local Bodies. They deserve to be mentioned because it was their effort actually due to which the field work was successfully completed.

I must place on record my personal thanks to my Deputy Director Shri S. S. S. Jaiswal, two Asstt., Directors Sarvashri M. L. Sharma and Asharfi Lal who shared a good deal of my burden during the strenuous period of Census activity. My thanks are also due to Shri R. K. Bhatia whose association though for a short period in the beginning, was at a crucial time when the houselisting operations were undertaken and he took a good deal of interest in getting it through. Then, of course, there are a large number of my other colleagues in the office who worked hard round the clock and had gladly undergone all the strain without any grudge.

There is another category of persons who I feel should have come at the top of the acknowledgements but in view of their identity not being known has to be mentioned at the end. This is the category of the unknown soldiers who through hard work, loyalty and devotion to duty bring glories to the organisation but never come forward enough to attract attention. This is the category of men who have helped the Census Organisation in looking ahead towards the future with all bright hope and glory. Added to this is millions of those respondents in the Union Territory who ungrudgingly gave a response to our Census enumerators who visited them sometimes at very odd hours even. I bow my head before them.

APPENDIX I: CIRCULARS ISSUED BY THE REGISTRAR GENERAL'S OFFICE

1981—CENSUS
IMMEDIATE

No. 2/8/79-SS
Government of India
Ministry of Home Affairs
Office of The Registrar General, India

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

February 5, 1979

CENSUS OF INDIA 1981—CIRCULAR No. 1

Subject:—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 a municipality, corporation, cantonment board or notified town area committee etc.

(b) All other places which satisfied the following criteria:
  (i) A minimum population of 5,000;
  (ii) At least 75 per cent of male working population engaged in non-agricultural pursuits; and
  (iii) A density of population of at least 400 per sq. km. (1,000 per sq. mile).

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 loss 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 be 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, municipal committees, municipal boards or municipal towns, city municipalities, municipal town committees, cantonment boards, notified areas, 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 satisfies 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 Lift Flank Colony of Adilabad district, and Upper Sileru Project Site Camp of Visakhapatnam district in Andhra Pradesh, places of Tourist 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 cases of those 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, preferably separately in the enclosed proforma No. I. 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 having 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. Notifications issued to this effect from time to time may also be kept on record. At the same time, you may also carry out an exercise to see if there are any areas recognised as urban in the 1971 Census which do not deserve to continue as such either due to reduction in the population size or due to changes in composition of the working population or other factors. 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 finalise 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.

Sd/-

(P. Padmanabha)
Registrar General, India

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

1981—CENSUS

IMMEDIATE

D.O. No. 9/22/79-CD(CEN)

P. PADMANABHA

Government of India
Ministry of Home Affairs
The Registrar General, India

2A, Mansigh Road,
New Delhi-110011.
June , 1979

CENSUS OF INDIA 1981—CIRCULAR NO. 2

Subject:—Organisation of Census of India 1981—general instructions

My dear

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 it provides 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 interms 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

PROFORMA-I

Statement showing the districtwise list of villages which qualify the empirial tests prescribed for treating unit as independent town for 1981 Census

Name of State.....

Sl. No.	District	Tehsil/Taluk/ Thana/Anchal/ P S /Block/ Island	Location code (Village)	Name of Village	1971 Area		1971 Population			Total male working population	Non-agricultural male working population (categories III to IX)	Density per Sq. Km.	% of Non-agricultural male working population to total male workers	Other special characteristics, amenities, etc., if any	Remarks
					Acres	Sq. Km.	P	M	F						
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16

Compiled by.....

Checked by.....

PROFORMA-II

Statement showing towns of 1981 *Census with reference to the towns of* 1971 *Census*

Name of State.....

District/Tehsil/P.S./ Block etc.	Towns of 1971 Census which continue in 1981 Census		New Towns added in 1981 Census		Towns of 1971 declassified in 1981	
	Towns with the same jurisdiction as that of 1971	Towns with addition of area (Jurisdictional change)	Satisfying the criteria	On the basis of special criteria	Not satisfying the criteria	Merged (Partly or wholly with other town)
1	2	3	4	5	6	7
	1.	1.	1.	1.	1.	1.
	2.	2.	2.	2.	2.	2.
	3.	3.	3.	3.	3.	3.
	4.	4.	4.	4.	4.	4.
	etc.	etc.	etc.	etc.	etc.	etc.

Compiled by.....

Checked by.....

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 the pressure on 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. Sometimes, after we have had our first Directors' conference, I would suggest, you should request 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 entire 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 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 far 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 write 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 Governments 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 trust 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 them 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)

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-110011
1979

CENSUS OF INDIA 1981—CIRCULAR NO. 3

Subject:—Appointment of Census Officers—Issue of notifications

My dear

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 consideraion 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 operations 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 jurisdiction 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 board 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

ANNEXURE

S. No.	Level	Authority	Designation	Remarks
1.	District/cities under municipal corporations	Collector/Dy. Commissioner/Municipal Commissioner/Chief Executive Officer	Principal Census Officer	The notification designating the Collector/Deputy Commissioners as the Principal Census Officer for his district must specifically exclude the city areas for which Municipal Commissioner or CEO in this district is being appointed as Principal Census Officers

S. No.	Level	Authority	Designation	Remarks
2.	District/City	Hqs. Asstt/Sr. Dy. Collector/Dy. Municipal Commissioner/ Dy. CEO	District Census Officers/City Census Officers	The notification designating Collector/Deputy Commissioner as the Principal Census Officer for his district must specifically exclude the city areas for which Municipal Commissioner or CEO in this district is being appointed as Principal Census Officers
3.	Sub-divisions in Assam and Bihar; S.D.Os in other states	Sub-Division Officer	Sub-Divisional Census Officers	
4.	Tehsil/Taluk/Police Station/ Development Block	Tehsildar/Mamalatdar/BDO	Census Charge Officer	See remarks under municipal towns below
5.	Municipal towns/notified areas/ cantonment board/ sanitary board and similar areas under separate local authorities	Chief Officer/Executive Officer/Secretary	Town Census Officer	In the notifications which will be issued designating the areas for which Tehsildars/BDOs and others in the above item and Census Charge officers, specific exclusion of these municipal towns, etc. must be indicated. In the case of municipalities which have been superseded and where there are administrators, the Town Census Officers will be the Administrators. The Town Census Officer will function under the District Census Officer and necessarily under the Principal Census Officer
6.	Divisions or wards in the larger Municipal towns/notified area committees/cantonment board area/Sanitary board areas and similar areas under such local authorities and non-municipal towns i.e. determined as towns by the DCOs	Appropriate Levels below Chief Officer/ Executive Officer/ Secretary	Census Officer	
7.	Supervisory level/Area levels lower than the block/tehsil/taluk	Revenue Inspectors/ Circle Inspectors and equivalent levels	Circle Supervisor	

P. PADMANABHA

1981—CENSUS
IMMEDIATE

D.O. No. 18/5/79SS
Government of India
Ministry of Home Affairs
The Registrar General, India

2-A Mansingh Road,
New Delhi-110 011.
16—7—1979

CENSUS OF INDIA 1981—CIRCULAR NO. 4

Subject :—Village and Town Directory—Compilation of.

My dear

Among the traditional documentations of the Census is the fairly comprehensive and uniform District Census Handbook (DCH) consisting of Town and Village Directories, town and village-wise Primary Census Abstract (PCA) and district tables on census.

The formats developed for the Town and Village Directories and the PCA along with the instructions are sent herewith. The task of compilation of the data for the Town and Village Directories should start as soon as possible in cooperation with the local officials of the State Government. Perhaps it will be convenient if the format for the Village Directory and the instructions for compilation of the format are translated into local languages before they are sent out for collection of the data by the village officials.

The Town Directory formats would not require to be translated. It is better that these formats are filled in English and/or Hindi as a consolidated compilation will be prepared at the all-India level. An attempt should be made to complete the posting of data before the houselisting. If for any reason information cannot be completely collected for any of the localities before the houselisting, instructions should be given to the houselisting staff to collect the data and fill in the schedules for such areas. By the time the houselisting is completed the compilation of the Town and Village Directories should have also been completed for all areas except, of course, the columns which give 1981 Census data.

The posting of the PCA will of course have to wait till the 1981 Census data are compiled. So also the statement giving population by religion and Scheduled Castes/Scheduled Tribes for the Town Directory.

The Village Directory should be compiled in duplicate. One copy will be kept in the Tehsil office and the other copy in the office of the Director of Census Operations. It is indispensible that a Uniform format should be followed in all the States and Union Territories. Otherwise the data users cannot make the maximum use of the same. Moreover, for analysis at all-India level to study the trend it is absolutely essential that uniformity is maintained.

It is proposed to check in this office the Directory of at least one district of each State. As soon as the data have been posted in respect of one district the same may kindly be sent here.

The DCH may be printed in two volumes as follows:

Part A—Town and Village Directory and Town and Village-Wise PCA.

Part B—District Censue Tables.

In 1971 Census the Directories and PCA data were published in two parts. These are now being combined. The third part consisted of administrative and census statistics. It was our experience during 1971 Census that there was considerable delay in getting the administrative statistics pertaining to the various departments with the result that the publication of this part of the DCH was inordinately delayed. It has, therefore, been decided not to go in for the administrative statistics since in any case they would be available to the data users in the publications of the respective statistical bureaus/departments.

Part A—Town Directory:

The Town Directory consists of seven statements. All these are almost similar to those adopted for 1971 Census. The introduction of a few new columns in the statements are with a view to facilitating analysis of the data. A significant addition is of class of town in every statement. The infrastructure of amenities and facilities found in urban India can best be analysed by taking the class of town into consideration. The addition of the column on civic administration status in Statements III and IV and population in Statements IV, V and VII also serve the same purpose *vis-a-vis* the respective statements.

While preparing the formats of the Town Directory, the Minimum Needs Programme of the Planning Commission has been kept in view. The columns on Scheduled Caste and Scheduled Tribe population in Statement IV and adult literacy classes/centres in Statement V are a sequal to this programme.

Again, if the fire-fighting service as in Statement IV and medical or educational facilities as in Statement V are not available in the town, the name of the nearest town if in the same district or the name of the nearest district if in the same state or other state where available along with its distance from the referrant town should be given. This is again a new feature of 1981 Census as it is necessary to identify the areas with no specific facility in every district.

You may also explore the possibility of filling up a new statement on civic and other amenities in notified slums which is enclosed separately.

Village Directory:

The format of the Village Directory is also on the pattern canvassed in 1971 Census except for a few additional columns. The column on total population and number of households is added to facilitate analysis of the Village Directory data. The column on approach to village is to know how many inaccessible villages there are in a district. The column on number of households living in owned houses in the village or possessing housesites in the village is in keeping with the Minimum Needs Programme of the Planning Commission.

A feature of the format for 1981 Census is its restructuring. All the amenities except power supply in the village have been brought together with the instruction that in case any amenity is not available in the village the name of the nearest tahsil if in the same district or the name of the nearest district if in the same state or other state where it is available and its distance from the referrant village is to be given.

P.C.A.

The PCA format has been modified and is enclosed.

Part B—Census Statistics:

All the census tables along with special tables on Scheduled Castes and Scheduled Tribes proposed to be prepared at district and tahsil levels during the 1981 Census may be included in Part B.

As the DCH will be a State Government publication, I am writing separately to the Chief Secretary of your State/Union Territory to do the needful in this regard. I would also like you to keep in touch with him and take necessary followup action.

Please acknowledge receipt of this circular.

Yours sincerely,
Sd/-
(P. PADMANABHA)

Encl: Four copies.
Shri Jagdish Singh,
Deputy Director of Census Operations, Delhi.

STATEMENT IV—A

Civic and other amenities in notified slums, 1979

Sl. No.	Class and name of town	Name of slum	Area of slum	Population of slum	Paved roads (in Km.)	System of seweage	Number of ...		
							Water borne	Private Service	Others
1	2	3	4	5	6	7	8	9	10

Community	Method of disposal of night soil	No. of tap points/public hydrants installed for supply of protected water	Electrification (No. of connection)		
			Domestic	Road lighting (points)	Others
11	12	13	14	15	16

1981 CENSUS—VILLAGE DIRECTORY

Amenities and Land Use

Notes:

1. Items 4, 5 and 12 are additional items.

2. Item 4 will be useful as ready reference for analysing the data.

3. Item 11 has been singled out as communications should be spelt out in terms of the distance of the public transport system such as bus or rail or waterway. It is against this background that item 12 has been listed separately.

4. Item 14 has been kept away from other amenities as its non-availability within the village does not involve a further probe into its availability in any other nearby place.

5. The consideration of the Minimum Needs Programme of the Planning Commission necessitated the inclusion of adult literacy class/centre under item 6 and primary health sub-centre and community health worker under item 7.

The inclusion of some of the aspects of the Minimum Needs Programme has been considered as it is hoped that by the time 1981 Census is taken, the Sixth Five-Year Plan (1978-83) would have covered half the plan period.

Amenities and Land Use

Location Code No.	Name of village	Total area of the village (in hectares)	Total population and number of households	Number of households living in owned houses in the village or possessing house-sites in the village	Amenities available (if not available within the village, name of the nearest tahsil if of the same district or name of the nearest district if of the same state or other state where available and its distance from the village)					
					Educational	Medical	Drinking water (potable)	Post and Telegraph	Day or days of the market/hat, if any	Communications (Bus stop, rail station, waterway)
1	2	3	4	5	6	7	8	9	10	11

Approach to village	Nearest town & distance (in Km.)	Power supply	Staple food	Land use (i.e., area under different types of land use in acres rounded to the nearest unit)					Remarks including any place of religious, historical or archaeological interest
				Forest	Irrigated by source	Unirrigated	Culturable waste (including gauchar and groves)	Area not available for cultivation	
12	13	14	15	16	17	18	19	20	21

INSTRUCTIONS FOR COMPILATION OF VILLAGE DIRECTORY

As in the past the village directory is to be prepared for all the villages in the State/Union territory (henceforth referred to as state). The village directory particulars in the District Census Handbook (DCH) will be presented taluk/tahsil/police station/development block/island-wise (henceforth referred to as tahsil).

For convenience of reference an alphabetical list of villages in respect of each tahsil should be furnished preceding the village directory of that administrative unit. Since the location codes of the villages in the village directory are to be given in ascending order, the names of the villages will not be arranged alphabetically.

At the end of the entries for each tahsil, the total in different columns for that tahsil, if given, will be an additional advantage.

In the village directory the various amenities and other data are to be indicated by codes. A note explaining the codes used in the village directory may be given in the beginning of the directory. In the same note the concepts and definitions as prevailing in the district in regard to land use data, etc. may be given.

In Appendix to the village directory, tahsil-level totals of the amenities furnished in the different columns may be provided. This Appendix should be for the district as a whole and the enclosed form may be used for this purpose.

The introductory note of DCH Part-A may contain the following:

Brief History of District Census Handbook.

Scope of District Census Handbook.

Notes and explanations on village and town directories.

Concluding remarks

Appendix

The detailed instructions regarding each column are as follows:

1. **Location Code No.**

This is necessary with a view to show the contiguity of the village.

2. **Name of village**

The village directory furnished in the DCH during 1971 Census would form the basis for filling up this column. Wherever changes have been effected by notification, such changes will have to be reflected in this column. Forest and other villages not listed in the village list by the Revenue authorities should also be included in the village directory. These would consist of areas classified as villages by the DCO.

3. **Total area of the village**

The area of the village as indicated by the state Revenue department should be furnished in this column. Indicate clearly if it is in acres, hectares, sq. miles or sq. km. Even if no cadastral survey of villages has been done, estimated area of the village may be given. For the purpose of publication, however, the area of the villages may be given in hectares and for the town in sq. km.

4. **Total population and number of households**

This column will be filled up only after the 1981 Census. The number of households may be written in bracket below the total population.

5. **Number of households living in owned houses in the village or possessing house sites in the village.**

This information will be based on the data collected on the basis of 1981 Census Household schedule in Q. 2 of the Housing particulars in this schedule.

6. **Educational (amenities)**

It is to be indicated whether within village exists any of the following types of institutions :

1. Primary or elementary school (P). Schools upto class IV may be treated as primary or elementary schools. These may include nursery school, Kindergarten school, pre-basic school, pre-primary school, junior basic school upto class V and primary school upto Class IV.

2. Junior secondary or middle school (M). Schools upto class VIII may be treated as junior secondary or middle schools upto class VIII and junior Madarsa upto class VIII.

3. Secondary or higher secondary school (H). Schools upto class XI may be considered as secondary or higher secondary schools. Schools providing Senior Cambridge course should be included under the category of secondary or higher secondary schools. These may also include high school upto class X, high Madarsa upto class X, secondary school upto class X and higher secondary school upto class XI.

If there are composite schools like middle schools with primary classes or secondary or higher secondary schools with middle classes these may also be included in the number of primary and middle schools respectively. For example, if in a village there are two primary schools and one middle school with primary classes the number of primary schools in the village may be given as three and that of middle school as one even though there may be only three educational institutions. So also in case of secondary schools. This may also be explained in the explanatory note to village directory.

4. College 'C'. Any college like Arts, Science, Commerce etc.

5. Industrial school	I
6. Training school	Tr
7. Adult literacy class/centre	AC

8. Other educational institutions O. These may include Sanskrit Pathshala, Senior basic school, Makhtab, etc.

If there are more institutions of a type in the village, indicate the number within brackets against the abbreviations, e.g., P(3), M(2), H(2), etc.

If no facility is available within the village, mention the name of the nearest tehsil if of the same district or the name of the nearest district if of the same state or other state and distance of the place where especially the primary school and middle school facilities are available and where adult literacy class/centre is held.

7. **Medical (Amenities)**

It is to be indicated whether within the village exists any of the following medical institutions:

Hospital	H
Maternity and child welfare centre	MCW
Maternity home	MH
Child welfare centre	CWC
Health centre	HC
Primary health centre	PHC
Primary health sub-centre	PHS
Dispensary	D
Family planning centre	FPC
T.B. clinic	TB
Nursing home	NH
Registered private practitioner	RP
Subsidised medical practitioner	SMP
Community health worker	CHW
Others	O

If there are more institutions of a type in the village indicate the number within brackets against the abbreviations, e.g., H(2), D(3), etc.

If no facility is available within the village, mention the name of the nearest tehsil if of the same district or name of the nearest district if of the same state or other state and distance of the place where especially dispensary, primary health centre, primary health sub-centre, registered private practitioner of community health worker is available.

8. **Drinking water (Amenities)**

The types of the potable drinking water supply sources available within the village should be indicated by codes as follows:—

Tap water	T
Well water	W
Tank water	Tk
Tubewell water	TW
Handpump	Hp
River water	R
Fountain	F
Canal	C
Lake	L
Spring	S
Nallah	N
Others	O
Information not available	NA

If there is more than one source of drinking water, these may be mentioned.

If no facility is available within the village, mention the name of the nearest tehsil if of the same district or name of the nearest district if of the same state or other state and distance of the place where it is available.

9. **Posts and Telegraphs (Amenities)**

Please indicate whether within the village exists by the following codes:

Post Office	PO
Telegraph office	TO
Posts and telegraphs office	PTO
Telephone connection	Phone

If no facility is available within the village, mention the name of the nearest tehsil if of the same district or name of the nearest district if of the same state or other state and distance of the place where it is available.

10. **Day or days of the market/hat**

This is to be filled up on the basis of local enquiry.

If no facility is available within the village, mention the name of the nearest tehsil if of the same district or name of the nearest district if of the same state or other state and distance of the place where it is available.

11. **Communications**

For purpose of this column only public transport like bus, rail and waterway is being considered. It is only to see whether the village is served by any mode of public transport. These will be indicated by the following codes:

Bus	BS
Railway station	RS
Navigable waterway (including river, canal, backwaters, etc.)	NW

If no facility is available within the village, mention the name of the nearest tehsil if of the same district or name of the nearest district if of the same

state or other state and distance of the place where it is available.

If there is more than one such communications facility, these may be indicated separately by individual codes.

12. **Approach to village**

The approach to village refers to the state of road etc. leading to the village. This is to see whether the village is approachable both in fair and foul weather, and whether it is inaccessible for some time in the year. The approach to village is to be indicated by the following codes:

Pucca road	PR
Kuccha road	KR
Navigable river	NR
Navigable canal	NC
Navigable waterway (other than river or canal)	NW

If there is more than one such approach facilities, these may be indicated separately by individual codes.

13. **Nearest town and distance**

The distance is to be given in km. This is to be filled in on the basis of local enquiry. The scope of the answer need not be restricted to the town located in the state itself. If the nearest town is located in another state, the name of the town and the state may be given.

14. **Power Supply**

If power is actually available, whatever may be the form of its use, the entry should be affirmative. It may, however, be indicated that the supply is released only for, say, agricultural or any other purpose. If the supply is for all purposes, details may not be given. For this the following codes may be used:

Electricity for domestic purpose	ED
Electricity for agriculture	EAg.
Electricity for other purposes like industrial, commercial etc.	EO
Electricity for all purposes listed above	EA

15. **Staple food**

Staple food, only in terms of grain and no other food material, of the majority population of the village during the major portion of the year should be recorded in this column, e.g., rice, wheat, jowar, maize, ragi, etc.

If it is difficult to clearly determine a particular grain as the staple food, the combination of grains mainly used as staple food, e.g., rice and jowar, wheat and maize, etc. may be indicated.

16-20. **Land use**

The village directory pattern conforms to the pattern of classification of land use as recommended by the Ministry of Food and Agriculture, Government of India. The Ministry of Food and Agriculture has recommended the maintenance of records of land use pattern under five categories. These are as follows:

1. Forests
2. Not available for cultivation:
   (a) Lands put to non-agricultural uses
   (b) Barren and unculturable lands
3. Other uncultivated lands excluding fallow lands:
   (a) Permanent pastures and other grazing lands
   (b) Lands under miscellaneous tree crops and groves not included in the net area sown
   (c) Culturable wastes
4. Fallow lands:
   (a) Fallow lands other than current fallows
   (b) Current fallows
5. Net area sown

In the village directory format column 16 (Forest) is the same as category 1 above. Columns 17 (Irrigated) and 18 (Unirrigated) give break-up of agricultural land. These are a combination of categories 4 (a+b) and 5 above. Column 19 (culturable waste) corresponds to category 3 (a+b+c) above. Column 20 corresponds to category 2 (a+b).

Since most of the state governments are maintaining their land use statistics in the categories listed above and as information in respect of each category is expected to be separately available, it is hoped that the grouping will not pose much problem for the compilation of the data.

In some states the land use statistics at the village level may not be maintained according to the system recommended by the Ministry of Food and Agriculture. Perhaps in those cases it will be difficult to make the necessary adjustments so as to furnish the data in the form as required in the present format. In case of difficulty it will be better to furnish information according to the concepts and categories recognised by the local authorities. Such cases may, however, be brought to the notice of this office for information.

It would be useful if the figures are given in hectares to keep to the decimal system. But in several states conversion of land use data from local system to decimal system at the village level may pose certain difficulties in addition to the work load involved. For instance, there may be only a few acres of land in a village under a particular land use. On conversion to the decimal system, the figure will be so insignificant that it would be difficult for the users of the data at the village level to make much use of the same. In view of these difficulties the village level land use data may be furnished according to the system in which the records are actually maintained. At the tehsil level, the data may, however, be furnished both in local system and the decimal system (in hectares).

It is likely that the total of the area figures in columns 16 to 20 may not tally with the total area of the village as collected in column 3. There might be various reasons for these disparities in figures. For instance, waterways are not generally included in the land use statistics in the village. In some states these disparities may be noticed in almost all the villages. It is obvious that any attempt to reconcile the same would be futile. The land use statistics should, therefore, be included in the village directory despite the disparities of the figures, but in respect of each district, the reasons for the disparities may be ascertained by making reference to the revenue authorities. In an introductory note at the beginning of the village directory, the reasons for the disparities may be explained in a general way.

If the land use statistics in village directory are collected in terms of acres, there is no objection to furnish the same in acres provided that it is done in a uniform manner for all the villages.

Where the statistics have been collected in terms of local measures it will be necessary to convert the same either to metric system or to acres in a uniform manner for all the villages in the state.

Information is likely to be available with the village level officials of the Revenue department. In other cases estimates will be made in consultation with the village/block officials. Where the data have been furnished on the basis of the estimation, without support of record, asterisk marks may be given to indicate the same. The units of measurement should be acres, hectares, etc. Whatever unit is adopted should be indicated in the respective columns. For the purpose of estimation the following definitions of the terms used in the different columns are suggested.

Forest:

This will include all lands classed as forests under any legal enactment dealing with forests or administered as forests, whether state-owned or private and whether wooded or maintained as potential forests land. The area of crops raised in the forest and grazing lands or areas open for grazing within the forest should remain included under the forest area. If any portion of such land is not actually wooded but put to some agricultural use, that portion shall be included under the appropriate heading of cultivated or uncultivated land. In some cases there may be instances where patches of land put to agricultural use within statutory notified forests are considered as forests by the Revenue Agency. These may be treated as forests.

17-18. **Irrigated by source and unirrigated (Land use)**

These, two columns cover all agricultural land and will include net area sown with crops and orchards or net cropped area and also current and other fallows. The latter would imply all lands which were taken up for cultivation, but are temporarily out of cultivation for a period of not less than a year and more than five years. The columns will not include gross area sown or gross cropped area. Net area sown thus represents the area sown with crops and orchards counting areas sown more than once in the same year only once.

In column 17, if possible, please indicate the extent of irrigated land under different types of irrigation, e.g., canal (1,500 acres), tank (500 acres), wells (50 acres), tubewells (60 acres), etc.

As regards irrigated land, uniform codes in respect of the source should be adopted. These are as follows:

Government canal	GC
Private canal	PC
Well (without electricity)	W
Well (with electricity)	WE
Tube-well (without electricity)	TW
Tube-well (with electricity)	TWE
Well	W
Tank	TK
River	R
Lake	L
Waterfall	Wf
Others	O
Total	T

All area under rain-fed crops or under dry rice cultivation should be classified as unirrigated area.

19. **Culturable waste**

This would include all lands available for cultivation whether not taken up for cultivation or taken up for cultivation once, but not cultivated during the current year and last five years or more in succession. Such lands may be either fallow or covered with shrubs and jungles which are not put to any use. They may be assessed or unassessed and may be in isolated blocks or within cultivated holdings. Lands under thatching grasses, bamboo bushes and other groves for fuels, etc. which are not included under orchards or forests shall also come under this head. All grazing lands, whether they are permanent pastures and meadows or not, village common and grazing lands within forest areas shall be included in this column. Lands once cultivated but not cultivated for five years in succession shall also be included in this category at the end of the five years.

20. **Area not available for cultivation**

This column would include land not available for cultivation such as barren, unculturable land and land put to non-agricultural use.

Land put to non-agricultural use stands for all lands occupied by buildings, roads and railways or under water, e.g., rivers and canals and other lands put to uses other than agricultural.

Barren and unculturable lands cover all barren and unculturable lands like mountains, deserts, etc. land which cannot be brought under cultivation unless at a high cost shall be classed as unculturable, whether such land is in isolated blocks or within cultivated holdings.

21. **Remarks including any place of religious, historical or archaeological interest**

This is to be filled up on the basis of local enquiry. This column is intended to record particulars of any places of importance and not just to list out all places of worship, etc.

TOWN DIRECTORY

STATEMENT I

Status and Growth History

Sl. No.	Class, name and civic administration status of town	Location code No.	Name of Taluk/ Tehsil/Police Station/Development Block/ Island	Area (in sq. Km.)	Number of households including houseless households (in 1981 Census)	Population and growth rate of the town at the censuses of		
						1901	1911	1921
1	2	3	4	5	6	7	8	9

Population and growth rate of the town at the censuses of						Density (1981 Census)	Sex ratio		
1931	1941	1951	1961	1971	1981		1961 Census	1971 Census	1981 Census
10	11	12	13	14	15	16	17	18	19

STATEMENT II

Physical Aspects and Locational of Towns, 1979

Sl. No.	Class and name of town	Physical aspects				Name of road and distance (in Km.) from		
		Altitude (in meters)	Rainfall (in mm)	Temperature (in centigrade)		State H.Q.	District H.Q.	Sub-division/ Taluk/Tehsil/ Police Station/ Development Block/Island H.Q.
				Max.	Min.			
1	2	3	4	5	6	7	8	9

Name of road and distance (in km.) from			
Nearest city with population of one lakh and more	Railway station	Bus route	Navigable river/ canal (if within 10 km.)
10	11	12	13

STATEMENT III

Municipal Finance, 1978-79

Sl. No.	Class and name of town	Civic administration status (in 1980)	Receipt (in Rs. '000)				
			Receipt through taxes, etc.	Revenue derived from Municipal properties and power apart from taxation	Government grant	Loan	Advance
1	2	3	4	5	6	7	8

Receipt (in Rs. '000)		Expenditure (in Rs. '000)					
Other sources (Specify)	Total receipt	General administration	Public safety	Public health and conveniences	Public works	Public institution	Others (specify)	Total expenditure
9	10	11	12	13	14	15	16	17

STATEMENT IV

Civic and Other Amenities, 1979

Sl. No.	Class and name of town	Civic administration status (in 1980)	Population	Scheduled Caste and Scheduled Tribe population	Road length (in Km.)	System of sewerage	Number of latrines		
							Water borne	Service	Others
1	2	3	4	5	6	7	8	9	10

Method of disposal of night soil	Protected water supply		Fire fighting service*	Electrification (Number of connections)				
	Source	Capacity		Domestic	Industrial	Commercial	Road lighting (Points)	Others
11	12	13	14	15	16	17	18	19

*In case this service is not available in the town mention the name of the nearest town if in the same district or the name of the nearest district if in the same state or other state where available along with distance from the town.

STATEMENT V

Medical, Educational, Recreational and Cultural Facilities in Towns, 1979

Sl. No.	Class and name of town	Population	Medical facilities*		Educational facilities*			
			Hospitals/ Dispensaries/ T.B. clinics	Beds in medical institutions noted in column No. 4	Arts/Science/ Commerce colleges	Medical colleges	Engineering colleges	Polytechnics
1	2	3	4	5	6	7	8	9

Educational facilities* (Contd.)					Number of working women's hostels with number of seats
Recognised shorthand, type-writing and other vocational training institutes	Higher secondary or secondary schools	Junior secondary and middle schools	Primary schools	Adult literacy classes/ centres, others (specify)	
10	11	12	13	14	15

Recreational and cultural facilities			
Stadia	Cinema	Auditoria/Drama/ Community halls	Public libraries including reading rooms
16	17	18	19

*If a medical or educational facility is not available in the town mention the name of the nearest town if in the same district or the name of the nearest district if in the same state or other state and its distance from the town where facility is available.

STATEMENT VI

Trade, Commerce, Industry and Banking, 1979

Sl. No.	Class and name of town	Name of three most important commodities imported			Name of three most important commodities exported			Name of three most important commodities manufactured			Number of banks
		1st	2nd	3rd	1st	2nd	3rd	1st	2nd	3rd	
1	2	3	4	5	6	7	8	9	10	11	12

Number of agricultural credit societies	Number of non-agricultural credit societies
13	14

STATEMENT VII

Population by Religion and Scheduled Castes and Scheduled Tribes, 1981

Sl. No.	Class and Name of town	Population			Religion															
		P	M	F	Buddhists		Christians		Hindus		Jains		Muslims		Sikhs		Others		Religion not stated	
					M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21

Scheduled Castes		Scheduled Tribes	
M	F	M	F
22	23	24	25

INSTRUCTIONS FOR COMPILATION OF TOWN DIRECTORY

The town directory is to be prepared for all the towns in the State/Union Territory. The town directory particulars in the District Census Handbook (DCH) will be presented taluk/tehsil/police station/development block/island-wise. So far as strictly military areas are concerned, no town directory need be prepared. For cantonment areas, town directories can be prepared, but strictly military areas or military establishments within the cantonment should be left out although basic statistics for the cantonment as a whole could be given.

Where an urban agglomeration includes two or more independent towns, the names of the towns constituting the agglomeration may be indicated in the alphabetical arrangements of towns within the district for the purpose of the DCH and within the state for the purpose of Town Directory state volume irrespective of whether they are agglomeration or not. Their names should be repeated in the alphabetical order under the name of the agglomeration which naturally would be named after the name of the main town of the agglomeration. The particulars of the constitutent units of the agglomeration need not be furnished where they occur separately. In those cases by the side of the names of the towns it may be written as follows within brackets:

(See name of the main town of the agglomeration)

The particulars for each constituent town of the agglomeration should be furnished separately where they occur together under the name of agglomeration. By adoption of this method, it will be possible to get an idea of the particulars of the city agglomeration in total and also severally.

In case of outgrowths which do not qualify to be treated as towns the particulars obviously will not be separately available. In the case of the towns having such outgrowths an asterisk mark should be placed against their names in the body of the statement to indicate that they have outgrowths which are not separate towns. In an appendix the names of such outgrowths should also be furnished.

If the constituent units of an urban agglomeration are mentioned with the agglomeration it would not be correct to give it a number at all in the column for serial number, because in that case the serial number would not tally with the total number of towns in the district. The agglomeration lines need not be numbered but the constituent units as and when they occur in the alphabetical order may be numbered so that the last number agrees with the total number of towns in the district concerned.

In respect of Statements II, III and VI the relevant columns will have to be left blank in the lines relating to agglomeration because these can be given only for the constituent units; but this may not look nice in printing and would in any case require an explanation. To avoid the columns remaining blank it may be written as follows:

"See constituent units"

The data in respect of non-municipal towns should be included in the town directory but in an appendix to the village directory the land utilisation data for such towns may be given.

In the town directory, the various amenities and other data are to be indicated by codes. A note explaining the codes used in the town directory may be given in the beginning of the directory.

STATEMENT I

Status and Growth History of Towns

This statement should be prepared in the office of the Director of Census Operations of each state. As it provides basic information, it can be prepared immediately after the Primary Census Abstract (PCA) is completed.

1. **Serial No.**

No comment.

2. **Class, name and civic administration status of town**

Class has been introduced to facilitate analysis of town directory data at state and all-India levels. It will be given according to 1981 Census population of the core town as follows:

Population	Class
100,000 and above	I
50,000 — 99,999	II
20,000 — 49,999	III
10,000 — 19,999	IV
5,000 — 9,999	V
Below 5,000	VI

The name of the town should be shown in the column with the correct spelling as adopted in the official records.

The civic administration status of the town as in 1980 should be indicated. The following abbreviations may be used to denote the civic status of town; in case of towns which have no civic status nothing may be written:

Municipal Corporation/Corporation . M. Corp.

Municipal Committee/Municipal Town Committee . . . . M.C.

Municipality	M.
Municipal Board	M.B.
Municipal Council	M.Cl.
Cantonment Board/Cantonment	C.B.
Notified Area/Notified Area Committee/Notified Committee	N.A.C.
Town Committee/Town Area Committee	T.C.
Town Board	T.B.
Gram Panchayat/Village Panchayat	G.P.
Nagar Panchayat/Town Panchayat	N.P.
Station Committee	S.C.
Sanitary Board	S.B.
Special Area	S.A.
Estate Office	E.O.
Union Committee	U.C.

The column may be filled as follows:

I. Delhi (M.C.)

The changes in the civic administration status that may have taken place before the census enumeration may be indicated.

3. **Location Code Number**

This is necessary with a view to locate the town in the map.

4. **Name of the Taluka/Tehsil/Police Station/Development Block/Island**

This is necessary with a view to locate the town in the appropriate tehsil etc.

5. **Area (in sq. km.)**

This is a new column which is introduced to facilitate analysis of town directory data at state and all-India levels.

The area of the town as indicated by the civic body should be furnished in this column.

6. **Number of households (1981)**

This is a new column in town directory though it does not occur in the PCA. It will also facilitate analysis of the town directory at state and all India levels.

This column will be filled up only after the PCA is prepared and will include houseless households as well.

7 to 15. **Population and growth rate of the town at (different) censuses (from) 1901-1981**

These are to be filled up on the basis of the data in the office of the Directors of Census Operations. If in a particular year the town did not have urban status, the population figure for the corresponding column need not be filled up and a dash (—) may be noted. This is also true for the growth rate which is to be written below the population figure in the brackets beginning from column 8 onwards. Growth rate has been introduced to know whether the town is growing or not. It will also facilitate analysis of the town directory. It is true that the growth rate of a town has quite often an important component in change of area. For example, when intensely populated outgrowths of cities or towns are included in the existing municipal areas; sudden spurts in population are bound to occur. This may be recognised while calculating the growth rate and the same may be explained in the fly-leaf.

16. **Density (1981)**

This is also a new column introduced to facilitate analysis of the town directory data. Density will be calculated taking into account the area given in column 5 and the population of 1981 given in column 15. It will be per sq. km.

17 to 19. **Sex ratio 1961-1981**

Sex ratio like area, number of households and density has been introduced to facilitate analysis of town directory data. Columns 17 and 18 can be filled up easily as sex-wise population break-up is available. Column 18 will be filled up only after the census is taken.

STATEMENT II

Physical Aspect and Location of Towns, 1979

1. **Serial No.**

No comments.

2. **Class and name of town**

See comments on class and name given under column 2 of Statement I.

3. **Physical aspects—Altitude (in metres)**

The information is being collected from the Surveyor General, India. After the same has been obtained, it will be communicated to the Directors of Census Operations.

4 to 6. **Physical aspects—Annual rainfall (in mm); temperature (in centigrade)—Maximum and Minimum**

The information is being collected from the Director General, Meteorological Survey of India. After the same has been obtained, it will be communicated to the Directors of Census Operations.

The climatological tables of observatories in India give the annual rainfall and temperature (maximum and minimum).

The extracts in respect of the towns in the different states and Union Territories available in the climatological tables of observatories will be circulated among the Directors of Census Operations. In respect of the town for which information could not be supplied, the Directors of Census Operations may obtain locally the available information. The appropriate procedure would be to take the periodic averages for the preceding ten years from 1979 or 1978 according to the availability of the data.

If the information is not available in respect of any town, information of the nearest town may be given. This alternative, however, may not be quite suitable and relevant in states like Himachal Pradesh because the topographic situation of the towns very much differ from one another even though the distance between any two particular towns may be small. In such cases it is better to state 'information not available'.

7 to 15. **Name of road and distance (in km.) from State H.Q: District H.Q: Sub-division/Taluk/Tehsil/Police Station/Development Block/Island H.Q: Nearest city with population of one lakh and more, Railway station; Bus route; Navigable river/canal (if within 10 km.).**

These columns are to be filled up on the basis of local enquiry. Column 10 will be filled up only after the 1981 Census.

7, 9 & 11. **Name of road and distance (in km.) from State H.Q: Sub-division/Taluk/Tahsil/Police Station/Development Block/Island H.Q: Railway station.**

If the names mentioned in these columns are the same as the nearest town itself, distance will be recorded as '0' (zero).

9. **Sub-division/Taluk/Tehsil/Police Station/Development Block/Island H.Q.**

In some states or Union territories there are tehsils as well as revenue sub-divisions consisting of several tehsils. In such cases, if in any state or Union territory a revenue sub-division is composed of several tehsils falling within its jurisdiction, **the names of both sub-divisional headquarters and taluk headquarters should be given. The name of the sub-divisional headquarters should be given first and then after an oblique (/) the name of the tehsil headquarters can be given.**

10. **Nearest city with population of one lakh and more**

In most cases for practical purposes there will not be any difference whether this column is to be filled up on the basis of 1971 Census or 1981 Census. It can be filled up on the basis of existing information even before the census operation. But after 1981 Census the entries may be finally checked and corrected.

Even if the town has a population of one lakh or more, the name of the nearest city satisfying this clause should also be recorded because it will give an idea as to whether there is a trend of clustering of big cities leading towards the information of megalopolis.

12. **Bus route**

In case the referent town is enjoying bus route (i.e., road transport) facilities, a mention of the town's name (with distance) would suffice. Names of bus route (or routes) passing through the town need not be recorded.

13. **Navigable river/Canal (if within 10 km.)**

Name of the navigable river/Canal and road distance is to be indicated. After the name of the river/canal 'R' for river and 'C' for canal may be given in brackets to denote whether it is a river or canal.

STATEMENT III

Municipal Finance, 1978-79

Data for this statement should be collected not only in respect of statutory bodies but also in respect of non-statutory bodies managing the civic administration of the town, if they have separate budgets and accounts of their own pertaining to the town.

If both have the budgets and shown separately, in case of towns which have statutorily notified urban area as well as adjoining area which has been considered to be a census town because of its urban characteristics (even though the same is not included in the statutorily notified urban area) separate statements will have to be prepared in respect of each category, i.e., in respect of the statutorily notified town and adjoining non-statutorily identified census town.

Where a civic administrative body is not a composite one with its jurisdiction over the city as a whole (for instance, if part of the town is a railway colony whose civic amenities are provided by the railways and part is under municipality) the data should be presented in the same statement independently for each body without any attempt to consolidate the same for all the bodies.

1. **Serial No.**

No comments.

2. **Class and name of town**

See comments on class and name given under column 2 of Statement I.

3. **Civic administration status (in 1980)**

See comments on civic administration status under column 2 of Statement I. This column is introduced in this statement to analyse the data on municipal finance by civic status on state and all-India levels.

4 to 17. **Receipt and expenditure (details)**

These columns are to be filled up on the basis of local enquiry.

The figures should be in hundreds to save printing space and to simplify the information.

STATEMENT IV

Civic and Other Amenities, 1979

1. **Serial No.**

No comments.

2. **Class and name of town**

See comments on class and name given under column 2 of Statement I.

3. **Civic administration status (in 1980)**

See comments on civic administration status under column 2 of Statement I.

This is a new column in this statement introduced to facilitate analysis.

4. **Population**

This column will be filled in only after the census is taken in 1981.

This column is intended to measure the amenities in respect of population.

5. **Scheduled Caste and Scheduled Tribe population**

This column will also be filled in after the census is taken in 1981. It is introduced to know the size of population of the weaker sections of the community.

6. **Road length (in km.)**

Information will be mostly available from the municipality but for national highways, perhaps, additional information will have to be collected from the Public Works Department.

It is not known whether all the municipalities maintain their records indicating, the different categories of roads, separately. If information about kacha and pucca roads is separately available the same may be indicated while making entries in this column by using the following abbreviations

Pucca Road	PR
Kacha Road	KR

It is not necessary to split up the column into sub-columns with sub-headings 'pucca' and 'kacha' road. The length of roads maintained by the Public Works Department and municipality may be separately indicated if such data are available. Otherwise, the combined road length will be alright.

7. **System of sewerage**

Information should be available with the local body. Generally, by sewerage system is implied the network of mains and branches of underground conduits for the conveyance of sewerage to the point of disposal. Sewers that carry only household and industrial wastes are called separate sewers; those that carry storm water from roofs, streets and other surfaces are known as storm water drains while those carrying both sewage and storm water are called combined sewers. However, in towns which are not provided with such underground sewerage system, it may be mentioned whether it is open surface drain, box drain, sylk pattern drain, etc. The various types of sewerage/drainage system may be indicated upto two places in order of their importance in the town, one followed by the other, in codes as given below:

Sewer	S
Open surface drains	OSD
Box surface drains	BSD
Sylk drains	SD
Cesspool method	CD
Pit system	Pt

11. **Method of disposal of night soil**

Information should be available with the local body. The various prevalent methods of disposal of night soils are given with codes.

Head loads	HL
Baskets	B
Wheel barrows	WB
Septic tank latrines	ST
Sewerage	S

The above may be shown upto two places in order of their importance in the town, one followed by the other in codes indicated above.

This column should not be interpreted as relating to the question as to whether the night soil is disposed of in a profitable manner by the municipality or not. This interpretation does not conform to the objective of the column.

The objective of providing this column is to collect information for a special purpose. The government has a programme of stopping the practice of removal of night soil head-load and also of minimising use of human labour in the process of disposal of night soil at various stages. The information collected under this column is expected to indicate the magnitude of the problem.

There are three prevalent systems of disposal of human wastes, namely, (i) underground sewerage, (ii) sanitary water flush latrines with individual disposal systems, like septic tank, leaching cess pool and collecting well and (iii) dry type of latrines with manual scavenging.

The system of underground sewerage provides for the street sewerage with which are connected the sanitary latrines *constructed in the houses having water closets and fitted with flushing cistern (or hand

*A sanitary water flush latrine is a place where deposition of human excreta is effected immediately after defection, without any human agency having to collect, carry and dispose of it. It is provided with a water closet connected to a flushing cistern. In case cisterns are not fitted, hand flushing is resorted to.

flushing). Though this sewer the faecal matter (stools) is transported without the need for scavenging. This system exists in cities and big towns.

Where the streets sewer does not exist these sanitary water flush latrines are connected to a local septic tank with a sub-oil dispersion system or a leaching pit. Where the liquid wastes from the water closet could be disposed of locally in a leaching pit, a septic tank with a soil dispersion system is constructed. This dispersion requires an optimum travel through the poses of the soil which renders the harmful liquid bacterially innocuous by the slow process of filteration through the soil traversed.

Where the soil is impermeable collecting wells are constructed and the sanitary water flush latrines are connected with them. These wells are cleaned at periodic intervals by means of vaccum cars or other means. The dry type of latrines are of service type latrines from where human excreta is removed by scavengers from house to house, in most cases carrying it on their heads or shoulders in this process of collection or in baskets with handle or wheel barrows. These are then collected in bullock carts or trucks or tractors and trolleys for being carried to the dumping ground.

12 and 13. **Protected water supply—source and capacity**

In most cases information will be available from the municipality but in some states there is a separate Water Supply department.

The following codes may be used:

Overhead tank	OHT
Service reservoir	SR
River infiltration gallery	IG
Borewell pumping system	BWP
Pressure tank	PT
Tubewell water	TW
Tap Water	T
Well water	W
Tank Water	Tk

The above sources of water supply may be indicated upto two places in order of their importance in the town, one followed by the other, in codes given above.

14. **Fire fighting service**

Information will have to be collected from the municipality and other local authorities. In case this service is not available in the town, indicate the name of the nearest town if in the same district or name of the nearest district if in the same state or other state where available along with distance from the town. It should only be indicated whether there is fire-fighting station or not. Other particulars need not be included.

15 to 19. **Electrification (Number of connections)—Domestic, industrial, commercial, rural lighting (points) and others**

Information will be available in the municipality or the state Electricity Board. In some cities there are separate electric supply corporations from where also the information can be collected.

As regards the precise meanings of the terms in columns 15 to 19, it is found that the same vary from state to state. For instance, in Bihar, domestic service includes domestic sets and household appliances and also electric supply for schools, hospitals temples, mosques, churches and charitable institutions. Commercial supply includes trade or business shops, cinemas, offices, hotels, railway stations, etc. Industrial load is divided into different sub-categories. Among others are included irrigation, agriculture and small-scale industries. Street light service is considered as a separate category.

In Karnataka, supply for private houses, bungalows, clubs, hostels and hospitals run on non-commercial lines, charitable, educational and religious institutions are included under one category. Supplies for shops, offices, railway stations, hotels, restaurants, photographic studios, X-ray installations, advertisements and exterior illuminations, are under the category of commercial supply, Cinemas are considered under a separate category. Similarly industrial supply is considered separately. Irrigation pumping is considered as a separate categroy. Separate data are also available for public street lights.

In Kerala, domestic supply refers to bona fide domestic consumers and non-commercial institutions only. Profit making concerns are not included under this category. Commercial lighting includes display lighting, neon signs, photography, etc. for commercial and non-domestic consumers and street lighting in private colonies. Besides, there are categorisation like cinematography, motion picture studios, general purposes, industrial heating and air-conditioning, public lighting, bazar-lanes etc.

In view of the variations from state to state it would be difficult to provide precise definition of the different headings which would be applicable to all. It is, therefore, suggested that information may be compiled under the different headings as in the form and in the introduction to the compilation of each volume, the definition of each heading as valid in the state may be indicated after obtaining the same from the state Electricity Board.

18. **Road lighting.**

Road lighting means the number of street lights that are maintained in the town.

STATEMENT V

Medical, Educational, Recreational and Cultural Facilities, 1979

1. **Serial No.**

No comments.

2. **Class and name of town**

See comments on class and name given under column 2 of Statement I.

3. **Population**

This column will be filled in only after the census is taken in 1981. It is introduced to facilitate analysis of facilities with reference to population.

4-5 **Medical facilities—Hospitals/dispensaries/T.B. Clinics/health centres/nursing homes etc. and beds in medical institutions noted in column 4.**

Information is expected to be available with district/sub-divisional Medical Officer. Local branch of the Medical Association may also have the relevant information. The institutions run by private doctors are not to be included as the collection of data would be unwidely and may not be readily available with the local bodies. The collection of data should be limited for those institutions run by or aided by government/semi-government/local bodies and charitable institutions or social service agencies like the missionaries. Where the family planning centres are attached to hospitals or maternity and child welfare centres or primary health centres, these may be treated as independent units and counted separately.

It is not necessary to show maternity and child welfare centre, venereal disease clinic, chest clinic and leprosy clinic separately. These may be indicated along with other medical institutions in column 4.

The following codes may be used:

Hospital	H
Dispensary	D
Health Centre	HC
Family Planning Centre	FC
T.B. Clinic	TB
Nursing Home	NH
Others	O

If there are more than one institutions of any type indicate within brackets the number of such institutions, e.g., municipal dispensaries (2), maternity and child welfare centres (4), nursing homes (7) etc.

If a medical facility is not available in the town mention the name of the nearest town if in the same district or nearest district if in the same state or other state and its distance from the town where the facility is available.

6-9 **Educational facilities—Arts/Science/Commerce colleges; Medical colleges; Engineering colleges; Polytechnics**

Information is likely to be available with the state Education department. The codes that may be used are as follows:

Arts only	A
Science only	S
Arts and Science only	AS
Commerce only	C
Arts and Commerce only	AC
Combined of all categories—Arts, Science and Commerce	ASC
Law	L

10. **Recognised shorthand, type writing and other vocational training institutions**

Information may be available with District Industries Officer and Directorate of Employment and Training.

"Recognised" should mean recognised by some statutory authority like the Education department, Commerce department, Labour department, etc. of the government or semi-government or autonomous bodies, public sector projects like municipality, Hindustan Steel Corporation etc.

In this column the nature of the institution should also be mentioned where the institutions are located just beyond the present boundaries of the town but near the referrent town and for all purposes are considered as belonging to the referrent town only, such marginal cases should be included in the town directory with an indication of their location in the footnote.

If there are more than one institutions of each type, number shall be given against each in brackets.

The following codes may be used:

Shorthand	Sh
Typewriting	Type
Shorthand & Typewriting	Sh Type
Others	O

6-14 **Educational facilities (details)**

If an educational facility is not available in the town mention the name of the nearest town if in the same district or the name of the nearest district if in the same state or other state and its distance from the town where the facility is available.

11. **Higher secondary or secondary schools, junior secondary and middle schools and primary schools**

Information is likely to be available with district Education Officer. Otherwise, it should be ascertained by local enquiry. When a single school is providing tuition for standards I to XI, it should

be considered as two separate units and not one single unit.

14. **Adult literacy classes/centres and others (specify)**

This column is introduced keeping in view the Minimum Needs Programme of the Planning Commission.

This information can be had from the muncipality and district Education Officer or by local enquiry. "Others" would mean private academic bodies like Gurukul, Nursery schools, etc.

15. **Number of working women's hostels with number of seats**

This is also a new column. Considering the increasing employment of women in urban areas, the housing need of working women has been an important problem.

This information can be had from the State P.W.D. office. In case of private organisations which have set up institutions for working women, you may like to explore the possibility whether such data can be available or not.

16-18. **Recreational and cultural facilities—Stadia, Cinema, Auditoria/Drama/Community halls**

Information is expected to be available with the local police or with the municipal authorities. Otherwise, it should be ascertained by local enquiry.

7. **Recreational and cultural facilities—Cinemas**

The particulars of the touring cinema talkies of purely temporary nature may be omitted and only the number of permanent cinema theatres may be entered in this column.

18. **Recreational and cultural facilities—Auditoria/Drama/Community halls**

Community halls have been added in this column as they are fast becoming a common feature of the urban landscape.

19. **Recreational and cultural facilities—Public libraries including reading rooms**

Information will have to be collected from various sources, including district Education Officer, Registrar of Societies, municipal authorities, etc.

The following codes are suggested:

Public Library	PL
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STATEMENT VI

Trade, Commerce, Industry and Banking, 1979

1. **Serial No.**

No comments.

2. **Class and name of town**

See comments on class and name given under column 2 of Statement I.

3-8. **Names of three most important commodities imported and names of three most important commodities exported**

In this statement it is not proposed to limit the scope of the commodities to be included either as import or export. According to the functional character of the town, in some cases the raw materials of industry may be the most important commodities imported. On the other hand, the finished products of industry may be the most important commodities exported in some towns while in some others foodgrains or agricultural products collected from the villages might be the most important items of export.

In these columns, commodities for which the town serves only as transmission centre by importing them for being exported without any processing should not be considered as imported commodities. On the other hand, those commodities brought from outside and processed in the town or in its area of influence and then either locally consumed or exported should be included under the category of imported commodities.

3.5. **Names of three most important commodities imported 1st, 2nd and 3rd**

Names of important commodities imported may be decided in terms of the estimated volume of the commodities transacted.

6-8. **Names of three important commodities exported 1st, 2nd and 3rd**

Names of important commodities exported may be decided in terms of estimated volume of commodities transacted.

In filling up columns 3 to 8, Chamber of Commerce/Merchants Association should be consulted. Sales Tax Office may also give important advice.

9-11. **Names of three most important commodities manfactured—1st, 2nd and 3rd.**

Names of most important commodities manufactured may be considered in terms of the volume of total output of the commodities concerned. The Industries department of the state may have the information in most cases. Local Manufactures' Association, if any, may also be consulted. Otherwise, attempt should be made to collect information by local inquiry.

12. **Number of banks**

Information is available in the 'Statistical Tables Relating to Banks in India' published annually by the Reserve Bank of India. Attempts are being made to obtain the latest report. After that the relevant information will be supplied to the Directors of Census

Operations. In respect of each town, the list will have to be verified and made up-to-date.

13-14. **Number of agricultural credit societies and number of non-agricultural credit societies**

Information will be available in the office of the Registrar of Cooperative Societies.

13. **Number of agricultural credit societies**

Information about the different types (service, multipurpose, agricultural produce, marketing cooperative societies) should be reckoned for entry under this column.

14. **Number of non-agricultural credit societies**

Consumer cooperative societies which also allow credits may be included in this heading. Similarly, where there are credit cooperative societies of certain categories of persons, like teachers, postal workers, etc. these also may be taken into consideration.

STATEMENT VII

Population by Religion and Scheduled Castes/Scheduled Tribes, 1981

The statement will have to be filled up to the basis of the information collected during 1981 Census.

1. **Serial No.**

No comments.

2. **Class and name of town**

See comments on class and name given under column 2 of Statement I.

3-25. **Population, Religion, Scheduled Castes and Scheduled Tribes (details)**

These columns will be filled up in only after the census is taken in 1981.

1981—CENSUS
IMMEDIATE
D.O. N. 9/33/79-CD(CEN)

P. PADMANABHA

Ministry of Home Affairs
The Registrar General, India
Kotah House Annexe,
2/A, Mansing Road
New Delhi-110011.

16 July, 1979.

CENSUS OF INDIA 1981—CIRCULAR No. 5

Subject.—Location Code

My dear

During the census, every enumerator will be canvassing for 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, Taluks, Towns and Villages is explained below.

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 should 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-East 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 town 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 numbers 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 with 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, the 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 1st 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, 1/3/49(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 *Gramatana* or the hamlets of that village are located, but the entire Revenue limits of the village as demarcated in the Land 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 only parts of a village have been included within 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 of 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 overlapping 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
Office of the Registrar General, India

Kotah House Annexe,
2/A, Mansingh Road,
New Delhi-110 011.
September 11, 1979

CENSUS OF INDIA 1981—CIRCULAR NO. 6

Subject:—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 project area, the areas lying outside the project area could be retained in the list of the villages. If a special project area which was treated as a census town in 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 de-classify 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 headquarter 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 declassified.

(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 industrial 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 1961 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 re-classified 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.

(Sd.)

(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.

13—1 Census/Delhi/84

1981—CENSUS
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PADMANABHA

D.O. No. 2/1/79-SS
Government of India,
Ministry of Home Affairs,
The Registrar General, India
Kotah House Annexe,
2-A Mansingh Road,
New Delhi-110011.

22 Sept. 1979

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. 6), 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 as 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 or statutory town have come up fairly large well recognised railway colonies, university campuses, port areas, military camps, etc. and even though they are outside the statutory limits of the corporation, municipality or cantonment, they fall within the revenue limits of the village or villages which is or are contiguous to the town. It may not be 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 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 individual towns in their

own right should be treated as urban appendages of the units to which they are contiguous.

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

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

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

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

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

4. 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 to 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 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 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 advisable to make a personal visit to verify on the ground whether an area being considered for delineation as an agglomeration possesses the necessary characteristics and satisfies the conditions of urbanisation, contiquity 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, the 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 or alphabets to the location code number of the town to which they are appended. This may facilitate compilation of data for the integrated urban area.

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 out-growth 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 out-growth 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. I R.K. Puram, New Delhi-110022.

The receipt of this circular may kindly be acknowledged.

Yours sincerely,
(Sd.)
(P. Padmanabha

PROFORMA I

Formation of each Urban Agglomeration of 1971 Census which continues in 1981 Census

Name of the State/Union Territory.....

Sl.No.	Urban Agglomeration of 1971 census which continues in 1981 census																	
	With no change							With jurisdictional changes between 1971—1981										
	Name of the U.A. with its constituent units	Status (city/town/o.g.)	1971 Pop. of city/ town	In case of out growth in col. 2 give				Name of the U.A. with its constituent units	Status (city/town/o.g.)	1971 Pop. of city/ town	In case of out-growth in col. 9 give				Name of the 1971 unit (town/o.g./village) which has been merged with the main town or other units of U.A. in 1981	U.As of 1971 dropped from 1981 due to merger of its constituent units or other reasons, if any	Remarks
				L. C. No. of village (s)/sub-number in case of part village	Area (km^2)	1971 Pop.	Name of village/ enumerator's block included wholly or partly				L.C. No. of village(s) sub-number in case of part village	Area (km^2)	1971 pop.	New village(s)/ hamlet/enumerator's block included wholly or partly			
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16*	17*	18

*Abbreviations used: U.A. .....UrbaC Agglomeration L.C. No.....Location code Number O.G.....Out-Growth

*Note: The changes appearing under cols. 16 and 17 may be shown with Government Notification number in the Col. No. 18 (Remarks.)

PROFORMA II

Formation of each Urban Agglomeration proposed for the first time in 1981 Census with the details of the main town and Constituent units

Name of the State/Union Territory.....

Sl. No.	Urban Agglomeration proposed for the first time in 1981 census							Remarks, if any
	Name of the U.A. with its constituent units	Status (city/ town/ out-growth)	1971 Population of city/ town	In case of out-growth in col. 2 give				
				L. C. No. of village(s)/ sub-number in case of part village	Area (km^2)	1971 Population	Name of village(s)/ hamlet/enumerator's block included	
1	2	3	4	5	6	7	8	9

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

1981—CENSUS
IMMEDIATE

P. PADMANABHA D.O. No. 18/5/79-SS(V)

Government of India
MINISTRY OF HOME AFFAIRS
The Registrar General, India
Kotah House Annexe
2-A, Mansingh Road
New Delhi-110011
22 Sep 1979.

CENSUS OF INDIA 1981—CIRCULAR No. 8

Subject:—Village Directory for 1981 Census—Clarifications thereon—

My dear,

I am to invite your attention to my letter of even number, dated the 16th July, 1979, (Circular No. 4) regarding compilation of village and town directory for 1981 Census. A few census offices have requested for clarification about the manner in which the information regarding an amenity, which is not available in the relevant village figuring in the directory, is to be presented and offered suggestions in this regard. This point was also raised in the conference of the Directors of Census Operations, held at New Delhi from 24th to 29th August, 1979. We have reviewed this matter as well as certain other aspects of compilation of the requisite data and taken the following decisions:—

Amenities not available in the village

Columns 6 to 11 in the village directory which relate to educational, medical, post and telegraph, day of village market and communication amenities, provide that if an amenity is not available within the village, the name of the nearest tahsil if of the same district or name of the nearest district if of the same state or other state where available and its distance from the village may be indicated. In the separate instructions for compilation of the village directory in respect of columns 6 to 11 similar instructions have been provided. There is a suggestion that the name of the nearest place where the amenity is available should also be mentioned and not only its location by giving the name of the tahsil or district where the place is located. It is said that this would particularly help in verification and checking of distance which is also required to be indicated. It has been further mentioned that the amenity might be available in another village or place in the same tahsil and not necessarily in an another tahsil and it is further suggested that the instructions should provide for giving the name of such tahsil as well, and not merely other tahsils. The matter has been examined thoroughly. It is felt that no useful purpose will be served by giving the name of the place and its location particulars, whether in the same tahsil/district or not. These particulars would not provide any useful information and, on the other hand, are likely to cause confusion on account of presentation of two sets of data in the same format, one relating to the village for which particulars are required to be given and the other regarding the nearest place (which may not be located in the same tahsil or even district) where an amenity not available in the village is availed of. The compilation and tabulation of data in respect of other places in relation to the relevant village will be problematic.

It has been decided that if an amenity is not available in the village a dash (—) may be shown against the same in the relevant column. But next to it the distance of the place from the village may be given in broad ranges in brackets. The ranges being; '(-5 kms)", "(5-10 kms)" and "(10 +kms)". There is, however, no objection if at operational level the particulars of the nearest place, name and location where the facility is available are recorded for your internal scrutiny of data.

In the educational and medical fields there can be a variety of amenities as illustrated at pages 3-5 of the instructions accompanying the village directory format. In view of the constraint of space the particulars of distance by range of the nearest place(s) where any one of the educational and medical amenities are available should be given if none of the medical and educational amenities is available in the concerned village. In case of medical amenities, the most modest nearest available amenity, like dispensary/community health worker, should be referred. Likewise, in the case of educational amenities if any of the educational institutions like a primary school, middle school, high/higher secondary school or college is available, the distance by range of the nearest place where another type of institution is available need not be given. If a middle school is functioning in the village the distance by range of the nearest place where a primary or higher secondary school is functioning need not be provided. In case, however, no educational amenity is available in the village figuring in the directory the distance by range of the reared place where the most modest educational amenity, viz. primary school, is available, should be given.

Other Clarifications

(i) *Educational Amenities* :—In column 6 the codes for the educational amenities available in the village are required to be indicated. In the instructions accompanying the village directory format, at page 3 it is clarified that if there are composite schools like middle schools with primary classes or secondary or higher secondary schools with middle classes these may also be included in the number of primary and middle schools as the case may be. This has been illustrated with a suitable example. It is emphasized here that the proper compilation and presentation of this information need careful monitoring and scrutiny. It is to be ensured that in case of middle, higher secondary or equivalent schools the data providing agency examines the specific position in respect of each such institution

before passing on the information. It may not be presumed in a mechanical manner that each of, say, higher secondary school is limited to high/higher secondary level and it has no lower level classes like middle and primary. On the other hand, it should not be presumed that a higher secondary or middle school has necessarily lower level classes. The relevant agency should first ascertain the position in respect of each such educational institution before furnishing the particulars. As advised earlier, if a composite school has middle and primary classes, these may also be included in the number of middle and primary school respectively.

(ii) *Day of Village Market*:—In column 10 of the village directory format information is required for day or days of the market/hat, if any. It may be clarified here that this information generally relates to the weekly or bi-weekly market and, therefore, the actual day or days of the week on which the market is held may be recorded. It is, however, possible that in some interior villages, particularly the tribal villages, only a monthly or fortnightly market is held. In that case the relevant column may record 'fortnightly market' or 'monthly market', as the case may be.

(iii) *Remarks Column*:—The column 21 of the village directory format relates to remarks including any place of religious, historical or archaeological interest. In the relevant instructions accompanying the format it is mentioned that this column is required to be filled up on the basis of the local enquiries and this column is intended to record particulars of any place of importance and not to list out all the places of worship; etc.

It is felt that in this column, information on such aspects as the number of copies of newspapers coming in the village and motorcycles/scooters/cars/jeeps and tractors available in the village should also be given as was done in Bihar in the 1971 series. Since this information may take some space the appropriate codes may be given. The number of the items available in the village may also be added against the codes given below:—

N— Copies of the newspapers coming in the village.

M— Mortorcycles/scooters available in the village.

C— Cars/jeeps available in the village.

T— Tractors available in the village.

The information under the remarks column pertaining to this aspect may be given as illustrated below:

N32 ; M2

(Here N 32 represents copies of newspapers, viz. 32 and M2 the number of motorcycles/scooters in the village, viz. 2.)

The above instructions may be kept in mind while compiling the data in respect of village directory.

The receipt of this letter may kindly be acknowledged. Further correspondence in the matter may be carried on with Assistant Registrar General (Social Studies) West Block I, Wing No. I, R.K. Puram, New Delhi—110022.

Yours sincerely,
(Sd./-)
(P. Padmanabha)

Encl : 4 spare copies
Shri
Director of Census Operations.

...1981—CENSUS
IMMEDIATE
D.O. No. 9/33/79-CD (CEN)
Government of India
Ministry of Home Affairs
P. PADMANABHA The Registrar General, India
Kotah House Annexe,
2-A, Mansingh Road,
New Delhi-110011
December 11, 1979.

CENSUS OF INDIA 1981—CIRCULAR No. 9

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

My Dear,

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 the *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 25 October, 1979 and since revised vide 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 and 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)

Encl: 5 Spare Copies
Shri
Director of Census Operations

APPENDIX 1

S.No.	Name of State/Union Territory	Code No.
1.	India	01
2.	Andhra Pradesh	02
3.	Assam	03
4.	Bihar	04
5.	Gujarat	05
6.	Haryana	06
7.	Himachal Pradesh	07
8.	Jammu & Kashmir	08
9.	Karnataka	09
10.	Kerala	10
11.	Madhya Pradesh	11
12.	Maharashtra	12
13.	Manipur	13
14.	Meghalaya	14
15.	Nagaland	15
16.	Orissa	16
17.	Punjab	17
18.	Rajasthan	18
19.	Sikkim	19
20.	Tamil Nadu	20
21.	Tripura	21
22.	Uttar Pradesh	22
23.	West Bengal	23
24.	A&N Islands	24
25.	Arunachal Pradesh	25
26.	Chandigarh	26
27.	D & N Haveli	27
28.	Delhi	28
29.	Goa Daman & Diu	29
30.	Lakshadweep	30
31.	Mizoram	31
32.	Pondicherry	32

1981—CENSUS
IMMEDIATE

P. PADMANABHA

D.O. No. 9/30/79-CD(CEN)
Government of India
Ministry of Home Affairs
The Registrar General, India,
2-A Mansingh Road,
New Delhi-110011.

CENSUS OF INDIA 1981—CIRCULAR No. 10

Subject:—Formation of Enumeration Blocks and preparation of the Abridged Houselist

My Dear,

The Houselisting operations provide the basic frame for the formation of the enumeration blocks for the census in 1981. However, since the Houselisting operations precede the actual count by a few months, it is essential to ensure that the coverage of the census houses and households at the time of the census is complete. This is achieved by the *adoption of an* intermediate form *called the Abridged Houselist.* The Abridged Houselist contains certain essential details from the Houselist and will be updated by the enumerator as he goes round his block in the census period. Therefore, soon after the Houselisting operations are over, two important and essential steps have to be taken. These are:

(a) *The enumeration blocks must be formed and the charge registers for the enumeration operation written up.*

(b) *The Abridged Houselist must be prepared.*

This circular deals with these two steps. The carving out of the enumeration blocks is the responsibility of the charge officer and he will also have to get the Abridged Houselist prepared. The Abridged Houselist has to be updated by the enumerator as mentioned earlier. Therefore, for convenience of use in training, these aspects have been dealt with in three separate parts in this circular as follows :—

(i) Part I deals with the general principles of formation of the enumeration blocks.

(ii) Part II contains the instructions as to how the Abridged Houselist will be prepared in the charge offices by the staff concerned. It is directed to the clerical and other staff who will do this in the offices of the charge officers.

(iii) Part III contains the instructions to the enumerator regarding use and updating of the Abridged Houselist during enumeration.

Since all these are operational aspects at the field level, you may issue the necessary circulars based on each of these parts. These aspects must be discussed in the training classes for the District Census and Charge Officers and doubtless you will train some of your own staff so that they can check on performance at the appropriate time.

The format of the Abridged Houselist is given as at the end of these instructions. Printed copies will be supplied by us.

The delineation of the enumeration blocks, the writing up of the new charge registers for the enumeration and the preparation of the Abridged Houselist are all extremely important steps. The maximum amount of supervision and verification by all supervisory officers from the District Census Officers upwards would be essential. You may like to emphasize this point and issue necessary instructions.

Please acknowledge receipt.

Yours sincerely,

(Sd./-)

(P. Padmanabha)

Encl: as above

Shri

Director of Census Operations

PART I

(Census Circular No. 10)

Instructions for formation of Enumeration Blocks

The enumeration blocks for the count will be prepared on the basis of the houselist. Each block will be carved out on the basis of the number of houses or the number of households which are considered as an appropriate workload for the enumerator. One of the most convenient methods of carving out an enumeration block is to start from the first line of the houselist and to draw a line in red ink or red pencil after the appropriate number of census houses or households has been counted. This system of marking of blocks may be continued till the end of the houselists of the area covered during houselisting operations. In demarcating the enumeration blocks it is absolutely essential to ensure that well known landmarks are taken into consideration which will avoid duplication or omission by the enumerators. For example, in an urban area it is necessary for the block to be identified both at the beginning and at the end with reference to the street name, a prominent building etc. and in the rural areas by any other well recognised feature on the ground. While no doubt convenient norms will be adopted for carving out the enumeration blocks, if it is noticed that a few houses or households are left over when such blocks are formed, these can as well be added to the last block even if it marginally increases the workload.

Broadly speaking, the same principles which were mentioned in the agenda notes for the first conference

of the Directors of Census Operations with regard to formation of blocks for the houselisting operations will apply in this case also. It is suggested that in the rural areas a workload of about 750 persons and in urban areas a workload of about 650 persons would be appropriate. These would roughly correspond to 150 households in the rural areas and about 130 households in the urban areas respectively. Census blocks for the enumeration should be formed on the basis of these norms. Normally, the blocks formed for houselisting operations will not have conformed to these norms and it is, therefore, necessary that the houselists are completely and fully reviewed to carve out the new enumeration blocks. Even in cases where some attempt has been made to keep the block size for houselisting operations small, such a review must be made.

It will be evident that generally the enumeration blocks will be larger in number than the houselisting blocks. Consequently, the numbering of the blocks would also change and to that extent the block numbers would have to be re-serialised so that the correct number is reflected in the individual slip, the household schedule and other records relating to the actual enumeration. Obviously, having formed the enumeration blocks, it would be necessary to re-write the charge registers for the enumeration operations exclusively.

It may be added here that in the later stages of organising the houselisting operations, and during the houselisting operations themselves, quite often a number of cases of omissions in numbering of villages or parts of villages or blocks may have come up. Such cases would have been covered in the houselisting operations with assignment of ad-hoc block numbers. These are operational realities and while forming the enumeration blocks these must be taken into consideration with the proper location code element of the block number being assigned.

Some of the main points which must be kept in mind in forming enumeration blocks are the following:

(i) When a houselisting block is split into two or more enumeration blocks, care should be taken to ensure that the demarcation of such blocks is definite. In other words, the enumeration blocks should be formed so that their limits can conveniently and definitely be identifiable on the field and are such as can be clearly indicated to the enumerator.

(ii) Enumeration blocks must not cut across the boundaries of wards or Municipal divisions. Similarly, no block should include portions of two villages.

(iii) Each village should be constituted into a separate block or blocks. No block should cover parts of separate villages. Village means a revenue village and includes the entire revenue limits of the village and not merely the main settlement area (Gramthana, Abadi etc.) of a village.

(iv) Hamlets may be constituted into separate blocks to the extent possible. A block should not cover parts of separate hamlets.

(v) If a main village or a hamlet has a large population, it may be constituted into more than one block so as to maintain the work norms.

(vi) Uninhabited (Bechirag) villages and forest areas not coming within the revenue limits of any village should also be constituted into separate blocks.

(vii) In forming the enumeration blocks, *large institutions such as Central Jails, Hospitals, etc. may be constituted into separate blocks* if the population of such institution is **large enough.** Otherwise, they may be included within the existing blocks.

(viii) *Railway colonies, labour camps in Project Area etc., may be constituted into separate blocks with well-identified boundaries.* Such areas would normally have been formed into separate houselisting blocks. These may be retained or sub-divided but the identity of these special areas should be maintained.

(ix) Care should be taken *to see that no structure is partly in one block and partly in another.*

Areas designated as "strictly military areas" will be indicated to the Census Officers concerned. In such areas, the Military Census Officers will form the enumeration blocks keeping in view those among the principles indicated above which are relevant. Civilian and Military Census Officers must coordinate their work so as to ensure that no area is omitted or included twice-over in any block.

One Supervisor will be in charge of about 5 Enumerators. If operational factors such as distances or terrain impose limitations, the size of the supervisor's circle may be slightly varied.

After forming the blocks in the manner indicated above, the Charge Officers may also allocate the blocks to enumerators and supervisors. The number of blocks would give an indication of the number of enumerators and supervisors necessary.

The formation of the enumeration blocks on the basis of the houselisting will have to be the personal responsibility of the charge officer concerned. It is also the charge officer who will have to be responsible for ensuring that the details of each enumeration block are copied out correctly in the corresponding abridged houselist and that the charge registers are correctly prepared for the enumeration operations. To avoid any possibility of mistakes, it will be necessary for the charge officer to personally compare the new charge registers with the houselist and also the abridged houselist with the charge registers prepared for the enumeration operations. The sequence of the organisational steps would therefore be as follows:

The enumeration blocks for the actual count will be prepared on the basis of houselist. New charge registers will be written on the basis of these enumeration blocks for each charge and then the abridged houselist for each block will be prepared.

PART II

(Census Circular No. 10)

Instructions for filling in identification particulars and Section 2 of the Abridged Houselist in the Charge Offices.

These instructions relate to the filling in of location particulars and Section 2 of the Abridged Houselist under the directions of the Charge Officer in the charge offices. These sections of the abridged houselist will be filled in by such clerks or assistants to whom the work is assigned by the Charge Officer. The instructions are addressed to the latter who will fill in the abridged houselist in the initial stage.

2. 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 the 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 in duplicate separately for each enumeration block. It is an important document and you must fill it up carefully after reading these instructions and the instructions given in the notes to the Abridged Houselist form itself. A copy of the Abridged Houselist form is enclosed (Annexe I).

3. You should fill a separate Abridged Houselist form for each of the enumeration blocks of the charge assigned to you. Two copies of the Abridged Houselist will be prepared for each enumeration block.

This form has three sections besides location particulars. You will have to fill in the location particulars and Section 2 of the form. Section 1 and 3 will be filled in by the enumerator of the block later. The following instructions indicate how location particulars and Section 2 will have to be filled in for each enumeration block.

4. The form starts with identification particulars of the enumeration block. You should have no difficulty in filling in this section, as you would have been given the complete identification particulars and the location code of the census enumeration blocks assigned to you by the Charge Officer.

5. Section 2 relates to certain details of census houses and households in the enumeration block as listed in the Houselist. This Section will be filled in by copying the relevant details directly from the filled in Houselist form available in the charge office. The Houselist, however, will cover an entire houselisting block. Where the enumeration block comprises the whole houselisting block, details of all census houses in the Houselist will be copied. In case the houselisting block has been broken up into more than one enumeration block, you must copy the details of only those census houses which fall in a particular enumeration block. In other words, one Abridged Houselist will be separately prepared for each enumeration block. This can be done by identifying the part of the houselist pertaining to the particular block by the red lines drawn at the time of carving out the blocks to partition the Houselist into parts relating to the enumeration blocks. It has, however, to be ensured that details of all census houses in the Houselist which fall in that enumeration block and of no other census house are copied into the Abridged Houselist form.

6. Section 2 should be filled up very carefully. The instructions that follow regarding filling up this section should be studied very carefully before this section is filled up. Section 2 must contain all entries regarding buildings, census houses and households contained in the houselist itself so far as the block you are dealing with is concerned. In other words, all entries in columns 2, 3, 5 and 6 of the Houselist must find a place in Section 2 of the Abridged Houselist of the block concerned. Therefore, in filling Section 2 you will start with the first census house in the houselist pertaining to an enumeration block. Copy only those lines which have an entry in either column 3 or column 5 or both together of the Houselist. In such cases you should fully copy the details given in columns 2 to 6 of the Houselist. You need not copy details from lines in which there is a "dash" in both columns 3 and 5 of the Houselist.

7. The instructions for filling up each of the columns of Section 2 of the Abridged Houselist are given below :

(i) In column 1, write the serial number starting from 1. This serial number may be different from the line number of the Houselist.

(ii) Columns 2 to 6 are identical with the corresponding columns of the Houselist and the entries from the Houselist should simply be copied into these columns.

(iii) Column 8 corresponds to column 14 of Houselist and the entry in that column should be copied.

(iv) Only column 7 needs some explanation. It relates to the serial number of the household and has to be given by you. *It must be emphasised that this serial number is extremely important as it will be entered in other census documents such as the Individual Slip, Household Schedule, etc.* Extreme care should, therefore, be taken in giving this serial number and you should read these instructions, carefully.

8. As the column heading indicates, the serial number is for households. Every household entered in column 5 should be given a serial number in column 7. Starting with the first household in column 5, this serial number will be continuous for all the households in the enumeration block. This means that all the lines in which columns 5 and 6 have '—', will be skipped for this serial number and '—' will be entered in col. 7.

9. After completing this Section, you should hand over both the copies of the Abridged Houselist partly filled by you to your Charge Officer.

10. The specimen form of the Abridged Houselist which contains all the three sections has been given in Annexe I of this note. But in actual practice, this form will be split into three parts, (a) first part containing identification particulars and sections 1 fully and 2 partly, (b) second part containing section 2 alone running into several sheets and (c) part three containing section 3. This is being done to avoid wastage of forms because entries in section 2 will run into several sheets. In Annexe II, specimen entries have been shown and this has followed the pattern in which the forms will be supplied.

11. As stated earlier, the completed Abridged Houselist Form will be prepared in duplicate. One copy will be carried to the field by the enumerator for filling in section 3 and also for updating entries in section 2, wherever necessary. Section 1 will be filled only after the enumeration is over and the enumerator's abstract has been prepared by the enumerator. The manner in which sections 1, 2 and 3 of the Abridged Houselist form will be filled by the enumerator have been discussed in part III of these instructions.

12. Please ensure that the location code number which includes the State/District/Tehsil or Town/Village or Ward and enumerator's block codes, is indicated on each page of Sections 2 and 3.

PART III

(Census Circular No. 10)

Instructions to Enumerators for updating Section 2 filling of Section 3 and filling of Section 1 of the Abridged Houselist

Introduction

As in the 1971 Census, an Abridged Houselist will have to be prepared ar 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 in duplicate 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 is enclosed. (Annexe I).

2. You will be given one copy of the Abridged Houselist form for your block by your supervisor. He will keep the other copy with him. You will notice that identification particulars and Section 2 of the form are already filled in. 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 of census house listed in Section 2 might no longer exist,

(iii) A household listed in Section 2 might have moved out and a new household might have moved in 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 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 para 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 cols. 5 to 8 relating to the household have to be *deleted. In column 8 write in such cases "Houselist left." Please note that when any* census house or household is deleted in Section 2, the serial number in col. 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 cols. 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 col. 6 will be changed in Section 2. Indicate this reason for the change in Col. 8.

(iv) If the use to which a census house is put *has changed,* the entry in col. 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 col. 4 should be scored out, and the current use of the house should be recorded, but the entries from cols. 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 col. 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 col. 8 for cross reference since particulars of the new household(s) which might have moved in would be entered in Section 3 in cols 1 to 8.

Other changes in use of a census house from partly residential to fully residential or from fully resdential 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 col. 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 col. 8. If more than one new household has moved into such census house, then all the households have to be entered in Section 3.

7. Please note that the reason for any change that you may make in Section 2 must be given in col. 8 as illustrated above.

Instructions for filling 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 house must also be entered in Section* 3.

10. Section 3 will have to be filled 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 buil-

ding 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 Para 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 Para 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 households. If there is a household or more than one, you must give the household or households a household-number (please see Para 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 No. in col. 3. Please note that if the building in Section 2 had only one census house, its census house No. will now have to be changed. For example, if building No. 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 No. in section 2 will have to be changed as 43(1) and the new census house in section 3 will be entered with No. 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 No. should not be repeated in col. 3 of section 3. You need only to fill cols. 5 and 6 of section 3 and put dashes '—' in cols. 2, 3 & 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 col. 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 col. 4 in the second and subsequent lines.

15. In col. 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 No. 45 had only one household residing in it and listed as No. 45 in Section 2 and you now find more than one house hold 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 cols. 2, 3 and 4 and record new household in col. 8 for these households.

16. In col. 6, against a household number in col. 5 write the name of head of household. If in col. 5, there is '—' i.e. if the use of the census house is solely non-residential repeat the '—' in col. 6 also.

17. The serial number of household in col. 7 should run continuously for the enumeration block. This means in Section 3, every household should be given a serial number *in continuation of the serial number* of the households in Section 2 (col. 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 payments*, 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 28th of February, 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 cols. 2 to 4 and 'O' in col. 5. The serial number in cols. 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'. Examples of how these numbers will be written are given at the end (Annexe III).

Instructions for filling Section 1

Section 1 relating to the population of the enumerator's block will have to be filled in by you at the

end of the enumeration. After you have completed your enumerator's abstract you must entire the figures of population, number of occupied residential houses and number of households against A,B,C in Section 1. The instructions to fill in parts A, B & C of Section 1 are described below.

Part A of Section 1 (population of enumeration 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 Part B of Section 1 (number of occupied residential houses) you will have to count the entries in Col. 3 (census house No.) of both Sections 2 and 3 of the Abridged Houselist. It should be noted that in col. 3 of the Abridged Houselist in Section 2 and 3, not only residential houses, but non-residential houses would also have been entered. Therefore, in order to ascertain the number of occupied residential houses, you will have to check the entry in col. 3 of Sections 2 and 3 with the corresponding entry in col. 4 of the Abridged Houselist. A census house entered in col. 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 col. 4. For example, if census house No. 7(1) in col. 3 is described as 'residence' in col. 4, it will be reckoned as an occupied residential house. Similarly, if census house No. 9 in col. 3 is shown as workshop-cum-residence in the corresponding col. 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 col. 4 and house No. 7(2) is shown as 'factory' in col. 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 col. 3 against which the corresponding entries are 'vacant' in col. 4, should not be reckoned as occupied residential houses. Normally, for every occupied residential house, there will be corresponding entries in col. 5 (household number), col. 6 (head of household) and col. 7 (serial number of 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 col. 4 will doubtless be shown as 'residence'. Please note that if a residential census house has been entered more than once in col. 3 through oversight, it should not be counted more than once because it will inflate the number of occupied residential houses.

Part C of Section 1 of the Abridged Houselist, (Number of households) will have to be ascertained by counting entries in col. 5 in Section 2 and 3 which should be easy. The entries could be, say 1 or 1(1) or 1(a) or 1(1)(a) in col. 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 col. 6 (head of household) and col. 7 (Sl. number of household) for all such households. You should count the number for your block and write the figure in Part C of Section 1.

General

Before you hand over the completed abridged houselist, you must ensure that all the sections have been completed. At this stage, you must obtain the duplicate copy of the Abridged Houselist from your supervisor and copy out the entries for Section 1 and 3 from your copy, carry out changes made by you in Section 2 and then hand over both the copies of the abridged houselist along with the filled in Individual slips, Household schedules and other forms to your supervisor.

Annexe I (Circular No. 10)

CENSUS OF INDIA 1981

Page No.

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/PS/Dev. Block/ Circle etc.....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 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

Annexe II (Circular No. 10)

CENSUS OF INDIA 1981

ABRIDGED HOUSELIST

Identification particulars

Name of State/Union/Territory UTTAR PRADESH Code No. 22 Name of Village/Town BISHANPUR Code No. 136

Name of district.....RAMPUR Code No. 22 Name or No. of Ward/Mohalla/Hamlet BISHANPUR KHAS Code No.

Name of Tehsil/Taluka/P.S./Dev. Block/Circle 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)	Sankar	1	
2.	..	1 (2)	Cattleshed	..			
3.	2	2 (1)	Workshop-cum-residence	2 (1)	Sheila 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	

Dated signature of Charge Office Clerk Sd./-

Checked and found correct Sd./- Charge Officer

Dated signature of Enumerator.....

Contd.

CENSUS OF INDIA 1981

ABRIDGED HOUSELIST Location Code 22/22/1/136 (148)

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
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	
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
Sd./
Charge Officer

Dated signature of
Enumerator.....

Annexe III (Circular No. 10)

CENSUS OF INDIA 1981

ABRIDGED HOUSELIST

Identification particulars

Name of State/Union Territory BIHAR Code No. 4 Name of Village/Town HAZARIBAGH Code No. 1

Name of district HAZARIBAGH Code No. 8 Name or No. of Ward/Mohalla/Hamlet IX Code No. 11

Name of Tehsil/Taluka/PS/Dev. Block/Circle etc. Code No.—Enumerator's Block No. 120

SECTION 1 : (To be filled only on completion of census enumeration)

(A) Population of Enumerator's Block 104 (B) Number of occupied residential houses 12

(C) Number of households 16

SECTION 2 : *Houselist particulars* (To be initially copied from the original Houselist)

Sl. No.	Building No.	Census house No.	Purpose for which census house is used	Household No.	Name of the head of the household	Sl. No. of the household	Remarks
1	2	3	4	5	6	7	8
1.	182	182 (1)	Residence	182 (1) (a)	Bisheshar	1	
2.	..	..	..				Household left
3.	..	182 (2)	Residence-cum-work-shop	182 (2)	Ramsaran	3	
4.							Since completed and occupied. See Sl. 26 & 27 in Sec. 3.
5.	184	184 (1)	Shop-cum-workshop-cum-residence	184 (1)	Abdul Kadar	4	

Dated signature of Charge Office Clerk Sd./-

Checked and found correct Sd./- Charge Officer

Dated signature of Enumerator Sd./-

Contd.

CENSUS OF INDIA 1981

ABRIDGED HOUSELIST Location Code 4/8/1/11 (120)

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
6.	..	184 (2)	Laundry	..	..	..	
7.	185	185 (1)	Doctor's Clinic—Allopathy	..	..	..	
8.	..	185 (2)	Book binding workshop	..	..	..	
9.	..	185 (3)	Book Shop	..	..	..	
10.	186	186	Shop-cum-residence	186	Bishandayal	5	
11.	187	187	Shop-cum-workshop-cum-residence	187	Kishenlal	6	
12.	188	188	School-cum-residence	188	Shivcharan	7	
13.	189	189 (1)	Community Centre	..	..	..	
14.	..	189 (2)	Business house	..	..	..	
15.	190	190 (1)	Shop-cum-residence	190 (1)	Govind Singh	8	
16.	..				..	..	Use changed See Sl. 29 Sec. 3
17.	191	191 (1)	Workshop-cum-residence	191 (1)	Ramvati	9	
18.	..	191 (2)	Shop	..	..		Use has changed

Dated Signature of Charge Office Clerk Sd./-

Checked and found correct Sd./- Charge Officer

Dated signature of Enumerator Sd./-

Contd.

Annexe III (Circular No. 10)—Contd.

CENSUS OF INDIA 1981

ABRIDGED HOUSELIST

Location Code 4/8/1/11 (120)

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
19.	192	192 (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 house-holds left
22.	..	..	..				
23.	194	194 (1)	Resi-dence	194 (1) (a)	Hari Ram	13	Use has changed and another household moved in see Sl. 30
24.	..	194 (2)	Workshop	..	..	..	
25.	195	195	Residence (vacant)	195	Dukhiram	14	Household temporarily gone on pilgrimage
26.	183	183	Residence	183 (a)	Deosharan	15	New household
27.	..	..	..	183 (b)	Shivsharan	16	New household

Dated Signature of Charge Office Clerk Sd./-

Checked and found correct
Sd./-
Charge Officer

Dated signature of Enumerator Sd./-

Contd.

CENSUS OF INDIA 1981

ABRIDGED HOUSELIST

Identification particulars

Name of State/Union Territory BIHAR Code No. 4 Name of Village/Town HAZARIBAGH Code No. 1

Name of district HAZARIBAGH Code No. 8 Name or No. of Ward/Mohalla/Hamlet XI Code No. 11

Name of Tehsil/Taluka/PS/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
28.	185/1	185/1	Doctor's clinic homoeopathic	..	..	..	New house
29.	..	190 (2)	Baithak-cum-residence	190 (2)	Kishen Singh	17	New household
30.	..	..	..	194 (1) (b)	Kishan Ram	18	New household
31.	..	..	..	0	Ramlal	0-19	*Houseless* household
32.	..	..	..	0	Lakhmania	0-20	Houseless household
33.	..	..	..	0	Basmatia	0-21	Houseless household
34.	..	..	..	0	Kedar Singh	0-22	Houseless household

Dated signature of Charge Office Clerk Sd./-

Checked and found correct Sd./- Charge Officer

Dated signature of Enumerator Sd/-.

D.O. No. 9/61/79-CD (CEN)
Government of India

P. PADMANABHA

Ministry of Home Affairs
The Registrar General, India
Kotah House Annexe
2/A, Mansingh Road,
New Delhi-110011.
December 14, 1979

Subject:—Training material—Printing of Supervisor's manual

Please refer to paragraphs 6 and 7 of Shri V.P. Pandey's circular letter No. D. 29012/37/79-RG (Ptg.) dated 28 September, 1979 in which you have been informed that the printing of English and Hindi versions of the Supervisor's Manual will be arranged by the Office of the Registrar General, India through the Directorate of Printing. The Supervisor's manual as originally envisaged was to be prepared in two stages, namely, (1) for the houselisting operation, and (2) for the enumeration in February-March, 1981. However, due to very short time before us, it is decided that for the houselisting operations it is not proposed to develop a Supervisor's Manual in the full sense of the term but merely to specify broadly the duties and functions of the Supervisor. This has been done and five copies of the English version of a note on the Supervisor's duties and functions during houselisting operations are enclosed.

The note indicates the main functions of the Supervisors and I need hardly mention that you would have to issue necessary instructions for this noting being introduced in the training classes at the relevant stage. In fact, you may like to have this note reproduce locally by either cyclostyling or printing both in English and/or in local language for distribution among the Supervisors and others. This is being left to you.

I would like to add that this is a matter of great urgency.

Please acknowledge receipt.

Yours Sincerely,

(Sd./-)

(P. Padmanabha)

ANNEXE TO CIRCULAR LETTER NO. 9/61/79-CD (CEN)

Supervisor's main function and duties

Houselisting forms an important phase of the census as it provides the frame for the population count in 1981. It is therefore, necessary to make every effort to make this frame complete. Supervision of enumerator's work will go a long way to make the coverage complete and to improve the quality of houselist data. Your role is, therefore, of great significance in the census.

As supervisor, your task is to see that the houselisting operations in your circle are 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 thorough with the instructions for the various stages of houselisting operations.

Your work starts immediately after your training ends and only when you have submitted all the completed records to your Charge Officer. 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 in the following paras will enable you to perform your task effectively and efficiently.

While executing your task, you are advised to observe the following simple but important rules which will make your supervision smooth and easy:—

(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 literature 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 stages of the houselisting operations starting from the preparation of notional maps to filling in the houselist and enterprise list abstract.

As you know, the following documents and forms have to be prepared or filled in each block by the enumerator:—

(a) Notional map

(b) Layout sketch

(c) Houselist (2 copies)

(d) Enterprise list

(e) Houselist Abstract

(f) Abstract of enterprise list

Your main duties as supervisor will be as follows:

(1) To ensure that each of your enumerators covers the block assigned to him completely and without any overlap with adjoining blocks;

(2) To ensure good quality of enumeration and proper filling up of houselist and enterprise list;

(3) To communicate promptly to your enumerators any clarifications on instructions that you may receive during the houselisting operations;

(4) To ensure adequate and timely supply of houselist, enterprise list and other forms to your enumerators;

(5) To ensure proper filling up of houselist and enterprise list abstracts for each block by the enumerators;

(6) To receive all the completed records duly signed by enumerators;

(7) To fill the supervisors' houselist abstract; and

(8) To handover all the completed records to your Charge Officer.

Before starting actual operations, please check that all enumerators have received the required stationery and other articles and that you have also received some reserve stock of stationery etc. as specified below:—

(i) Blank Notional map/layout sketch forms and indication of block boundaries to be covered by each enumerator.

(ii) Material for house numbering.

(iii) Instructions for filling up houselist and enterprise list.

(iv) Badges

(v) Sufficient number of forms for houselist, enterprise list and one form each of houselist and enterprise list abstract for each block.

(vi) List of Scheduled Castes/Scheduled Tribes.

You should also check that the location codes for states, district, tehsil and villages in case of rural areas and state, district, town and ward 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 should have already been rubber stamped on each form or document. If not, please make sure that all these entries along with the codes as supplied by the Charge Officer are recorded on each form or document by the enumerator. Also the Community Development Block name and code should also be available with each enumerator. Please check that these have been recorded by the enumerator on the enterprise list forms and enterprise list abstract forms.

As a preliminary step, you should go round your circle identifying the boundaries to make sure that no area 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.

Note:

1. If any enuemartor has been assigned more than one block, he will have to prepare and fill the documents/form separately for each enumerator block. You should advise him to complete the houselisting in one block and then take up the next block.

2. If on account of illness or for any other genuine reason the enumerator requires leave, or if due to negligence or careless work or misconduct you want to replace an enumerator you must promptly report to your Charge Officer and get the replacement so that work does not suffer.

Your duties during actual operation are:—

(i) Notional map:—Check that the Notional map prepared by the enumerator has been drawn properly and gives important land marks and demarcation of the enumerator's block. In case of a village, he should give names, of a village, he should give names of surrounding villages/towns etc. and in case of urban areas. localities/roads/streets/villages etc. surrounding the block.

(ii) Lay out sketch:—The layout sketch should clearly give demarcation of the enumerator's block and within the enumerator block show all roads streets, lanes and some important land marks. All the buildings should be drawn in the lay out sketch as per layout of the ground. Check that the buildings and houses have been assigned numbers as per instructions contained in the instruction booklet and that the houses have been numbered properly. Where the enumerator has to allot numbers to houses not close to each other the running of numbers should have been indicated by arrows. In other words the direction in which the numbering has proceeded should be indicated by arrows.

(iii) Go round the blocks and make sure that the house numbers have been painted/affixed by the enumerators.

(iv) Filling Houselist Form:—After the house numbering the enumerators will start the houselisting and in the initial stages you will have to closely supervise and check their work. This will bring to light any gaps in the understanding of the instructions on the part of the enumerator. Such deficiency should be set right early, so that the rest of the enumeration will be carried out properly. For this, you will have to visit a few census houses, make enquiries and check whether the houselist form and enterprise list are being filled correctly.

This is the only sure way to check whether the enumerator is filling the forms correctly and there can be no short cut to this. It may be necessary in some cases to watch the enumerator while he fills the form and correct on the spot if he makes any mistakes.

After this initial intensive checking and corrections, where necessary, by subsequent checking you will have to re-assess the work of the enumerator and satisfy yourself that the enumerator is following the instructions correctly. On the whole, you must visit at least 10% of the census houses, the intensity being higher in the earlier part of the enumeration and check the entries made by the enumerator.

You may also make a few quick checks of the filled in forms as below:—

Houselist

(i) Full location code and identification particulars are noted by the enumerator on each form of the houselist.

(ii) Page numbers are recorded on the houselist forms used by the enumerator.

(iii) Line number for all the entries are given.

(iv) Building number in col. 2 is not repeated in subsequent lines relating to the same building.

(v) Housenumber in col. 3 is not repeated in subsequent lines for the same house.

(vi) If the purpose for which a census house is used, is wholly or partly residential, there should be entries relating to household(s) residing in the house from cols. 5 to 10.

(vii) Lines in which description of enterprises are entered should have entries only in either col. 4 or col. 7, but should have '—' in all other cols. (cols. 2, 3, 5, 6 and 8 to 13).

(viii) The numbers giving in brackets after entries of description of enterprise in col. 4 should run serially for the whole block.

(ix) Similarly, the numbers given in brackets after entries of enterprises in col. 7 should also run serially for the whole block.

(x) Every entry in col. 7 must be related to some household.

(xi) The total of cols. 8 and 9 will be equal to col. 10.

(xii) If there are entries in cols. 5 and 6, there must be entries in cols. 8 to 10 and vice versa.

(xiii) when there is an entry in any of the cols. 11, 12, 13 there must be entry(s) in cols. 5, 6 and 8 to 10.

(xiv) When the purpose in col. 4 has been stated as vacant, the reason for vacancy must be entered under col. 14.

Enterprise List

(i) Full location code and identification particulars are noted by the enumerator on each form of the enterprise list.

(ii) Every enterprise in col. 4 or col. 7 in the houselist must be entered in col. 4 with serial number in cols. 2 and 3 of Enterprise list.

(iii) If there is an entry in col. 2, there cannot be an entry in col. 3 and if there is an entry in col. 3, there cannot be an entry in col. 2.

(iv) Line number of houselist and census house number must be entered in cols. 1 and 1(i) for every enterprise.

(v) The code in col. 5 should agree with the description of activity of enterprise in col. 4.

(vi) Entries in col. 12 must be equal to the total of entries in cols. 10 & 11.

(vii) Similarly entries in col. 15 must be equal to the total of entries in cols. 13 & 14.

(viii) Entries in cols. 13, 14 & 15 must be less than or equal to entries in cols. 10, 11 & 12 respectively.

(ix) Entries in col. 17 must be less than or equal to the entries in col. 16.

(x) If the entry in col. 5 is '1', there must be entries in cols. 10 to 12 and vice versa.

(xi) If there are entries in cols. 13 to 15, there must be entries in cols. 10 to 12.

(xii) If the entry in col. 5 is '1', there must be an entry in col. 16 and vice versa.

(xiii) If there is an entry in col. 17, there must be an entry in col. 16.

(xiv) If there are entries in cols. 10 to 15, there cannot be entries in cols. 16 and 17 and if there are entries in cols. 16 and 17, there cannot be entries in cols. 10 to 15.

After completion of the house numbering and houselisting operations please check that the enumerator has filled in entries in houselist and enterprise list form completely and he has not left any incomplete entries. Please check totals for each page for houselist and enterprise list and also check houselist abstract and enterprise list abstract. After checking you should get a duplicate copy of the houselist prepared by the enumerator. At the end of the operation you will receive the following documents duly signed from the enumerator:—

(a) Layout sketch

(b) Notional Map

(c) Houselist forms pinned together (2 sets)

(d) Houselist Abstract

(e) Enterprise Lists (Pinned together)

(f) Abstract of enterprise list.

(g) Unused forms.

After receiving these documents from each enumerator you will have to prepare the Supervisor's Houselist Abstract. (Supecimen form given in Annexe).

Enter the full location particulars of your circle at the top and the total number of blocks in your circle in the space provided at the right hand top in the Abstract form. Enter one by one in each line, the name and No! of village and Enumerator block No. in cols: 1 & 2 respectively for each block of your circle. Against these copy the totals from the enumerator's abstract for each enumerator block in the respective columns. Then strike the totals of the columns for your circle.

You can now hand over all the records listed above for each enumerator and your abstract to your Charge Officer and also submit to him your report relating to important observations made by you and your enumerator; during the course of your house numbering and houselisting operations in your circle.

(SPECIMEN FORM)

CENSUS OF INDIA 1981 Rural/Urban* charge

SUPERVISOR CIRCLE HOUSELIST ABSTRACT Page No. .....

Name of State/U.T. .....Code No. ..... Name of Tehsil/Taluka/P.S./Dev. Block/Circle No. .....Code No.....

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

Supervisor's Circle No. ..... Number of Enumerator blocks in Supervisor circle.....

Enumerator's Block No.	Village No. / Ward No.	Total No. of Census-houses	Number of census houses						Total No. of house-holds	Total Population			Total No. of Handicapped persons		
			Occupied residential census houses			Vacant census house	Total of cols. 6 & 7	Census houses put to other uses (Col. 3 minus Col. 8)		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	16
TOTAL	xxxx														

Checked and found correct

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

*Strike out whichever is inapplicable.

1981—CENSUS
IMMEDIATE

P. PADMANABHA D.O. No. 9/30/79-CD (CEN)
Government of India
Ministry of Home Affairs
The Registrar General, India
2-A Mansingh Road
New Delhi—110011
27 Feb 1980

CENSUS OF INDIA 1981—CIRCULAR No. 11

Subject:—Preparation of the Abridged Houselist—amendment to circular No. 10

My dear

The preparation of the Abridged Houselist has been covered in Circular No. 10 and it has been mentioned therein that two copies of the Abridged Houselist must be prepared. It has now been decided that only one copy need be prepared. Accordingly, it is necessary to make certain amendments to Circular No. 10.

The following amendments in Circular No. 10 may please be noted:—

(a) Part II, para 2. 10th line: Omit the words "in duplicate".

(b) Part II, para 3: Omit the second sentence completely which reads "Two copies of the Abridged Houselist will be prepared for each enumeration block".

(c) Part II, para 9, second line: For the words "both the copies", read "the copy".

(d) Part II, para 11: The first sentence, which reads "As stated earlier, the completed Abridged Houselist Form will be prepared in duplicate", will be omitted.

In the second sentence, for the word "One copy" read "The copy of the Abridged Houselist.. ...".

(e) Part III, first para, 10th line: Omit the words "in duplicate".

(f) Part III, second para: Omit the second sentence which reads "He will keep the other copy with him".

(g) Part III, last para on page 17: This paragraph may be substituted by the following:

"Before you hand over the completed Abridged Houselist, you must ensure that all the sections have been completed. The copy of the Abridged Houselist, as completed, along with the field in individual slip, household schedule and other forms must be handed over to your supervisor".

Yours sincerely,

Sd/-

(P. Padmanabha)

1981—CENSUS
IMMEDIATE

P. PADMANABHA D.O. No. 9/48/79-CD(CEN)
Government of India
Ministry of Home Affairs
The Registrar General, India
2-A Mansingh Road,
New Delhi—110011.
5 March 1980

CENSUS OF INDIA 1981—CIRCULAR No. 12

Subject:—Houselisting Operations—Handling and processing of forms

My dear

At the end of the Houselisting operations, each enumerator will have the following documents:

(a) Lay-out Sketch—one copy,

(b) Notional Map—one copy,

(c) Houselist forms pinned together—two sets,

(d) Houselist Abstract—one set,

(e) Enterprise List Pinned together—one set,

(f) Enterprise List Abstract—one set.

We have, in the instructions for houselisting, said that these will be handed over to the supervisor by the enumerator along with unfilled forms. The manner in which these forms will have to be managed is indicated here.

Each supervisor will have to arrange the various forms referred to above relating to his supervisor's circle according to the block number and these in turn, as separate packets, will have to be given by him to his charge officer.

In the charge office, each of these documents will have to be separately arranged in a systematic manner according to block number and will have to be made up into separate bundles with a sheet on top of the bundle indicating the name of the State, district and charge, location code numbers upto charge level. So far as the filled-in Houselist forms are concerned, it would be necessary to arrange these two sets systematically in the order of the block numbers for the entire charge and to prepare two separate bundles.

The Lay-out sketch and the Notional Map set may be retained in the charge office for the time being.

One copy of the completed houselist forms may be retained in the charge office for preparation of enumeration blocks and writing up of the charge registers, for which separate instructions have been issued under Census Circular No. 10. The other set must be sent to your office. If you would prefer to obtain these through the District Census Officers, you may issue necessary instructions, but essentially what is necessary is that one set of the entire filled-in Houselist forms, arranged charge-wise and within the charge block-wise, is received in your office.

The set of Enterprise Lists for the entire charge arranged blockwise within the charge, along with the set of the Enterprise List Abstract must be forwarded to the District Statistical Officer. In a few states, it is likely that the Bureau of Economics & Statistics may prefer these documents being handled by their staff at the charge level itself. If so, in such cases, the sets at the charge-level will have to be given to the officer they designate.

The Houselist Abstract will, along with the copy of completed Houselist forms, be sent to your office for record.

The movement of these forms and their accounting would need careful control. Necessary control sheets, forms of acknowledgement and other documentation for this purpose may be indicated by you to the Charge Officers and others concerned.

The blank forms may be prepared and packed in bundles for each charge and sent to you directly for retention, while the blank Enterprise List and Enterprise List Abstract forms may be sent by the Charge Officer to the District Statistical Officer concerned. In the case of these also, there would have to be necessary control over the number and movement.

As mentioned in the Houselisting operations, a Houselist Abstract will be prepared by each enumerator for his block. A similar form is being adopted for preparing the Houselist Abstract at the supervisor's level, the charge level and the district level. Specimen copies of these forms are enclosed. The checking of the Abstract at the appropriate level is indicated below:

At the Supervisor's level

The supervisor should be asked to carry out the following tasks:

(a) He should check the totals of columns 3, 5 and 8 to 13 on each page of the Houselist. These totals are at the bottom line of the Houselist itself.

(b) Thereafter, he should check that these totals have been posted by the enumerator in the correct line of the Houselist Abstract.

(c) He should check that the entries in the other columns of the Houselist Abstract have been correctly made and that the totals are correct.

(d) If there is more than one page of the Houselist Abstract, he should ensure that the totals are carried forward and that the final totals are struck at the bottom of the last page of the Houselist Abstract.

(e) After this has been done, he should fill up the 'Supervisor's Circle Houselist Abstract', the form of which is enclosed. In filling up this form, he must ensure that the location code particulars are entered correctly. In the line at the top which relates to 'Number of Enumerator's blocks in Supervisor's Circle', he will enter the total number of blocks under his circle and not the block numbers.

(f) After he has entered the totals for each of the blocks in his circle in this Circle Abstract, he will have to strike the totals of columns 3 to 16 of the Supervisor Circle Houselist Abstract. Normally, the supervisor will not be using more than one sheet of the Circle Abstract, but if he does, he will necessarily have to carry the totals forward from page to page and mark the final totals on the last sheet of the Circle Abstract.

While handing over the forms in the manner indicated earlier, the supervisor will have to hand over the copy of the Circle Abstract also.

At the Charge level

In the charge office, the Charge Houselist Abstract will have to be prepared. The Census clerk who does this work will have to carry out the following tasks;

(a) He will carry out a test check of the block totals in the Houselist Abstract and see whether the correct figures have been entered in the Supervisor's Circle Houselist Abstract. If he finds mistakes, he will have to correct these. He should check a reasonable proportion of the blocks, which you may specify.

(b) He must check the totals in the Supervisor's Circle Houselist Abstract from columns 3 to 16 of each such Abstract.

(c) Having checked these totals, he will have to enter these figures in the relevant columns of the Charge Houselist Abstract which he must prepare. It will be noticed that in this Abstract, one line will be filled up for each Supervisor's circle.

(d) Having filled up the form for all the supervisor circles in the charge, he must strike the totals of columns 2 to 16 of this form.

The Charge Abstract must be forwarded to the District Census Office.

In the District Census Office

In the District Census office, the Census clerk should check the arithmetical totals of the Charge Houselist Abstract and after these have been checked, he should post the entries in the District Houselist Abstract.

After the District Census Officer has got this work done, he should forward the District Houselist Abstract along with the Charge Abstract to your office where again arithmetical checks should be applied.

At Directorate level

The format of the District Houselist Abstract may be adopted for a State level Abstract.

One copy of the State level Abstract must be sent to this office in due course.

Please issue necessary instructions on these aspects to the various officers concerned. It may be necessary to indicate these in detail in the last round of the training classes, if possible.

Separate instructions are being issued regarding the preparation of certain tables based on the copy of the Houselist received in your office.

It must be mentioned that in your instructions, it would be necessary to emphasise that particular care is taken with regard to the totals of columns 8 to 13 of the Houselist, columns 10 to 15 of the Houselist Abstract and columns 11 to 16 of the Supervisor's/Charge/District Abstract. These are basic control figures and are of great importance for various reasons. Firstly, they would give you a feel of the workload ahead, on the basis of which you would have to decide formation of blocks etc. Secondly, they would give us a feel of the likely size of population, and thirdly, these are the figures on the basis of which the total number of handicapped would be first determined.

Please acknowledge receipt.

Yours sincerely,

(Sd/-)

Encl: as above

(P. Padmanabha)

Shri

Director of Census Operations,

CENSUS OF INDIA 1981

SUPERVISOR CIRCLE HOUSELIST ABSTRACT Rural/Urban* charge Page No. .....

Name of State/Union Territory .....Code No. .....

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

Supervisor's circle No .....

Name of Tehsil/Taluka/P.S./Dev. Block/Circle etc .....Code No.....

Name of Town.....Code No.....

Number of Enumerator blocks in Supervisor circle.....

Enumerator's Block No.	Village No. / Ward No.	Total No. of census houses	Number of census houses						Total No. of households	Total population			Total No. of handicapped persons		
			Occupied residential census house			Vacant census houses	Total of cols. 6 & 7	Census houses put to other uses (col. 3 minus col. 8)		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	16
Total															

*Strike out whichever is inapplicable.

Checked and found correct

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

CENSUS OF INDIA 1981

CHARGE HOUSELIST ABSTRACT

Rural /Urban* Charge Page No .....

Name of State/Union Territory .....Code No..... Name of Tehsil/Taluka/P.S./Dev. Block/Circle.....Code No .....

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

Number of Supervisor circles in the charge ..... Number of Enumerator blocks in the charge.....

Supervisor circle No.	Total No. of Enumerator's Block in the Supervisor's circle	Total No. of census houses	Number of census houses					Census houses put to other uses (Col. 3 minus Col. 8)	Total No. of households	Total population			Total No. of handicapped persons		
			Occupied residential census houses			Vacant census houses	Total of Cols. 6 & 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	16
Total															

Checked and found correct

Signature of District clerk .....Date..... Signature of Charge Officer.....Date.....

*Strike out whichever is inapplicable.

CENSUS OF INDIA 1981

DISTRICT HOUSELIST ABSTRACT

Rural/Urban*

Page No .....

Name of State/Union Territory .....Code No.....

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

Total number of charges.....

Serial No.	Name of Charge	Total No. of census houses	Number of census houses						Total No. of house-holds	Total population			Total No. of handicapped persons		
			Occupied residential census houses			Vacant census houses	Total of Cols. 6 & 7	Census houses put to other uses (Col. 3 minus Col. 8)		Males	Fe-males	Total	Totally blind	Totally crippled	Totally dumb
			Wholly residential	Partly residen-tial	Total										
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
Total	XXX														

Checked and found correct

Signature of District clerk.....Date.....

Signature of District Census Officer .....Date.....

*Strike out whichever is inapplicable

1981—CENSUS
IMMEDIATE

P. PADMANABHA D.O. No. 9/48/79-CD(CEN)
Government of India
Ministry of Home Affairs
The Registrar General, India
2-A, Mansingh Road,
New Delhi—110011.
April 2, 1980.

CENSUS OF INDIA 1981—CIRCULAR No. 13

Subject:—Houselisting operations—handling and processing of forms—further instructions regarding

Supplement to Census Circular No. 12

My dear

Under Census Circular No. 12 we had indicated the system of handling and processing of the houselist forms. The Supervisor's circle houselist abstract was devised on the assumption that a supervisor would deal with a complete village or more than one village. However, it is noticed that there are cases where a supervisor has been placed incharge of enumerators dealing with only some of the blocks falling in different villages. This presumably has happened because of distribution of workload. In such cases, if the supervisor's abstract is prepared in the manner suggested in the said circular, villagewise data will not be available. The intention has always been to obtain villagewise data and, therefore, in all such cases it would be desirable that supervisor's circle houselist abstract should not be used for the preparation of the charge houselist abstract. On the other hand, wherever a supervisor has been placed incharge of part of a village or incharge of parts of different villages it would be essential to ensure that the villagewise data is directly generated from the enumerator's abstracts in the charge offices.

While this situation may not exist in many cases, it is essential to ensure that wherever it does, care is taken to obtain the data on the basis of each village. You may please issue furher instructions on this matter to the charge officers and others, if such instructions are called for in your State/U.T.

The data which is obtained on the basis of the charge houselist abstract regarding census houses and total population is extremely important information. This point has been emphasised in the last para on page 5 of Census Circular No. 12. After the abstracts have been obtained it would be necessary for a quick check to be made in the case of each village and each urban area comparing the population as obtained in the houselisting operations with the population determined at the 1971 census. Wherever large variations are noticed, particularly in cases where there has been a fall of population, it would be useful if staff deputed by you could check on the facts. This would give us an indication of the areas where special attention would be necessary either during training or at the enumeration stage.

It is reiterated that houselist data, whether that relating to the disabled or population figures or any other item should not be released to the press nor should it be released to any authority, official or non-official till instructions are issued in this matter.

Please acknowledge receipt of this circular.

Yours sincerely,

(Sd./-)

Shri
Director of Census Operations

(P. Padmanabha)

1981—CENSUS
IMMEDIATE

P. PADMANABHA D.O. No. 1/3/79-DD
Government of India
Ministry of Home Affairs
2-A Mansingh Road,
The Registrar General, India
New Delhi—110011.
April 15, 1980.

CENSUS OF INDIA 1981—CIRCULAR No. 14

Subject:—Instructions for selection of 20% sample of enumeration blocks

My dear

As you are aware, at the Census we intend canvassing a universal individual slip and a sample individual slip. The universal and sample slips will be together canvassed only in certain blocks, which have to be selected by a method of sampling. It is intended to adopt a 20% sample of the enumeration blocks for this purpose. It is now necessary to specify the way in which the sample enumeration blocks will be selected and the instructions contained in the annexure to this circular indicate the manner in which sampling will be carried out and the sample enumeration blocks identified.

2. In certain states, however, it has been decided that the universal and sample slips will together be canvassed and, therefore, in these States sample selection is not necessary. The states are the following:—

1. Assam
2. Himachal Pradesh

3. Jammu & Kashmir
4. Maharashtra
5. Manipur
6. Meghalaya
7. Nagaland
8. Sikkim
9. Tripura
10. West Bengal
11. A & N Islands
12. Arunachal Pradesh
13. Chandigarh
14. D & N Haveli
15. Delhi
16. Goa, Daman & Diu
17. Lakshadweep
18. Mizoram
19. Pondicherry

3. In the states of Assam, West Bengal and Maharashtra it has been mentioned above that sampling will not be adopted at the enumeration stage and that in effect the universal and sample individual slips will be together canvassed in all areas as in the other States mentioned above. However, it is considered desirable to keep our options open for certain tabulations being made in these States on the basis of a sample. Therefore, in the case of the States of Assam, West Bengal and Maharashtra, for the purposes of such tabulation, the selection of sample blocks in the manner indicated in this circular must be made and the sample blocks selected. Since sampling is not being adopted in these three states during the time of enumeration, it is clarified that the sample selection in these three states can be carried out on the basis of the population figures of the enumeration blocks as in the Houselisting Operations in due course and not necessarily as preliminary step to the enumeration itself. This process must however be completed well before the actual enumeration. Therefore, the Directors of Census Operations, Assam, West Bengal and Maharashtra are requested to please note these instructions in their cases.

4. In all the other states, i.e., in the States mentioned below, a 20% sample of the enumeration blocks will be selected after the houselisting operations are over and before the enumeration itself. The instructions regarding sampling are, as mentioned earlier, in the annexure to this letter. These states are as follows:—

1. Andhra Pradesh
2. Bihar
3. Gujarat
4. Haryana
5. Karnataka
6. Kerala
7. Madhya Pradesh
8. Orissa
9. Punjab
10. Rajasthan
11. Tamil Nadu
12. Uttar Pradesh.

5. The selection of sample blocks is an important stage in the entire census operations. It is essential therefore, that thorough training is given to the charge officers on the procedure to be adopted in the States referred to in para 4. It would be essential that senior officers and other staff of the Directorate with some statistical background are associated with the selection of the sample in the charges. It would be essential also to ensure that the sample selection in all the charges is varified at an adequate level completely.

6. For each operational unit, namely, city non-city urban area, and rural charge, a random number between 1 and 5 has to be supplied by you to each charge officer or other authority concerned. Please note that in the case of charges within the cities and in the case of each rural charge one such random number must be indicated by you while, in the case of non-city urban one random number will have to be indicated by you in the case of each district separately. For your convenience a copy of table giving 7500 two digit random numbers is enclosed.

7. The treatment of blocks with no population has to be noted. It is likely that in the case of rural areas there may be uninhabited revenue villages which have come into the rural frame and have, therefore, appeared in the village list. Such villages will also have been allotted location code numbers in all probability and in consequence will have acquired an enumeration block number. It must be noted that the sample selection procedure automatically eliminates all such blocks which are uninhabited. This must be brought to the notice of charge officers.

8. In the case of cities and non-city urban areas it has been assumed that enumeration blocks are by and large uniform in size and that no block has zero population. However, in the extremely rare case of a block in such an area having no population it must be ensured that these uninhabited blocks are not taken into consideration in counting the total number of blocks in the city/town which is entered in column 2 Form I and Form II. If numbering of such blocks essential, they may be given sub numbers such as 5(a), 253(a), etc.

9. It would be convenient if only the part relevant to a particular charge officer is sent to him. You may get the parts reproduced separately so that only the relevant portion need go to the charge officers in charge of cities, non-city urban areas and rural charges separately, along with the general points which are applicable to all charges.

10. When the second copy of the form is received in your office, these should be checked in all cases to ensure that the sample selection is done correctly. In the case of rural charge, the classification of the blocks by population size must also be checked.

11. I would like to again reiterate the need for extremely careful control over the sample selection and necessary methods of supervision and complete check must be developed.

Please acknowledge receipt of this circular.

Yours sincerely,
(Sd./-)
(P. Padmanabha)

Encl: 1. as above

2. Five spare copies (without random number table)

Shri

Director of Census Operations,

ANNEXURE TO CENSUS CIRCULAR NO. 14

Instructions to headquarters staff on the selection of random number for identifying starting enumeration block in each charge:

You will have to communicate a random start between 1 and 5 to each of the charge officers. These random numbers will be selected from the random number tables. A copy of the 'random numbers' from Fisher & Yates table is enclosed. You may however use any other random number table, if you so choose.

As you are no doubt aware, the number of blocks selected in a charge is a random variable depending on our random start. For any given charge, the number of blocks selected can vary by one block, depending on the random start used. A run of high values of the random number may result in under sampling and the run of low value of the random number may result in over sampling. To avoid this, the random numbers m, n will be allotted in pairs in such a manner that m + n = 6. The series 'm' be selected and allotted to one set of charges and series 'n' may be derived as (6 − m) and allotted to another set of charges. For this purpose, it will be helpful if you maintain a record of the random numbers allotted in the proforma indicated in the following example. Suppose Districts 16, 17, 18, 19 and 20 have 5, 5, 4, 7, 7 charges respectively. Arrange the charges as shown in the table, alternate charges being entered, in columns 1 and 3.

After finishing district 1, enter district 2 etc. Select a random number table and read off random numbers less than 5 and enter them one after another in column 2. The random start in column 4 is derived by subtracting the random start in col. 2 from '6'.

Selection of random numbers for each charge

State.....Rural

Random no. table used: Fisher & Yates — Page No. of the table:

Starting row No.: 11 — Starting column No.: 24

District/and Tehsil (charge)	Random number selected and allotted 'm'	District tehsil table charge	Random number to be derived and allotted n=6—m
1	2	3	4
16/1	3	16/2	3
16/3	1	16/4	5
16/5	2	17/1	4
17/2	5	17/3	1
17/4	3	17/5	3
17/6	1	18/1	5
18/2	2	18/3	4
18/4	2	19/1	4
19/2	3	19/3	3
19/4	5	19/5	1
19/6	4	19/7	2
20/1	1	20/2	5
20/3	4	20/4	2
20/5	4	20/6	2
20/7	3	21/1	3

In case of cities and non-city urban areas, you may not adopt this procedure as you have to select only one random start for each stratum. In most of the districts you may have only one city and one non-city urban stratum. In these cases you select a random number between 1 and 5 from the random number table and communicate it.

CENSUS OF INDIA 1981
INSTRUCTIONS FOR SELECTION OF 20% SAMPLE OF ENUMERATION BLOCKS

PART I

General Instructions

At the 1981 census, the sample slip will be canvassed in a 20% sample of enumeration blocks in the following states:—

1. Andhra Pradesh
2. Bihar

3. Gujarat
4. Haryana
5. Karnataka
6. Kerala
7. Madhya Pradesh
8. Orissa
9. Punjab
10. Rajasthan
11. Tamil Nadu
12. Uttar Pradesh

The enumeration blocks referred to are those finally carved out for enumeration. In the sample blocks, two schedules viz., universal slip and sample slip will be canvassed for all individuals. In the non-sample areas, only the universal slip will be canvassed. The instructions for selection of sample blocks are given herein.

Stratification:—For the purpose of sample selection each district will be divided into a number of strata. The strata will be:—

(i) City i.e. areas with population one hundred thousand and above as determined in the Houselisting operations.

(ii) Urban areas other than cities within a district i.e. non-city urban areas of the district; and

(iii) Tehsil/Taluk/Circle/Police Station/Development Block etc., i.e. the rural charge.

Each city will be a separate operational unit for selection of sample blocks. If in a district, there are two or more cities, then each city will be treated as a separate operational unit and the sample blocks will be selected separately in each of the cities. If an 'urban agglomeration' has a population of 100,000 and above it will be treated as a 'city' for the purpose of sample selection.

Urban areas other than cities in a district together will constitute one stratum. To ensure that no urban area is omitted, it will be necessary to arrange the towns in the urban areas (other than cities) by location code number and then select the sample as indicated later. Outgrowths included in an urban agglomeration falling in this category will be treated as urban.

In case of rural areas, each tehsil/taluk/circle/police station/development block would constitute an operational unit.

To ensure that the systematic selection of blocks proceeds accurately, control sheets have been prescribed for each of the operational units. As the procedure of sample selection differs in different strata, the format of the control sheet also differs. Form I relates to cities, Form II to non-city urban and Form III to the rural areas. These control sheets have to be filled in duplicate. One copy will be sent to the office of the Director of Census Operations and the other retained by the charge officer in case of rural areas and by the District Census Officer in case of urban areas. The control sheet relating to cities will be retained by the city census officer.

PART II

Instructions for selection of sample in a city (including U.A.)

These instructions indicate the way in which the sample blocks will be identified in the case of cities. In the case of each city the control sheet Form I will have to be used.

In cities there may be more than one charge, each consisting of a number of enumeration blocks. To make sure that blocks are not omitted and to ensure that the sampling is continuous within the city, you have to fill up a control sheet (Form I). Besides identification particulars, the control sheet consists of eight columns.

In "identification particulars" you must write the name of the state, district and the city and their code numbers. The random start will be a number between 1 and 5 and will be indicated to you by the Director of Census Operations. Enter this number against "random start" at the top of the form. This number indicates the number of the enumeration block from which you will start selection of the sample blocks. Starting from this enumeration block, selection will be done systematically as explained further.

Col. 1: Name of Charge or Number. Enter the charge number in col. 1. If the entire city or U.A. is treated as one charge then enter the name. If the city has more than one charge, then enter the name or number of the first charge here. The name or number of the second charge will be entered in this column only after the sampling operation with respect to the first charge is over. Since, as you will see later, you may be using quite a few lines for each charge, do not enter the name or number of the second charge unless the sampling operation in the first charge is completed.

Col. 2: Total Number of blocks in the charge. Enter here the total number of blocks in the city/charge as the case may be. Since this is important information this has to be ascertained carefully.

Col. 3: No. of the first block selected. Write down the random number which is assigned here. This indicates the starting point for sample selection. If the random number allotted for the city is 4, the first sample block will be enumeration block No. 4.

Col. 4: List of Enumeration blocks selected. Starting with the random number in col. 3, select every

5th block till you cannot select any further blocks in the charge. For example, if the random number in col. 3 is 4, you must select block numbers 4, 9, 14, 19 etc. If in this charge there are 112 blocks, the last block selected will be the enumeration block number 109. All the block numbers should be entered in column 4. The entries can be made as:

[4, 9, 14, 19, 24]

[29, 34, 39, 44, 49]

[.....etc.]

Use as many lines as needed in this column. Blocks listed in this column are the sample blocks for the charge.

Col. 5: No. of blocks in the sample. After listing all the sample blocks in column 4, count the number of blocks in the sample and enter this total number in column 5. The number of blocks in the sample should be equal to the number of blocks in the charge entered in col. 2 divided by 5. If the number of blocks in col. 2 is not exactly divisable by five then the number of sample blocks in col. 5, will be equal to

(a) $\frac{\text{[The number of blocks in the charge] ignoring the remainder}}{5}$

or

(b) $\frac{\text{[The number of blocks in the charge] ignoring the remainder} + 1}{5}$

The actual number of blocks in the sample will be equal to the former if the remainder is less than the starting block number. If the remainder is equal to or greater than the starting block number, the number of blocks selected will be equal to the latter i.e. the quotient plus one.

For example, let us consider a charge which has 112 enumeration blocks. In this case, if 112 is divided by 5, the result would be 22 leaving a remainder of 2. If the random start is 3 or 4 or 5, the remainder is less than the random start and, therefore, we would have 22 sample blocks as indicated in (a).

On the other hand, if the random start is 1 or 2, the remainder would be greater than or equal to the random start and, therefore, we would have 23 sample blocks as indicated in (b).

Col. 6: No. of the last block selected. Enter here the serial number of the last block selected. In the above example, with 112 blocks if the random start were 4, the serial number of the last block selected would be 109. This number should be entered in col. 6.

Col. 7: No. of blocks left out Col. 2—Col. 6. The total number of blocks remaining in the charge after the last block listed in col. 6 should be entered here. In the example discussed in previous para, the number 3 should be entered here. (112 — 109 = 3). The number entered in this column will be less than five. In case this number is zero, enter zero in this column.

Col. 8: Starting block of the next charge 5 — Col. 7. Substract the entry in col. 7 from the number 5, and enter the result in this column. This number will be the serial number of the first block to be selected in the next charge. This number should also be copied in col. 3 against the next charge for which sample selection has now to be commenced.

After completing this charge, take up the next charge and repeat the above operations. Instead of using a fresh random start you will have to use the number indicated in col. 8 in the entry relating to the immediate previous charge as the starting point in sample selection. You would have already copied this number in col. 3 in each case. If you have not done so, do it now. The other columns will be filled up as before.

PART III

Instructions for selection of sample blocks in non-city urban areas

These instructions indicate the way in which the sample blocks will be identified in non-city urban areas, in other words, in all towns excluding cities. Form II will be used for this purpose.

Write the name of the state and district and their code numbers in the appropriate space.

Towns will be arranged according to their location code numbers. The sample selection will start from the first town.

For each non-city urban area of a district, a random number between 1 and 5 would have been communicated to you by the Director of Census Operations. Enter this number against the random start. This number against the random start indicates the number of the enumeration block from which you will start the selection of the sample blocks. Commencing with this enumeration block, selection will be done systematically as explained further.

Col. 1: Name of Town and its location code. Enter the name of the town and its location code in col. 1. The name and the location code of the next town will be entered only after completing the samples selection in the first town entered. Since, as you will see later, you may be using quite a few lines for each town, do not enter the name of the second town unless the sampling operation relating to the first town is completed.

Col. 2: Total Number of blocks in the town. Enter the total number of blocks in the town here. Since this is important information this has to be ascertained carefully.

Col. 3: Number of the first block selected. Write down the random number assigned here. This indicates the starting point for sample selection. If the random number allotted for the Non-city urban area is 4 the first sample block will be enumeration block No. 4.

Col. 4: List of enumeration blocks selected. Starting with the random number in col. 3, select every 5th block till you cannot select any further block in the town. For example, if the random number in col. 3 is four, you must select block numbers 4, 9, 14, 19.. etc. If in this town there are 112 blocks, the last block selected will be the enumeration block number 109. All the block numbers should be entered in column 4. The entries can be made as:

[4, 9, 14, 19, 24]

[29, 34, 39, 44, 49]

[.....etc.]

Use as many lines as needed in this column. Blocks listed in this column are the sample blocks for the town.

Col. 5: Number of blocks in the sample. After listing all the sample blocks in column 4, count the number of blocks in the sample and enter this total number in column 5. The number of blocks in the sample should be equal to the number of blocks in the town entered in col. 2 divided by 5. If the number of blocks in col. 2 is not exactly divisible by five then the number of sample blocks in col. 5, will be equal to

(a) $\frac{\text{[The number of blocks in the charge] ignoring the remainder}}{5}$

or

(b) $\frac{\text{[The number of blocks in the charge] ignoring the remainder}}{5} + 1$

The actual number of blocks in the sample will be equal to the former if the remainder is less than the starting block number. If the remainder is equal to or greater than the starting block number, the number of blocks selected will be equal to the latter, i.e. the quotient plus one.

For example, let us consider a charge which has 112 enumeration blocks. In this case, if 112 is divided by 5, the result would be 22 leaving a remainder of 2. If the random start is 3 or 4 or 5, the remainder is less than the random start and, therefore, we would have 22 sample blocks as indicated in (a).

On the other hand, if the random start is 1 or 2, the remainder would be greater than or equal to the random start and, therefore, we would have 23 sample blocks as indicated in (b).

Col. 6: Number of the last block selected. Enter here the serial number of the last block selected. In the above example, with 112 blocks, if the random start were 4, the serial number of the last block selected would be 109. This number should be entered in col. 6.

Col. 7: Number of blocks left out Col. 2—Col. 6. The total number of blocks remaining in the town after the last block listed in col. 6, should be entered here. In the example discussed in the previous para, the number 3 should be entered here. (112—109 = 3). The number entered in this column will be less than five. In case this number is zero, enter zero in this column.

Col. 8: Starting block of the next town 5—Col. 7. Substract the entry in col. 7 from the number 5 and write the result in this column. This number will be the serial number of the first block to be selected in the next town. This number should also be copied in col. 3 against the next town for which sample selection has now to be commenced.

After completing this town, take up the next town and repeat the above operations. Instead of using a fresh random start you will have to use the number indicated in col. 8 in the entry relating to the immediate previous town as the starting point in sample selection. You would have already copied this number in col. 3 in each case. If you have not done so, do it now. The other columns will be filled up as before.

PART IV

Instructions for sample selection in rural areas

These instructions indicate the way in which the sample blocks will be selected in each rural charge. Form III will be used for selection of sample blocks in rural areas. This form will be filled by extracting information contained in the charge register itself.

The names of the State, district and rural charge will have to be written in the appropriate spaces along with their location code numbers.

Col. 1: Serial number. This is a running serial number of the enumeration blocks. For each enumeration block a separate line will be used.

Col. 2: Circle number. The circles in the charge should be entered one after another. If they have any name (or number) enter them here.

Col. 3: Location code of the village. While the location code of the village.

Col. 4: Block Number. The block number is entered in column 4. In case a particular village has more than one block for the purposes of enumeration, then separate lines should be used for each block. The

block number should be continuous within each charge. This number is the number assigned to each enumeration block in the charge register prepared for the enumeration operations.

Cols. 5, 6, 8, 10 and 12 : Size of block by population. Enter the population of the block as determined at the houselisting operations in the relevant column. If the block does not have any population, enter 0 under column 5. If the population of the block is less than 300 or between 300 and 499 or between 500 and 749 or above 750, enter the actual population in columns 6, 8, 10 or 12 as the case may be. Each block will have an entry in only one of these five columns. After entering the particulars for a block enter the particulars for the next block and so on.

Cols. 7, 9, 11 and 13 : Notional numbers. After you have exhausted all the blocks in your charge, you must now go to columns 7, 9, 11 and 13. Starting with column 7, you must allot a fresh serial number to the blocks. Thus, the first entry in column 6 will get number 1 in column 7 and the second entry number 2 and so on. After you have exhausted all the entries in column 6, continue the serial numbering in column 9 also. For example, if you have 51 blocks with population less than 300 in the particular charges, the last number in column 7 will be 51 and against the first entry in column 8 you will have to record the serial number 52 in column 9. Similarly, after exhausting column 9, you should continue the serial number in column 11 and column 13 respectively. In case you do not have a block of a particular size group in the charge, there will be no entry in the relevant column. For example, if in your charge, there are no blocks of population 750 and above then columns 12 and 13 will be blank. At the end of this re-numbering operation, each enumeration block will have a notional number given in column 7 or 9 or 11 or 13.

Selection of Sample Blocks. For each charge a random number between 1 and 5 will have been communicated by the state Director of Census Operation's office. For example let us assume 4 as the random number given to you by your District Census Officer. Therefore, blocks, having the notional number 4, 9, 14, 19 etc..... will be selected. The notional numbers in the relevant columns will be circled in red pencil. The corresponding block number in column 4 will also be circled with red pencil. The circled blocks will be the sample blocks in this charge.

It must be noted that the blocks with no population will not be selected. The enumeration block number of such blocks will be noted in col. 4 and the fact that they have no population will also be noted in col. 5 with the entry '0', but it will be noticed that there is no column for the notional serial number in the case of such blocks. In other words, the sample blocks will be selected only from among those enumeration blocks which have some population.

Another very important point to be noted is that the notional number in cols. 7, 9, 11 and 13 are only meant to identify the sample blocks. This number MUST NOT BE USED FOR ANY OTHER PURPOSE. In the records of the sample blocks such as the Household Schedules, Individual Slip Pads and in all other records the number that must be used is ONLY THE LOCATION CODE NUMBER OF THE BLOCK.

PART V

Other matters

The selection of the sample blocks must be made very carefully. The information in the census records of these blocks will be used for a major part of tabulation and most of the very important tables relating to economic, fertility, migration, etc. are going to be obtained only on the basis of these sample blocks. It will, therefore, be realised how very important it is that the selection of the sample is as perfect as possible. Incidentally, it will also be noted how very important it is for us to ensure that the quality and coverage of the enumeration in the sample blocks is also as perfect as possible.

In view of the importance of the sample selection, please note that if you have any difficulty at all in this matter, you must unhesitatingly get in touch with the District Census Officer and the Director of Census Operations.

The way in which Forms I, II, and III will be filled up is illustrated in Annexures IV, V and VI.

As mentioned earlier, in the sample blocks both the Universal and Sample individual slip will be canvassed. In the non-sample blocks only the Universal Individual Slip will be canvassed. However, please note that the Household Schedule will be canvassed in both the sample and non-sample blocks, i.e. it will be canvassed for all households. The individual slips to be canvassed in the sample blocks are printed in blue.

Annexe I

FORM 1

CENSUS OF INDIA 1981 Page No .....

Control sheet for the selection of sample blocks—City

State ..... District .....
City ..... Random start .....

Name of Charge or Number	Total Number of blocks in the charge	No. of the first block selected	List of Enumeration blocks selected	No. of blocks in the sample	No. of the last block selected	No. of blocks left out Col. 2— Col. 6	Starting block of the next charge 5— Col. 7
1	2	3	4	5	6	7	8

Annexe II

FORM II Page No .....

CENSUS OF INDIA 1981

Control sheet for the selection of sample blocks—Non-city urban

State ..... District .....
Town ..... Random start .....

Name of Town and its location code	Total Number of blocks in the town	Number of the first block selected	List of Enumeration blocks selected	Number of blocks in the sample	Number of last block selected	Number of blocks left out Col. 2— Col. 6	Starting block of the next town 5— Col. 7
1	2	3	4	5	6	7	8

Annexe III

FORM III

CENSUS OF INDIA 1981 Page No .....

Control sheet for selection of Sample Blocks—Rural

State.....District.....Random Start .....
Tehsil/Taluk/P.S./Development Block.....

Sl. No.	Circle No.	Location Code of the village	Block No.	Size of block by population and pseudo-number								
				Zero	Less than 300	S. No.	300—499	S. No.	500—749	S. No.	750 & above	S. No.
1	2	3	4	5	6	7	8	9	10	11	12	13

K.K. CHAKRAVORTY
Dy. Registrar General (C&T)

D. O. No. 1/3/79-00
Government of India
Ministry of Home Affairs
Office of the R. G. India
2-A Mansingh Road
New Delhi-110 011
April 25, 1980

Subject:—Instructions for selection of 20% sample of enumeration blocks—Addenda to Circular No. 14.

My dear

This is in continuation of Registrar General's circular letter of even number dated 15th April, 1980 on the above subject.

I am enclosing herewith Annexures IV, V & VI referred to at page 11 of circular No. 14 which were left behind inadvertently.

With regards,

Yours sincerely,
(K. K. Chakravorty)

Encl: As above

Shri
Director of Census Operations.

Annexe IV

FORM I

CENSUS OF INDIA 1981

Control sheet for the selection of sample blocks—City

State Karnataka District Bangalore
City Bangalore Random start 4

Name of charge or Number	Total number of blocks in the charge	No. of the first block selected	List of enumeration blocks-selected	No. of blocks in the sample	No. of last block selected	No. of Blocks left out col. 2-col. 6	Starting block of the next charge 5-col. 7
1	2	3	4	5	6	7	8
Vidhan Soudha . . .	120	4	4, 9, 14, 19, 24, 29, 34, 39, 44, 49, 54, 59, 64, 69, 74, 79, 84, 89, 94, 99, 104, 109, 114, 119	24	119	1	4
Austin Town	109	4	4, 9, 14, 19, 24, 29, 34, 39, 44, 49, 54, 59, 64, 69, 74, 79, 84, 89, 94, 99, 104, 109	22	109	0	5
Town Hall	112	5	5, 10, 15, 20, 25, 30, 35, 40, 45, 50, 55, 60, 65, 70, 75, 80, 85, 90, 95, 100, 105, 110	22	110	2	3
Jaya Nagar	121	3	3, 8, 13, 18, 23, 28, 33, 38, 43, 48, 53, 58, 63, 68, 73, 78, 83, 88, 93, 98, 103, 108, 113, 118, 123	25	123	1	4

Annexe V

FORM II

CENSUS OF INDIA 1981

Control sheet for the selection of sample blocks—Non-city Urban

State Uttar Pradesh District Jalaun
Town(s) Jalaun, Kalpi, Konch, Orai Random start 2

Name of town & its location code	Total number of blocks in the town	No. of the first block selected	List of enumeration blocks selected	No. of blocks in the sample	No. of the last block selected	No. of blocks left out col. 2-col. 6	Starting block of next town 5- col. 7
1	2	3	4	5	6	7	8
Orai 22/31/I	50	2	2, 7, 12, 17, 22, 27, 32, 37, 42, 47	10	47	3	2
Konch 22/31/II	38	2	2, 7, 12, 17, 22, 27, 32, 37	8	37	1	4
Kalpi 22/31/III	31	4	4, 9, 14, 19, 24, 29	6	29	2	3
Jalaun 22/31/IV	26	3	3, 8, 13, 18, 23	5	23	3	2

Annexe VI

FORM III

CENSUS OF INDIA 1981

Control sheet for selection of sample blocks—Rural

State Gujarat
District Junagadh
Taluka Junagadh

Random Start — 4

Sl. No.	Circle No.	Location code of the village	Block No.	Size of block by population and Pseudo No.								
				Zero	300	Sl. No.	300-499	Sl. No.	500-749	Sl. No.	750 & above	Sl. No.
1	2	3	4	5	6	7	8	9	10	11	12	13
1.		5/6/1/1	1								896	72
2.		5/6/1/1	2								999	73
3.		5/6/1/2	3								927	74
4.		5/6/1/3	4									
5.		5/6/1/4	5									
6.		5/6/1/5	6								800	75
7.		5/6/1/5	7						746	26		
8.		5/6/1/6	8						525	27		
9.		5/6/1/6	9						500	28		
10.		5/6/1/7	10						572	29		
11.		5/6/1/7	11						500	30		
12.		5/6/1/8	12								895	76
13.		5/6/1/8	13								901	77
14.		5/6/1/8	14						680	31		
15.		5/6/1/9	15								808	78
16.		5/6/1/9	16								793	79
17.		5/6/1/9	17						700	32		
18.		5/6/1/10	18						703	33		
19.		5/6/1/11	19								894	80
20.		5/6/1/11	20								899	81
21.		5/6/1/11	21								897	82
22.		5/6/1/11	22								892	83
23.		5/6/1/11	23								988	84
24.		5/6/1/11	24								995	85
25.		5/6/1/11	25								893	86
26.		5/6/1/12	26								787	87
27.		5/6/1/12	27								796	88
28.		5/6/1/12	28								800	89
29.		5/6/1/12	29						695	34		
30.		5/6/1/13	30								898	9
31.		5/6/1/13	31								893	91
32.		5/6/1/13	32								887	92
33.		5/6/1/13	33								876	93
34.		5/6/1/13	34								895	94
35.		5/6/1/13	35								972	95
36.		5/6/1/14	36						557	35		
37.		5/6/1/15	37								805	96
38.		5/6/1/16	38								800	97
39.		5/6/1/16	39								881	98
40.		5/6/1/17	40				332	15				
41.		5/6/1/18	41								889	99
42.		5/6/1/19	42						543	36		
43.		5/6/1/20	43				444	16				
44.		5/6/1/21	44								765	100

Sl. No.	Circle No.	Location code of the village	Block No.	Size of block by population and pscudo No.								
				Zero	300	Sl. No.	300-499	Sl. No.	500-749	Sl. No.	750 & above	Sl. No.
1	2	3	4	5	6	7	8	9	10	11	12	13
45.		5/6/1/22	45						673	37		
46.		5/6/1/23	46						558	38		
47.		5/6/1/24	47						531	39		
48.		5/6/1/24	48						600	40		
49.		5/6/1/25	49						630	41		
50.		5/6/1/25	50						579	42		
51.		5/6/1/26	51								800	101
52.		5/6/1/26	52								760	102
53.		5/6/1/26	53						735	43		
54.		5/6/1/27	54						653	44		
55.		5/6/1/28	55								813	103
56.		5/6/1/29	56								881	104
57.		5/6/1/29	57						637	45		
58.		5/6/1/30	58						594	46		
59.		5/6/1/30	59						543	47		
60.		5/6/1/31	60								995	105
61.		5/6/1/31	61								965	106
62.		5/6/1/31	62								992	107
63.		5/6/1/32	63						500	48		
64.		5/6/1/32	64						594	49		
65.		5/6/1/33	65				422	17				
66.		5/6/1/34	66								998	108
67.		5/6/1/34	67								940	109
68.		5/6/1/35	68		293	2						
69.		5/6/1/36	69						640	50		
70.		5/6/1/36	70						647	51		
71.		5/6/1/37	71						600	52		
72.		5/6/1/37	72						616	53		
73.		5/6/1/38	73						600	54		
74.		5/6/1/38	74						517	55		
75.		5/6/1/39	75		148	3						
76.		5/6/1/40	76								995	110
77.		5/6/1/40	77								968	111
78.		5/6/1/41	78								880	112
79.		5/6/1/41	79								799	113
80.		5/6/1/41	80						660	56		
81.		5/6/1/42	81								997	114
82.		5/6/1/42	82								975	115
83.		5/6/1/43	83				331	18				
84.		5/6/1/44	84						625	57		
85.		5/6/1/45	85								991	116
86.		5/6/1/45	86								990	117
87.		5/6/1/45	87								999	118
88.		5/6/1/45	88								960	119
89.		5/6/1/46	89								891	120
90.		5/6/1/46	90								982	121
91.		5/6/1/46	91						728	58		
92.		5/6/1/47	92								868	122
93.		5/6/1/48	93						679	59		
94.		5/6/1/49	94				445	19				
95.		5/6/1/49	95						600	60		
96.		5/6/1/50	96						500	61		
97.		5/6/1/50	97						563	62		

Sl. No.	Circle No.	Location code of the village	Block No.	Size of block by population and pscude No.								
				Zero	300	Sl. No.	300-499	Sl. No.	500-749	Sl. No.	750 & above	Sl. No.
1	2	3	4	5	6	7	8	9	10	11	12	13
98.		5/6/1/51	98								927	123
99.		5/6/1/52	99								840	124
100.		5/6/1/52	100								779	125
101.		5/6/1/53	101	0								
102.		5/6/1/54	102				441	20				
103.		5/6/1/55	103				401	21				
104.		5/6/1/56	104								877	126
105.		5/6/1/57	105				464	22				
106.		5/6/1/58	106								855	127
107.		5/6/1/59	107				350	23				
108.		5/6/1/60	108				449	24				
109.		5/6/1/61	109		153	4						
110.		5/6/1/62	110								937	128
111.		5/6/1/63	111		277	5						
112.		5/6/1/64	112						523	63		
113.		5/6/1/64	113						500	64		
114.		5/6/1/65	114						521	65		
115.		5/6/1/65	115						600	66		
116.		5/6/1/66	116								960	129
117.		5/6/1/66	117								980	130
118.		5/6/1/66	118						679	67		
119.		5/6/1/66	119				435	25				
120.		5/6/1/67	120						740	68		
121.		5/6/1/67	121								788	131
122.		5/6/1/67	122						559	69		
123.		5/6/1/68	123						728	70		
124.		5/6/1/69	124								750	132
125.		5/6/1/69	125								812	133
126.		*5/6/1/70	126		7	6						
127.		*5/6/1/71	127		3	7						
128.		*5/6/1/72	128		7	8						
129.		*5/6/1/73	129		17	9						
130.		*5/6/1/74	130		24	10						
131.		*5/6/1/75	131		150	11						
132.		5/6/1/76	132						591	71		
133.		*5/6/1/77	133		2	12						
134.		*5/6/1/78	134		30	13						
135.		*5/6/1/79	135		20	14						
136.		*5/6/1/80	136	0								

Note :— 1. Blocks having zero population will not be considered for sample selection.

2. In the above example, out of 136 blocks 3 blocks have zero population. Hence with random start 4 (as in this case) total number of blocks selected will be $136-3 = 26.6$

$\frac{}{5}$

Since the random start is 4, the number of blocks selected is 26.

*Girnar forest areas.

SECRET/REGISTERED
D.O. No. 1/3/79-DD
P. PADMANABHA Government of India
Ministry of Home Affairs
The Registrar General, India
2-A Mansingh Road
New Delhi-110011.
May 13, 1980

Subject:--Instructions for selection of 20% sample of enumeration blocks

My dear

Please refer to my Circular No. 14 sent with my D.O. of even number dated 15 April, 1980, on the above subject.

In my secret letter No. 9/23/79-CD(CEN) dated 22-12-1979 you have been told that there will be no houselisting in certain sensitive areas. It is, therefore, obvious that there will be no sampling in such areas. But in case of cantonments which are not treated as operational areas, the normal sampling procedure will be followed. There will be no sampling in strictly military areas and similar areas of other organisations, since there will be no houselisting in those areas.

Please acknowledge receipt of this letter.

Yours sincerely,
Sd/-
(P. Padmanabha)

Shri
Director of Census Operations

1981—CENSUS
IMMEDIATE

D.O. No. 1/1/78-SS
P. PADMANABHA Government of India
Ministry of Home Affairs
The Registrar General, India
2-A Mansingh Road
New Delhi-110011.

April 21, 1980

CENSUS OF INDIA 1981—CIRCULAR No. 15

Subject:—Delineation of Standard Urban Areas—1981 Census

My dear

As you know, the concept of the 'Standard Urban Area', which was adopted for the first time in 1971, envisaged a constant statistical spatial reporting unit which was to serve as the basis of urban development planning for the concerned city or town. The standard urban area was defined as the projected growth area of a city or town having 50,000 or more population in 1971, as it would be in 1991, taking into account not only the towns and villages which will get merged into it but also the intervening areas which are potentially urban. Thus, it was a long-term planning area and was to remain as a statistical reporting unit during the three successive censuses—1971, 1981 and 1991. However it was noticed from information received from some of the Census directorates that in a few cases the Planning areas or the Master Plans have deviated from the relevant standard urban area and subsequently changes were suggested in the present boundaries of the existing urban areas. In this connection, please refer to my office circular letters of even number dated the 20th September, 1978 and 4th November, 1978, wherein certain issues relating to the delineation of fresh standard urban areas and changes in the present boundaries of the existing standard urban areas where raised. We have since then received replies from some of the Census Directorates and have had consultations with the Ministry of Works and Housing and the Chief Planner, Town and Country Planning Organisation. The latter fully subscribe to the concept of the standard urban area and share our view that the existing boundaries of the standard urban areas should not be disturbed, as far as possible, if they have to serve their basic purpose. Consequently, the Chief Planner, Town and Country Planning Organisation, has issued a circular to the Town Planning Departments in the States and the Union Territories explaining the present issues and the necessity of maintaining the concept of the standard urban area by avoiding changes in the boundary of the standard urban area except in exceptional cases (Copy enclosed for ready reference at Annexe I). I fully endorse the views expressed and the directions given by the Chief Planner, Town and Country Planning Organisation in the aforesaid circular to the Town Planning Departments in the states.

2. The fresh standard urban areas are required to be delineated in respect of those core towns having a population of 50,000 or above for which no standard urban areas were delineated earlier for such reasons as their limited growth potential or in whose case the population projections made earlier were lower but which exceeded a population of 50,000 on the basis of the actual 1971 enumeration. I am accordingly enclosing a list of 28 such core towns along with a proforma for the recording of particulars at Annexes II & III for which it would be necessary to delineate standard urban areas afresh now along with the relevant maps. You are requested to make note of the places relevant to your state with a view to their delineation in collaboration with the Town Planning Department of your State. You may please ensure that the units of urban agglomerations, if any, do not fall out side the standard urban area limits. In the light of the concept of standard urban area please note that no fresh delineations of standard urban area are to be made on the basis of 1981 population, as suggested by some of you.

3. As the standard urban area has to serve the need for urban development planning besides functioning as a constant statistical reporting unit, you may please ensure that the changes in the boundaries of the standard urban area, if any are kept to the minimum. The proposals for changes, where absolutely necessary, should be made in consultation with the Town Planning Department of your State. Further, such proposals if initiated by the Town Planning Department may please be forwarded to us after a thorough screening by you first in the light of the concept and the objectives of the 'Standard Urban Area' to satisfy yourself that the proposed changes are meaningful and necessary on such grounds as the limits of the core town of the standard urban area having been subsequently statutorily extended beyond the boundary of the present standard urban area.

4. Please send us your proposals in the matter and when you do so please forward a copy to the Chief Planner, Town and Country Planning Organisation, New Delhi.

5. For achieving the desired objectives of the concept of standard urban area as a constant spatial unit for urban planning and as a statistical reporting unit, it is necessary to maintain close liaison with the various government departments and concerned local bodies and apprise them fully of the objectives of the concept of standard urban area. This will be instrumental in soliciting their cooperation particularly in the matter of maintaining the present boundaries of the standard urban areas.

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

Yours sincerely,
(P. Padmanabha)

Encl: as above
Shri
Director of Census Operations

ANNEXE-I

Town and country planning
Organisation
(Government of India, Ministry of Works & Housing)

Ref. No.
Sayed. S. Shafi
Chief Planner

"Delhi Vikas Bhavan"
Indra Prastha Estate
E Block, New Delhi
January 22, 1980

Subject:—Delineation of Standard Urban Area for 1981 Census

Dear Shri

You may kindly recall that at the time of the 1971 Census, the concept of "Standard Urban Areas" was evolved for reporting Census data for spatially continuous set of urban and rural settlements. All Towns and Cities having population above 50,000 were tentatively selected to be delineated as the standard urban areas, and, in all 304 towns and cities were delineated as SUAs for the 1971 Census. The delineation of these SUAs was jointly undertaken by the state town planning departments. the office of the state Directorates of Census Operations, office of the Registrar General of India and the Town and Country Planning Organisation. The concept of SUA as you were well aware, was intended to have "fixed areas" for at least three Census decades (1971-1991).

2. You have now received a reference from the Registrar General of India, that quite a few state Town Planning Departments have asked the Census Authorities to change the boundaries of the SUA's delineated for 1971 Census. No doubt, in some cases, due to certain unforeseen developments, the physical growth of a city or a town had led to an over-spill of *abadi areas* beyond the SUA, delineated boundaries, such development however, may be very few. As you are well aware, the SUA concept as stipulated in 1971 Census, implied that SUA boundaries, as far as possible, should be kept fixed i.e., un-changed till 1991; therefore, it is almost obligatory not to change the SUA boundary with every Census. Only in exceptional cases the changes should be brought about, otherwise the very purpose of SUA will be defeated. Further-more, I have to request you to kindly keep our organisation informed about such changes, as being the central organisation and, also, a fore-runner for the SUA Concept, it may be easier for us to take up the question of changing the SUA boundaries with the Registrar General of India.

3. We have also to take up the delineation of new (fresh) township for SUA's to be included in the 1981 Census. I am enclosing herewith the list of towns which qualify for being treated as SUAs in 1981 Census. In case there are some other towns as well, which in your opinion, should be delineated as SUA, the same could also be listed for inclusion in the 1981 Census. For delineating all these towns as SUA, the procedure adopted at the time of the 1971 Census could be followed. I enclose herewith the questionnaire which may kindly be filled for each of the town and also the following information which may be furnished immediately to facilitate the work on delineation.

1. A map of each of the Standard Urban Area indicating the various urban and rural territorial units included. It will be adequate if areas and important land mark are clearly shown;
2. A list of the names of the revenue units included in the Standard Urban area;
3. The total area in sq. Kms. of the Standard Urban Area;
4. The present estimated population in the Standard Urban Area.

4. As soon as we receive from you the above information, we shall arrange for a discussion with a view to finalise the date either at your headquarters or at a convenient place to identify the limits of the Standard Urban Area.

With greetings and regards,

Sincerely,
Sayed S. Shafi

Encl: as above

ANNEXE II

Core Towns with Population of 50,000 and above each in 1971 Census to be delineated as standard urban areas

I	Andhra Pradesh	1. Khammam
		2. Ongole
II	Bihar	3. Bettiah
		4. Bokaro Steel City
III	Gujarat	5. Kalol
		6. Mehsana
		7. Godhra*
		8. Nadiad*
IV	Karnataka	9. Bidar
		10. Chitradurga
		11. Hassan
		12. Mandya
V	Maharashtra	13. Latur
		14. Parbhani
		15. Barsi*
		16. Gondia*
		17. Amalner
		18. Nandurbar
		19. Pandharpur
		20. Wardha
VI	Tamil Nadu	21. Valparai*
		22. Vaniyambadi
		23. Ambur
		24. Kadayanallur
		25. Neyveli
VII	Uttar Pradesh	26. Banda
		27. Fatehpur
VIII	West Bengal	28. Balurghat

*1961 population 50,000 and above.

ANNEXE III

Delimitation of boundaries of Standard Urban Areas: Proforma for information to be recorded

Principal Town/City: State

Sl. No.	Type of Information	Information
1.	Administrative units included in the 'Standard Urban Area'.	
2.	Total area and population (1971) in the Standard Urban Area.	
3.	Population figures, density and other criteria assumed in delimiting the SUA.	
4.	Directions in which the town/city has tended to grow and whether these have been incorporated into the Standard Urban Area.	
5.	Physical constraints to development such as rivers, back-waters, marshy areas, defence areas, etc.	
6.	Area of influence of the principal city/town (core area) based upon the following criteria.	
	(a) Daily Commutation to place of work	
	(b) Supply area for the principal town for milk, dairy products, vegetables etc. (Exclude distance truck hauls).	
	(c) Retail Trade Area covering such commodities as food grains cloth and general provision.	
	(d) Extent of local bus coverage.	
	(e) Secondary Education Cantonment Area. (out-side the municipal limits).	
7.	Details of any new large-scale activity (e.g. industry, market, transport & communication link, location of administrative function, etc) that is anticipated and which will influence the growth of town.	
8	List of villages/town within 10 miles /15 kilometres of the periphery of the principal city-town.	
9.	Any other information which you consider relevant to be recorded and which has influenced the identification of Standard Urban Area.	

1981-CENSUS
IMMEDIATE

D.O. No. 9/16/80-CD(CEN)

P. PADMANABHA

Government of India
Ministry of Home Affairs
The Registrar General, India
2-A Mansingh Road
New Delhi-110011.
9th May 1980.

CENSUS OF INDIA 1981-CIRCULAR No. 16

Subject.—Management of records relating to individual Slip and Household Schedules at various levels

My dear

Kindly refer to paragraph 255 on page 148 of the Instructions to Enumerators for filling up the House-

hold Schedule and the Individual Slip (revised as on 22-24 January, 1980).

It will be necessary for you to issue suitable instructions down the line for management of various records that are handled. I am enclosing a note outlining the various stages where inventories of records have to be prepared and the manner in which the records should be moved. Based on these indicative guidelines, you will doubtless issue suitable instructions to your officers and others. I shall be grateful if copies of these instructions are sent to this office for your perusal and record.

Kindly acknowledge receipt of this letter.

Yours sincerely,
(P. Padmanabha)

Encl: Five spare copies

Shri
Director of Census Operations,

Annexe to Census Circular No. 16

This circular deals mainly with the management at various levels of records received from the field during actual enumeration in February-March, 1981. At the end of the enumeration each Enumerator will have with him the following records in respect of each block that he has enumerated:

1. Notional Map;
2. Lay-out sketch;
3. Filled-in and up-dated Abridged Houselist;
4. Filled-in Household Schedule books;
5. Filled-in Individual Slip pads;
6. Working sheets for Enumerators' Abstract in three sets tagged together;
7. Enumerator's Abstract;
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;
10. Blank Household Schedule books and Individual Slip pads;
11. Blank Degree Holder and Technical Personnel Schedules.

The Enumerator is required to hand over all these documents with an inventory to his Supervisor. The format of the inventory to be prepared by each Enumerator, induplicate, is enclosed with this circular as Appendix-I. 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 his Supervisor to enable him to check whether the records issued by him to all the Enumerators under his charge have been returned correctly and also to help him to prepare inventory for his Circle. The form of the inventory which each Supervisor is required to prepare, in duplicate, is given as Appendix-II. The Supervisor will retain the copy of the inventory prepared by the Enumerators under his control for his own record. On one copy of the inventory prepared by him for his Circle he will obtain the signature of the Charge Clerk when he hands over records of his circle and retain this copy with him for record and hand over the other copy to the Charge Clerk along with records of his circle.

Before signing the inventory prepared by each Supervisor, the Charge Clerk should physically check the records relating to each block and should sign only after he has satisfied himself about the correctness of the inventory. These records will be transferred to the regional Tabulation Officer/Director of Census Operations. Before the records are transferred to the Deputy Director of Census Operations incharge of the Regional Tabulation Office/Director of Census Operations, the Charge Clerk will prepare inventory, in the form contained in Appendix-III, for the entire charge with the help of the inventories prepared and submitted by Supervisors at the time of handing over the records relating to their circles. The Charge Clerk will be required to prepare the inventory in triplicate. One copy will be retained for record in the Charge Office after obtaining signatures of Deputy Director of Census Operations in-charge of a Regional Tabulation office or an officer of the Census Directorate to whom records are handed over. Of the two copies, one copy will be handed over to the Regional Tabulation Office and the other will be sent to the Director of Census Operations, if the records are handed over to the Regional Tabulation Office. Where the records are not sent to any Regional Tabulation Office and despatched to the Director of Census Operations concerned, both the copies of the inventory should be handed over to the Director of Census Operations. After the receipt of the records in the Census Directorates/Regional Tabulation Offices the procedure for accounting and storage to be adopted for each schedule/form will be as indicated hereafter.

When the records are received in the Charge Office they will be having filled-in as well as blank schedules/forms. The filled-in schedules will, of course be required for processing and generation of various tables but the blank schedules need not be sent to Regional Tabulation Offices but should be sent direct to the Office of the Director of Census Operations. The Director of Census Operations after getting blank schedules from all the charges will dispose them of in the manner which will be indicated later. However, while forwarding the blank forms/schedules etc. to the office of the Director of Census Operations the Charge Clerk should prepare an inventory for these blank schedules/forms also, in duplicate, and one copy should be retained by him for his own record after taking signature from an officer, in the Directorate and hand over the other copy to that officer along with blank Schedules/Forms. When the blank forms/schedules are received, these should be checked to ensure that no filled in forms have been inadvertently included.

The management of various records will be done as indicated hereafter.

1. Notional Map

All the Notional Maps when received in the Charge Office will be arranged in ascending order of the enumeration block numbers for the entire charge and handed over to the office of the Director of Census Operations and/or the Regional Tabulation Office as the case may be. In the Regional Tabulation office, on receipt of the Notional Maps it should be ensured, with the help of charge register, that they have received the Notional Maps for each block. Thereafter these maps should be despatched to the State Directorate. These maps should be got bound and maintained in the Directorates in the form of registers. Notional Maps should be got bound charge wise one volume for each charge. In case the number of maps is too large and the binding in one volume is not possible than only the maps can be bound in more than one volume. Needless to say that identification particulars like location code etc. should be indicated clearly by pasting a slip on the outer cover of each volume.

2. Lay-out Sketch

Same procedure as suggested in respect of Notional Maps will be followed for Lay-out Sketches also.

3. Abridged Houselist

The Abridged Houselist along with filled-in Household Schedule books and filled-in Individual Slip pads will be handed over by the Charge Officer to the Regional Tabulation Office or the office of the Director of Census Operations, as the case may be. Before handing over the filled-in Abridged Houselists to the Director of Census Operations or Deputy Director of Census Operations in-charge of Regional Tabulation Office, these should be arranged in ascending ordered of the enumeration block numbers in the Charge Office before handing them over to the Director of Census Operations/Deputy Director of Census Operations in-charge of Regional Tabulation Office. Since the abridged houselists are very valuable documents, it is suggested that these should also be got bound charge wise. This can be done either in the Regional Tabulation Offices or in the Directorate Office as the Director of Census Operations deems fit. After getting them bound in convenient volumes the identification particulars should be clearly indicated by pasting slip on the outer cover.

4. Filled-in Household Schedule Books and Individual Slip pads

The Charge Officer while handing over the filled-in Household Schedule books and filled in Individual Slip pads will tie them up with thread for the entire Enumeration Block separately in two bundles. Thus, he will have two bundles for each enumeration, block one for Household Schedule books and the other for Individual Slip pads. They should not be tied up together. On receipt of the filled-in Household Schedule books and filled-in Individual Slip pads by the Director of Census Operations/Deputy Director of Census Operations, Incharge of Regional Tabulation Offices as the case may be, a register will have to be maintained for both the schedules separately. In states where the sample slip has been canvassed in sample blocks only two separate registers will be maintained. One of these registers will be for sample blocks and other for non-sample blocks. This is necessary because processing of the Household Schedules and Individual Slips of the sample blocks will be done first and, only thereafter, non-sample blocks will be processed. The format in which the movement registers will be maintained is given as Appendix-IV. It may, however, be emphasised that while entering the records received from Charge Offices it should be ensured that the record pertaining to sample blocks is kept separate from that of non-sample blocks. This will facilitate issue and receipt of the records for the compilation of the Primary Census Abstract and Table HH-XIV-SC and HH-XIV-ST.

It will be recalled that at the 1971 Census a one per cent sample of slips was processed for advance tabulation. At the 1981 Census, it is proposed to do advance tabulation of data pertaining to 5 per cent of the enumeration blocks. The instructions as to how this sample will be drawn for advance tabulation will be issued separately.

As you know, the sample slip, is being canvassed universally in all union territories and the States of Assam, Himachal Pradesh, Jammu and Kashmir, Maharashtra, Manipur, Meghalaya, Nagaland, Sikkim, Tripura and West Bengal. In the other States sample slip will be canvassed in 20% of the enumeration blocks. The mode of drawing 5% sample in these two sets of States/Union Territories will obviously be different. It is, however, re-emphasised that the records pertaining to sample blocks and non-sample blocks should be kept separately in the case of both categories of States.

The sequence of processing of the Household Schedule and Individual Slip will be as follows:

(1) Processing of Individual Slips and Population Record pertaining to 5% enumeration blocks for PCA and Tables HH-XIV-SC and HH-XIV-ST. After processing these pads will go to the Coding and Punching Cell for advance tabulation.

(2) Processing of the remaining slip pads and corresponding population record of sample areas in respect of the 12 States mentioned above, for PCA and Tables HH-XIV-SC and HH-XIV-ST. After processing, these pads will be send to the coding and punching cell for further processing.

(3) In the States where sample slips have been canvassed universally 95% of the enumeration blocks will be taken up for processing for PCA and Tables HH-XIV-SC and HH-XIV-ST. Thereafter, these records will go to the coding and punching cell for further processing.

(4) In States where Sample Slip has been canvassed in sample areas only, the slips and corresponding population record in respect of 80% non-sample areas will be taken up for PCA and Tables HH-XIV-SC and HH-XIV-ST. These slips will not be sent to the coding and punching cell at this point. These will be taken by the coding and punching cell later when 100% taping of data will be taken up.

(5) Processing of Household Schedule, Part I: Household particulars, in the coding and punching cell on 100% basis for various Household Tables.

(6) Processing of Household Schedule, Part II: Population Record, on 20% sample basis in the coding and punching cell.

(7) Processing of Household Schedule, Part II: Population Record, column 1 to 7 on 100% basis for 'own children' tabulation.

An inventory of the records sent to the coding and punching cell for processing will have to be made each time and the form suggested for this purpose is given at Appendix V.

5. Working Sheets for Enumerator's Abstract

Each Supervisor will handover the Working Sheets relating to each enumeration block under his charge, arranged in ascending order of enumeration block numbers and handover the same to the charge office. The Working Sheets relating to the entire charge will be arranged in ascending order of block numbers before handing them over to the Director of Census Operations/Deputy Director of Census Operations, in-charge Regional Tabulation Office. On receipt of these working sheets in the office of the Director of Census Operations/Regional Tabulation Offices will be got stitched properly so that these can be consulted during the course of compilation of the data for Primary Census Abstract and Tables HH-XIV-SC and HH-XIV-ST.

6. Enumerator's Abstract

Same procedure as suggested for Working Sheets will be followed for Enumerator's Abstracts.

7. Statement showing the number of Degree Holder and Technical Personnel Schedules received, issued, filled-in schedules collected and blank schedules returned

On receipt of the above statement from each Enumerator in his Circle, the Supervisor will consolidate all the Statements and handover the same to the Charge Office. In the Charge Office a consolidated statement will be prepared for the entire charge and all the statements, prepared by Enumerators, Supervisors will be handed over to the office of the Director of Census Operations and receipt obtained. The office of the Director of Census Operations will despatch these statements as well as blank Degree Holder and Technical Personnel schedules to the office of the Scientists in-charge CSIR, C.S.I.R. Complex, Library Avenue, Pusa, New Delhi-110012.

APPENDIX I

Rural/Urban.....

Name of State.....Code No.....Name of Village/Ward.....Code No.....

Name of District.....Code No.....E.B. Number.....

Name of Charge.....Code No.....

Name of Schedule/Form	Blank Schedules/Forms received	Filled in Schedules/Forms returned to Supervisor	Blank Schedules/ Forms returned to Supervisor	Remarks
1	2	3	4	5
1. Notional Map				
2. Layout Sketch				
3. Abridged Houselist				
4. Household Schedule books				
25 Forms				
10 Forms				
5. Individual Slip pads				
50 Slips				
25 Slips				
6. Working Sheets				
Normal Household				
Institutional Household				
Houseless—Household				
7. Enumerator's Abstract				
8. Degree Holder & Technical Personnel Schedules				

Received the above records.

Signature of Supervisor.....Signature of Enumerators.....

Circle No.....

APPENDIX II

Rural/Urban.. .....

Name of State.....Code No..... . .Name of Supervisors Circle, if any or number . . . . . .

Name of District.....Code No.....E.B. Nos.....From.....To.....

Name of Charge.....Code No.....

Name of Schedule/Form	Blank Schedules/Forms received	Filled in Schedules/Forms returned to Charge Officer	Blank Schedules/Forms returned to Charge Officer	Remarks
1	2	3	4	5
1. Notional Map				
2. Lay-out Sketch				
3. Abridged Houselist				
4. Household Schedule books 25 Forms 10 Forms				
5. Individual Slip pads 50 Slips 25 Slips				
6. Working Sheet Normal Institutional Houseless				
7. Enumerator's Abstract				
8. Degree Holder and Technical Personnel Schedule				

Received the above records.

Charge Clerk..... Signature of Supervisor.....

APPENDIX III

Name of State.....Code No..... Rural/Urban.....

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

Name of Charge.....Code No.. .....

E.B. No.	Notional Map	Layout sketch	Abridged Houselist	Household Schedule books		Individual Slips		Working Sheets			Enumerators Abstract
				25 Forms	10 Forms	50 Slips	25 Slips	Normal	Institutional	Houseless	
1	2	3	4	5	6	7	8	9	10	11	12

APPENDIX IV

Name of State.....Code No.....Rural/Urban.....

Name of District.....Code No.....Sample/Non-Sample.....

Name of Charge.....Code No.....

E.B. No.	Receipt of record from Charge Office			Issue of record for PCA				Issue of record for HH—XIV			Details of records sent to C&P Cell		
	Date of receipt of record from Charge Office	No. of pads		Date	Name of Supervisor	Signature of Supervisor	Date of receipt of record back	Date	Name of Supervisor	Signature of Supervisor	Date of receipt of record book	Date	Reference No.
		50 Slips	25 Slips										
1	2	3	4	5	6	7	8	9	10	11	12	13	14

APPENDIX V

Name of State.....Code No.....Rural/Urban.....

Name of District.....Code No.....Sample/Non-Sample.....

Name of Charge.....Code No.....

E.B. No.	Number of Household Schedule books		Number of Individual Slip Pads		Remarks
	25 Forms	10 Forms	50 Slips	25 Slips	
1	2	3	4	5	6

Forwarded to the Coding and Punching Cell.....

Signature of Officer incharge RTO.....

REGISTERED

1981-CENSUS
IMMEDIATE

P. PADMANABHA

D.O. No. 18/5/79-SS
Government of India,
Ministry of Home Affairs,
The Registrar General, India
Kotah House Annexe,
2-A, Mansingh Road,
New Delhi-110011.

30 May 1980

CENSUS OF INDIA 1981—CIRCULAR No. 17

Subject:—Compilation of District Census Handbooks of 1981 Series—Clarifications thereon

My dear,

Kindly refer to circular Nos. 4 and 8 sent to you vide my d.o. letters of even number, dated the 17th July, 1979 and 22nd September, 1979, regarding the compilation of District Census Handbooks of 1981 series including village and Town Directories. I hope by now you have completed the spade work for compilation of the requisite data for the said directories. In the meanwhile my office has been exploring the possibility of bringing about improvements in the quality and presentation of data and related issues. Some of the Directors of Census Operations have also offered a few suggestions besides seeking clarifications on some items figuring in the Village and Town directories. I am circulating the clarifications on the points raised by a few census directorates as well as supplementary instructions on a few points for information and guidance so that further compilation and tabulation of the data are carried out accordingly.

Village Directory:

Column 4-Total Population and number of households:

Under the instructions accompanying the Village Directory circulated vide Circular No. 4 it has been suggested that the number of households may be written in brackets below the total population. On further consideration it is felt that if the number of households is indicated in brackets below the total population the volume will become bulky as for each village two lines will be used horizontally. This is all the more undesirable as except for the column for number of households most of the space in the second line will remain blank since the other data would be accommodated in the first line itself. It has, therefore, been decided that the number of households may be indicated in brackets against the total population in the same line to avoid wastage of paper and space.

Column 6-Educational Amenities:

The necessary instructions on the compilation of data on educational amenities were provided in the circular No. 4 and supplementary instructions and modifications in this regard circulated vide my circular No. 8, of even number dated the 22nd September, 1979. Since then a question was raised whether '10+2' classes should be categorised under higher secondary schools or colleges. The presentation of this information causes some problem as no standard practice is followed in this regard in different states. While in some States 10+2 classes are held in higher secondary schools in others these are held in colleges. We had earlier advised the Census Directorates which had raised this issue that a separate code (PUC) may be shown separately for 10+2 classes irrespective of the fact whether +2 classes are held in schools or colleges. Since then the matter regarding presentation of data on different types of schools and levels of education came up for discussion with the Ministry of Education and in our tabulation plan relating to educational classifications we have made certain departures from the past in the light of the present thinking and instructions of the Ministry. It is desirable that while presenting such data in the village and town directories we should follow the same pattern as in cultural and other relevant tables on educational aspects under census series. Accordingly, the procedure indicated below may be followed.

There is a need for re-grouping of matriculation and other categories. Now matriculation and secondary levels may be grouped in one category, while higher secondary, intermediate/pre-university/junior college levels may form another group. This would cover 10+2 classes, whether held in schools or colleges. For matriculation/secondary level, the existing abbreviation 'H' may be used and for the new category higher secondary/intermediate/pre-university/junior college, which covers '10+2' classes whether held in schools or colleges, the abbreviation 'PUC' (Pre-University Course or College) may be used. There may be no change in the presentation of data regarding primary and middle schools and other levels. The same may be furnished in the light of instructions contained in the Circular Nos. 4 & 8.

Column No. 7:

In view of variety of medical amenities for which a number of codes have already been suggested, it will not be possible to provide too many details under each such amenity as suggested by a few Director of Census Operations. However, all registered medical practitioners—whether Ayurvedic, Unani, Homoeopathic or Allopathic—are to be covered under the code 'RP'.

It is clarified here that the term 'Community Health Worker' does not refer to workers in extension programmes like Malaria Eradication, Agriculture etc. It refers to only those para-medical personnel who have been trained for dispensing medicines for minor ailments. This scheme was initiated only recently in some states. In case such a Community Health Worker is stationed in one or more of the villages in your State/Union Territory, the information may be given accordingly. The code for Community Health

Worker namely, 'CHW' had already been provided in Circular No. 4, (Page 5 of instructions on Village Directory).

Column No. 10:

If weekly markets or hats are not held in villages in your state at all, no information need be given and this column may be left blank as was done in the 1971 village directory. If these are held every fortnight or once in a month, it may be so indicated.

Column No. 11:

If a bus-stop or a railway station is located within the territorial jurisdiction of a village, the village may be considered to have been served by such facility, even if it is a little away from the actual settlement. This will be more relevant for states like Himachal Pradesh, J & K, etc.

Appendices to the Village Directory: In the instructions issued vide circular No. 4 we had suggested that the following two appendices to the Village Directory may be compiled:

(i) Tehsil/Block/Thana-wise totals of the amenities of the district as a whole

(ii) Land utilisation data in respect of non-municipal towns

While the two appendices already suggested may be compiled for the Village Directory, two other appendices may also be compiled as follows:

(iii) Taluk/Block/Thana-wise list of villages where no educational or medical and public health facilities etc. are available.

(iv) Taluk/Block/Thana-wise population of Scheduled Castes/Scheduled Tribes in the villages separately arranged by suitable ranges of population.

The appendix number (iii) will be helpful for planning inputs in areas/villages where basic infrastructure is lacking. The appendix (iv) will be helpful for planning of welfare programmes for Scheduled Castes and Scheduled Tribes at micro level, particularly in relation to area development oriented programmes. The villages may be arranged according to suitable ranges as shown in the appended format in respect of Scheduled Caste and Scheduled Tribe population separately, tehsil-wise or blockwise, without any relation to amenities. Separate ranges for Scheduled Castes and Scheduled Tribes have been suggested as their concentration in most parts of the country is independent of each other and varies considerably. For instance, the States/Union Territories having high concentration of Scheduled Tribe population, such as Nagaland, Arunachal Pradesh and Mizoram have very small Scheduled Caste population rendering common ranges for Scheduled Castes and Schedule Tribes unsuitable. There is, however, no need for separate appendices for Scheduled Castes and Scheduled Tribes and the information on Scheduled Castes may be followed by that on Scheduled Tribe category in the same statement as illustrated in the enclosed format.

Tehsil-wise Abstract of Amenities: As a result of minor modifications in the presentation of data in respect of 10+2 classes the tehsil-wise abstract of the Village Directory has been slightly modified. The modification relates to slight changes in the headings of columns 7 and 8 and introduction of two new columns providing data on villages and institutions in respect of Higher Secondary, Intermediate/PUC (Pre-University Colleges)/Junior or Pre-degree Colleges. This is also in conformity with the general tabulation plan being adopted for 1981 Census in relation to cultural tables and/or other tables where data in respect of educational levels is being presented. The modified abstract format is enclosed.

Town Directory:

1. The suggestions of a few Census Directorates that a brief description be given of places of tourist interest located in different towns of the district is worth pursuing and you may make a reference of these places in the introductory note of DCH.

2. In paragraph 1 of the instructions (issued vide Circular No. 4) it is stated that the town directory particulars in the DCH will be presented Taluk/Police-Station/Development Block/Island-wise. These instructions contained in paragraph 1 of the said instructions may be deleted. The town directory particulars (In Statements I to VII) will be compiled for towns arranged in an alphabetical order as was done in 1971 Census.

Statement II : Column 5:

3. As already intimated vide this office letter No. 19/11/79-SS(TD), dated the 22nd September, 1979, the data in respect of altitude is not required to be compiled and presented in the directory and the column on 'altitude' may be deleted and the columns renumbered accordingly as already advised.

Statement II (Columns 7, 9 & 11):

4. On page 9 of the instructions issued vide Circular No. 4 for filling up the columns 7, 9 and 11 of Statement II of the Town Directory, the word 'nearest' may be substituted by 'referent' in the statement, "if the names mentioned in these columns are the same as the nearest town itself, distance will be recorded as '0' (zero)". Further, the relevant instructions are applicable not only to columns 7, 9 and 11 but 8 as well. The relevant instructions may be amended accordingly.

Statement III Instructions:

5. In the concluding paragraph of the instructions for filling up of the Statement III, appearing at page 12, (Circular No. 4) it is mentioned that the figures should be in hundreds. But in the format circulated vide Circular No. 4 it is recorded "in '000'" due to a typographical error. As this information is required

to be presented in hundreds in the statement, the necessary corrections may kindly be made.

Statement III columns 12 *and* 15:

6. We have been requested to spell out the information to be provided under items 'public safety' and 'public institutions'. Under column 12 of the Statement III, the expenditure incurred on 'Public safety' is to cover such items as fire-fighting services, rescue operations during floods and fairs, etc. Likewise, column 15 of the same statement pertaining to 'Public institutions' requires particulars on expenditure incurred on maintenance of schools, colleges and other institutions like public libraries, museums, etc. The exact items covered, however, may vary from state to state and town to town. The items covered would depend on the practice followed in this regard by each local authority which is expected to maintain the records about the type and extent of services rendered under these heads. You will, therefore, have to go by the records of the relevant local body/municipality and base the figures on expenditure on these two heads accordingly.

Statement IV :

7. It is clarified that the information on the number of latrines-water brone, service and others in columns 8, 9 and 10 respectively is required to be collected and presented in respect of all the latrines in the towns-public as well as private. In case information in respect of private latrines is not available, the data may be given for public latrines only and either in the fly-leaf or by way of a footnote this may be clarified.

Statement IV-A:

8. This statement pertains to notified slums. The recognised slums are generally notified by the local authorities such as municipalities, municipal corporations, or even local development authorities. It is possible that some of the states or local bodies may not have formally notified the slums under their jurisdiction. But in such cases they must be maintaining a list of such areas which are officially treated as slums. The intention is that in Statement IV-A information should be provided in respect of such localities as are officially recognised as slums, whether actually notified or not. Though the magnitude of slum problem is greater in relation to class I and class II towns, it is acknowledged that these are also associated with smaller towns including census towns. However, it is appreciated that the collection of data on slums in respect of smaller towns, particularly census towns which do not have such local authorities as municipalities, may be, difficult and time-consuming. It has, therefore, been decided to compile and tabulate the required information on slums in respect of class I and class II towns only.

Statement V Column 4:

9. It has been suggested to us that the medical facilities should also include ayurvedic, unani, homoeopathic hospitals/dispensaries, etc. and these should be indicated by separate codes. The intention is that all types of hospitals/dispensaries, etc. should be covered under column 4, whether allopathic or ayurvedic or unani of homoeopathic. We have no objection if these are further distinguished by providing the following additional codes:

A	—	Ayurvedic
U	—	Unani
H	—	Homoeopathic

In case of allopathic, no separate code need be given.

The information in column 4 on medical facilities may, however, be presented horizontally, in the same line as illustrated below:

H (A-1, 2), D (HOM-2, 1, U-1)

Here 'H (A-1, 2)' represents one ayurvedic and 2 allopathic hospitals and 'D (HOM-2, 1, U-1), represents 2 homoeopathic, 1 allopathic and 1 unani dispensaries.

In the relevant instructions and also in the footnote to Statement V, it is stated "if a medical or educational facility is not available in the town, mention the name of the nearest town if in the same district." The same type of instructions are provided for recording 'fire fighting service' in Statement IV. It is clarified here that the nearest town in such cases may not necessarily be a municipal town. It can even be a non-municipal or a census town. This point may please be kept in view while collecting information in such cases.

Statement V:

In case of Statement V of town directory relating to medical, educational and other facilities the heading of column-11 has been slightly modified to reflect the position relating to 10+2 classes and a new column relating to secondary/matriculation level has been added to fall in line with the revised tabulation plan pertaining to tables on educational aspects in the 'C' Series or cultural tables. These are reflected in the enclosed modified statement.

Primary Census Abstract:

The Primary Census Abstract has been slightly modified to present data on marginal workers as well, to fall in line with the PCA being included in the A-I series tables of 1981 Census. The modified Primary Census Abstract is enclosed for ready reference.

Other Important Directions:

I take this opportunity to impress upon you the desirability of ensuring proper screening and scrutiny of the village and town directory data before presenting these in 1981 DCH Part-A. Although in 1961 district census handbook series a few particulars on amenities were given, it was for the first

time in the 1971 series that the data on amenities were presented in a comprehensive manner. But notwithstanding the usual instructions about the correctness of the data and proper compilation thereof that might have been issued at your end before the requisite data were collected, it is not unlikely that the statistical data relating to the amenities were recorded without any doubt being entertained about authenticity. Now that we are collecting a parallel set of data for the 1981 Census for building a time series it is imperative to screen these in the light of the 1971 data to ensure that an erratic trend is not unnecessarily portrayed. The possibility of inexplicable fluctuations in the figures of 1971 and 1981 cannot be ruled out. The 1981 series data may actually show, in some cases a decline in the extent, level, or number of amenities in relation to 1971. This could be due to various reasons such as the source of information for 1981 series data being different from that of 1971, and incomplete information recorded in either or both the series of data. It may also be possible that in some cases the 1971 data were based on targets fixed for the referent year by the concerned departments, like Education and Health, which might not have been actually achieved. Likewise, this could be true for 1981 series data thus presenting a distorted picture in relation to the other set of data. You are, therefore, advised to ensure that the requisite data are thoroughly screened and monitored at your end, in relation to the 1971 data, and an attempt is made to reconcile the discrepancies, if any, before these are tabulated and presented. It may also please be noted that the data recorded in the directories is required to reflect the actual position pertaining at the reference period and not the targets fixed by the concerned departments for the relevant period. It is for this reason that collection of requisite data, particularly in respect of the village directory is preferable through the agency of Revenue Department by utilizing the services of the tehsildars who could, in turn, collect the relevant information from the village patwaris under their jurisdiction. The information so collected, it is felt, is more likely to reflect the actual position regarding amenities available in the villages for the reference period. On the other hand, in case the information is collected through such agencies as Education and Health Departments, etc. for the Village Directory, the possibility of this information reflecting the targets rather than the actual position in respect of reference period cannot be ruled out. However, in view of somewhat different position of administrative set up in various States/Union Territories, we have refrained from giving any specific direction in this regard and have largely left this matter to the discretion of the census directorates to compile the requisite particulars from the departments/agencies which are more relevant in the context of their state and/or with which they have established better rapport during the course of time.

The receipt of this circular may kindly be acknowledged.

Yours sincerely.

Encl: As above
(with 5 spare copies)

(P. Padmanabha)

Shri

Director of Census Operations

APPENDIX V

List of villages according to the proportion of Scheduled Castes and Scheduled Tribes to the total population by ranges

A—SCHEDULED CASTES

Tehsil/Taluk

Ranges of Scheduled Caste population (Percentages)											
0—5		6—10		11—15		16—20		21—30		31+	
LC No.	Name of village	LC No.	Name of village	LC No.	Name of village	LC No.	Name of village	LC No.	Name of village	LC No.	Name of village
1	2	3	4	5	6	7	8	9	10	11	12

B—SCHEDULED TRIBES

Tehsil/Taluk

Ranges of Scheduled Tribes population (Percentages)											
0—5		6—15		16—25		26—35		36—50		51+	
LC No.	Name of village	LC No.	Name of village	LC No.	Name of village	LC No.	Name of village	LC No.	Name of village	LC No.	Name of village
1	2	3	4	5	6	7	8	9	10	11	12

Tehsilwise Abstract of Educational, Medical and Other Amenities

NAME OF DISTRICT:

Sl. No.	Name of Tehsil	EDUCATIONAL											
		Primary school		Middle school		Matriculation/Secondary school		Higher Secondary/PUC/ Intermediate/Junior college		College (graduate and above)		Adult literacy class/centre	
		Villages	Institutions	Villages	Institutions	Villages	Institutions	Villages	Institutions	Villages	Institutions	Villages	Institutions
1	2	3	4	5	6	7	8	9	10	11	12	13	14

EDUCATIONAL (contd.)			MEDICAL							
Others		Villages with no educational facility	Dispensary		Hospital		Maternity home		Child welfare centre	
Villages	Institutions		Villages	Institutions	Villages	Institutions	Villages	Institutions	Villages	Institutions
15	16	17	18	19	20	21	22	23	24	25

MEDICAL (contd.)										
Health centre		Family planning centre		Primary health centre/ sub-centre		Community health worker		Others		
Villages	Institutions	Villages	Institutions	Villages	Institutions	Villages	Numbers	Villages	Institutions	Villages with no medical facility
26	27	28	29	30	31	32	33	34	35	36

Tehsilwise Abstract of Educational, Medical and Other Amenities—*Contd.*

DRINKING WATER										
Tap	Well	Tank	Tubewell	River	Fountain	Canal	Others	More than one source	Not available	Villages with no drinking water facility of any type
37	38	39	40	41	42	43	44	45	46	47

POSTAL AND TELEGRAPH							COMMUNICATIONS			POWER SUPPLY	
P.O.	T.O.	P.T.O.	P.O. & Phone	T.O. & Phone	P.T.O. & Phone	Phone	Bus stop	Railway station	Navigable waterway	Available	Not available
48	49	50	51	52	53	54	55	56	57	58	59

Medical, Educational, Recreational and Cultural Facilities, 1981

Sl. No.	Class and name of town	Population	Medical Facilities*				Educational facilities*			
			Hospitals/ Beds Dispensaries in T.B. clinics	Medical institutions noted in column 4	Arts/Science/ Commerce colleges (of degree level and above)	Medical colleges	Engineering colleges	Polytechnics	Recognised shorthand, typewriting and vocational training institutions	Higher secondary, Intermediate/PUC (Pre-university college)/Junior college level
1	2	3	4	5	6	7	8	9	10	11

Educational facilities (Contd.)				Number of Recreational and cultural facilities				
Secondary/ Matriculation	Junior secondary and middle schools	Primary schools	Adult literacy/ classes/centres, others (specify)	Working women's hostels, with number of seats	Stadia	Cinema	Auditoria/Drama/ Community/halls	Public libraries including reading rooms
12	13	14	15	16	17	18	19	20

*If a medical or educational facility is not available in the town, mention the name of the nearest town if in the same district or the name of the nearest district if in the same state or other state and its distance from the town where facility is available.

PRIMARY CENSUS ABSTRACT

Location code No.	Name of the village/ town/ urban/enu-merator's block	Area of village in hecta-res & of town/ /ward in s.kms.	No. of occupied residen-tial houses	No. of house-holds	Total population (including insti-tutional and houseless population)			Scheduled castes		Scheduled tribes		Literate and educated persons	
					P	M	F	M	F	M	F	M	F
1	2	3	4	5	6	7	8	9	10	11	12	13	14

Main Workers															
Total main workers (to IX)		Cultivators (I)		Agricultural labour-ers (II)		Household industry [V (a)]		Other workers (III, IV, V(b), VI to XI)		Marginal workers		Non-workers		Persons/seeking/ available for work	
M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F
15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30

1981—CENSUS
IMMEDIATE

D.O. No. 9/16/80-CD(CEN)
Government of India
Ministry of Home Affairs
P. PADMANABHA The Registrar General, India
2-A, Mansingh Road
New Delhi—110011.

30 May 1980

CENSUS OF INDIA 1981—CIRCULAR NO. 18

Subject:—Management of records relating to Individual Slip and Household Schedules at various levels

Supplement to Circular No. 16

My dear,

Kindly refer to para 3 of my Circular No. 14 sent with D.O. No. 1/3/79-DD dated 15 April, 1980 on the subject of selection of 20% sample enumeration blocks.

As it has since been decided to resort to 20% sampling in the States of Assam, Maharashtra and West Bengal, in addition to the 12 States mentioned in para 4 of Circular No. 14, some consequential changes in Circular No. 16 sent with my D.O. of even number dated 9 May, 1980 have become necessary.

(1) While the sample slip will be canvassed universally in the States of Assam, Maharashtra and West Bengal, for the initial tabulation, 20% sample blocks will be selected in the usual manner.

(2) As the notional maps lay-out sketch maps and Abridged Houselist will be required for the Post-Enumeration Check operations, these documents should be sent to the State Directorate only after the PEC operations are over. Items 1, 2 and 3 on page 3 of Circular No. 16 will therefore be acted upon at the appropriate stage.

(3) On page 4, para 4, line 14, the sentence 'In States where sample slip has been canvassed in sample blocks only, two separate registers will be maintained', may be replaced by 'the States where it has been decided to tabulate data on the basis of 20% sample of enumeration blocks, two separate registers will be maintained'. This would imply that in States of Assam, Maharashtra and West Bengal also, two separate registers will have to be maintained.

(4) Page 5, first para, line 7: The sentence 'the mode of drawing 5% sample in these two sets of States/Union Territories will obviously be different' may be replaced by 'the mode of drawing 5% sample will be different in States where data relating to 20% sample blocks are tabulated and where data are tabulated on 100% basis'. This would imply that the mode of drawing 5% sample in Assam, Maharashtra and West Bengal will be in line with that to be adopted for the 12 States mentioned in para 4 of Circular No. 14.

(5) Page 5, item (2): The sentence 'processing of the remaining slip pads and corresponding population record of sample areas in respect of the 12 States mentioned above, for PCA & Tables HH. XIV-SC and HH. XIV-ST' may be replaced by 'processing of the remaining slip pads and corresponding population record of sample areas in respect of the 15 States, namely, those mentioned in para 4 of Circular No. 14 as also Assam, Maharashtra and West Bengal, for PCA and Tables HH. XIV/SC and HH. XIV-ST'.

(6) Page 5, item (3): The first sentence 'in the States where sample slips have been canvassed universally.....' may be read as 'in the States where sample slips will be tabulated on 100% basis, 95% of the enumeration blocks...'.

(7) Page 5, item (4): The first sentence 'in States where sample slip has been canvassed in sample areas only, the slips and corresponding population record.....' may be replaced by 'in States where sample slip will be tabulated in 20% sample areas only, the slips and corresponding population record.....'.

(8) Page 6, item (7): It has since been decided that columns 1 to 7 of Population Record, part II should be tabulated on 20% basis. Therefore, the sentence 'Processing of Household Schedule, part II: Population Record, columns 1 to 7 on 100% basis for own children tabulation' may be replaced by 'Processdren tabulation' may be replaced by 'Processtion Record, columns 1 to 7 on 20% basis for own children tabulation'.

Kindly incorporate these corrections in all copies of Circular No. 16 sent to you earlier.

Kindly acknowledge receipt of this Circular.

Yours sincerely,

(P. Padmanabha)

Encl: Five spare copies.

Shri

Director of Census Operations,

REGISTERED

1981-CENSUS
IMMEDIATE

P. PADMANABHA

D.O. No. 1/1/79-MAP
Government of India,
Ministry of Home Affairs,
The Registrar General, India
Kotah House Annexe,
2-A, Mansingh Road,
New Delhi-110011.

13 Jun 1980.

CENSUS OF INDIA 1981—CIRCULAR No. 19

Subject:—Preparation of District and Tehsil/police Station/CD Block/Circle maps for District Census Hand Books 1981 Census

My dear,

This circular incorporates instructions regarding preparation of district maps for the District Census Hand Books (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 legands and symbols with recommended U.N.O. pen numbers.

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 office by the appropriate revenue authority 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 tehisl level the certification would have to be by the Tehsildar/Mamlatdar/Anchal 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 those 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 Asst. 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 art to be sent to us 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 information:

(i) District boundary and location of headquarters.

(ii) Tehsil boundaries and location of headquarters.

(iii) National highway, state highway with numbers.

(iv) Imporatant metalled roads.

(v) Railway line—broad gauge, metre gauge and narrow gauge.

(vi) River and streams.

(vii) Water features—tank—natural, artificial embankment/bund.

(viii) Town and important census villages according to population size.

(ix) Post and telegraph offices, combined units.

(x) Degree college and technical institution.

(xi) Dak Bungalow, Rest house, Travelling bungalow etc. by abbreviations.

The indication of roads on district map 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 roads" 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 classification according to the Survey of India map and the road classifications 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 Other's according to importance	1. National Highways 2. State Highways 3. Important metalled roads (including District roads)	As per symbol for Distt. map.
2. Motorable in fair weather	4. Unmetalled and other roads	As per symbol of Tehsil Taluk etc. map.

(Roads at Sl. No. 1—3 will be common in District and Tehsil and roads at Sl. No. 4 will be additional in the Tehsil maps.)

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-Scale 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 these 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 these embankments 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 centres will not be depicted on the maps. In this connection your reference is invited to the letter No. F-7 (15)/65/D (GS III) dated 6 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 5000 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 urban areas may be shown by five pie circles as indicated in Annexe I 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, the location code of the villages will have to be indicated, the villages themselves being depicted in terms of population size.

The spread of the urban areas will be marked on these maps by hatching and the location code num-

ber of the urban area will be indicated within the spread.

The tehsil maps 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 facilities such as post/telegraph offices, Higher Secondary Schools, Hospitals, etc. and important village market/Hats and Mandies.

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 international boundary or a 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 Forests 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 teshil map may indicate important unmetalled and other roads but alignment should confirm 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 of the district map.

General points

On the district and tehsil maps it is proposed to have only 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 map on the district or tehsil map concerned will refer to only additions or loss 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 lost a complete tehsil or a part of a tehsil, the inset map will indicate the district boundary as it existed in 1971 and the area last 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 will be a mere reflection on a smaller scale of the 1981 situation and the entire inset map will be shaded indicating that there have been additions to make up this complete district.

It will be noted that the loss 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 those 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.

Please acknowledge receipt.

Yours sincerely,

(P. Padmanabha)

Encl: Five spare copies.

Shri

Director of Census Operations.

COPY

Letter No. F-7(15)/65/D(GS III) dated 6th July, 1966 from the Ministry of Defence, New Delhi to the Surveyor General of India, Dehradun.

Subject:—Elimination/camouflaging of vital places in the Survey of India Maps:—Restriction on sale, publication and distribution of Maps

I am directed to refer to the correspondence ending with your letter No. TS—1143/1534-A, dated the 4th June, 1966, on the above subject and to say that

the list furnished to you in 1954 and 1955 may continue to be treated as valid. However while making any additions to these lists, the general criteria should be followed, which lay down that non-military installations of security importance would be of the following kinds:—

(a) Important power stations.

(b) Large water reservoirs for supplying major industrial centres.

(c) Petrol and oil tanks and oil refineries.

(d) Civil dockyards.

(e) Important Dams.

(f) Important industries capable of being converted at a short notice to the production of war-material or equipment.

(g) Important railway yards and workshops.

(h) All steel and heavy machinery factories.

(i) Petroleum oil and lubricants installations.

(j) Ship building yards.

(k) Aircraft building and repair workshops and

(l) All installations under the control of the Department of Atomic Energy.

2. As regards military installations, the question of epicting them in maps for open circulation does not arise.

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 this 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 one of us has played in the census itself and would reflect our personalties, 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 house numbering 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,

(P. Padmanabha)

Encl: Five spare copies

Shri

Director of Census Operations

Annexe to Census Circular No. 20

CHAPTER—I : **Introduction**

(a) Your appointment as Director—your initial reactions, your first communication to State Government, Deputy Commissioner/Collector, etc. on your appointment, etc.

(b) A description of the office and hierarchy that you inherited and the stage at which you came in.

(c) The backlog of 1971 census and how you tackled that, suggestions regarding the appropriate time of appointment of the Director etc.

CHAPTER—II : **Preparatory Steps**

(a) Reproduce circulars issued from this office regarding preparatory steps, the circulars that you might have issued and the communications to the State Governments if any.

(b) Describe the preparatory steps including field tests and pretests which might have been completed before you joined and reproduce the pretest schedules for information.

(c) Based on the pretest reports, summarise pretest experience.

(d) The measure taken by you to create consciousness regarding the census in the state hierarchies—reproduce important circulars and letters.

CHAPTER—III : **Preparations for the Census**

(a) Narrate your experience in the first conference and briefly summarise the decisions of the conference.

(b) Give the census calendar of your state/UT and indicate how census operations were being watched by you.

(c) Indicate your experiences regarding the second conference and briefly summarise conclusions.

(d) Describe conferences and meetings that you might have called, the levels of participation, the places where these were held and briefly summarise the proceedings and conclusions.

CHAPTER—IV : **Building up of the Organisation**

(a) Indicate the strength of your staff when you joined, the stages over which this was built up with a description of the posts etc.

(b) Indicate when the posts of Deputy Directors and other levels were sanctioned, where they were located; how the personnel were selected and what sort of training you were able to provide for such personnel. The names of Deputy Directors and Assistant Directors should be indicated.

(c) How was the staff at the district, tehsil, municipality and other levels set up. Indicate the procedure for creation of posts, their funding, etc. Deviation from the standard patterns which might have been agreed to in your case may also be indicated.

CHAPTER—V : **Touring and Training Programmes**

(a) Indicate the touring undertaken by you with a critical comment on adequacy of touring, adequacy of vehicles, etc. In particular, evaluate the need for the Director himself to tour intensively.

(b) Arrangements made for enhancing travel facilities if any such as taking state cars on loan, etc.

(c) Describe how touring was done by your Deputy Director and others and indicate the difficulties they might have had with your views and suggestions.

(d) What special arrangements were made to help Charge Officers carry out adequate touring. Indicate difficulties in meeting such needs, etc.

CHAPTER—VI : **Census Schedules—Translation, Printing and Distribution**

(a) Indicate your requirements of the instructions and census schedules for each of these operations. How did you calculate your reserve, was there any wastage etc.? Indicate a district wise break-up of supplies of each of the types of forms. How were the requirements of the language versions arrived at? Your suggestions.

(b) Translation of schedules, how this was got done, how you ensured that the translations were simple to understand.

(c) Printing of the schedules—arrangements made for the printing of the schedules, where they were printed, difficulties if any in getting printing done, arrangements for transport, how this was done etc.

(d) Were there any last minute demands for schedules or instructions, etc. and how were these met.

CHAPTER—VII : **Procurement of Maps**

(a) Indicate the method by which district, tehsil and other maps were obtained by you and difficulties in getting these, if any.

(b) Indicate how town and city maps were obtained and difficulties regarding this matter, if any.

(c) Reproduce circulars regarding preparation of maps issued by this office and by you.

(d) Indicate the strength of the Mapping Unit with your views whether this was adequate or not.

CHAPTER—VIII : **Preparation of Rural and Urban frame**

(a) What were the difficulties in finalising the rural-urban frame-method by which you ensured that all villages were covered and that none was missed out and that all towns and municipalities were also reckoned.

(b) Changes in jurisdiction of districts, tehsils, etc. and how you tackled this in terms of obtaining information regarding jurisdictions.

(c) If there were unsurveyed areas, reserved forests, etc., how were these identified and how were maps prepared?

(d) Urban areas—indicate criteria adopted, how you finalised the list, indicate the reasons for changes from the 1971 list, and any suggestions that you might have had regarding the concept itself.

(e) Indicate how the urban agglomerations lists were finalised and describe changes from the 1971 list with reasons for the change.

(f) Indicate the standard urban areas developed for your state with particular reference to small changes which might have taken place from the 1971 standard urban area list.

(g) Indicate instructions issued by Government of India and by the State Government for freezing of boundaries of administrative units, difficulties in actual implementation, your involvement in changes which the state government might have made in consultation with you, etc.

(h) Explain the system of location code, reproduce the location code numbers for each district, tehsil or town for your state and indicate how the villages were depicted in the district census handbook by their location code. Evaluate whether the location code was used in all your forms or whether some enumerators tended to use any other number.

(i) Preparation of charge registers, how these were printed and distributed and how you made sure that these charge registers reflect all rural and urban areas.

CHAPTER—IX : **Enumeration Agency**

(a) How was the agency decided upon composition of the agency as teachers, village officers, officials of local bodies, etc. Was there a different approach between the rural and urban areas? Your views on the agency as such.

(b) Were there organised movements by the agencies not to take up the work or were there any other difficulties of a similar nature? How were these tackled?

(c) How did this agency generally function both in houselisting and enumeration stages. Some of them have done very well and you might like to specially mention such experiences.

CHAPTER—X : **Houselisting Operations**

(a) Steps taken for the number of houses and special arrangements made if any in both rural and urban areas.

(b) Integration of the enterprise list operations—were there any problems and difficulties either in carrying out the work, training programmes, distribution of material, etc.?

(c) Publicity measures—their adequacy or inadequacy, your suggestions, etc.

(d) Generally describe the training system organised by you for various levels starting with those in your own office, the district officers, charge officers and others such as supervisors and enumerators. Reproduce your instructions regarding the organisation of the classes, the size of the classes, how you took care of quality of training, etc.

(e) Any experience of an interesting nature during actual houselisting? Any difficulties in canvassing of the houselisting and establishment schedule in particular, comments on difficulties, if any, in regard to questions relating to the handicapped. Also comment on any difficulties relating to the canvassing of enterprise list.

(f) You may like to comment on the inspections carried out during the houselisting operations and the typical type of mistakes noticed.

(g) Arrangements made by you for collecting the forms, for generating primary totals, etc.

CHAPTER—XI : **Enumeration**

(a) Your instructions regarding preparation of the abridged houselist—the agency that prepared this, special arrangements made for the preparation of the AHL etc. How was the 20% sample selected—procedure etc.

(b) Describe training classes and reproduce your relevant instructions-describe how you ensured intensity and quality of training at all levels—indicate number of rounds of training and other necessary details.

(c) In organising training classes what were the aids used? Any difficulties regarding Payment of TA/DA?

(d) The arrangements made by you for the enumeration itself such as issue of identity cards, special instructions to supervisors, etc.

(e) Publicity measures for the census itself, special broadcasts, any VIP message, etc.?

(f) How did you ensure supervision during the enumeration—in particular you may reproduce the instructions to the supervisors which you may have issued separately.

(g) Any instances of reluctance to answer? Your views on the taking recourse to the provision of the Census Act itself?

(h) Make a critical assessment of the replies received to various types of questions in the questionnaires, namely, demographic, social or economic. Was there any difficulty in putting this concept across and would this have affected the results?

(i) Special arrangements made by you to ensure total coverage? Were any complaints received by you and how were these investigated and settled?

(j) Enumeration of the houseless, those in ships, boats etc.—Any special fairs etc.

(k) Describe non-synchronous enumeration in special areas, if any, in your state.

(l) Enumeration of special areas and the defence personnel, do not quote the secret letters issued to you but indicate these are available to your successor.

(m) What special arrangement did you make for enumeration in large cities such as Calcutta, Bombay, etc? Were separate Deputy Directors available or Assistant Directors? Was this system useful? Any suggestion.

(n) How were the provisional results arrived at? How you were able to organise reporting of provisional results so that they could be reported quickly to the headquarters?

(o) Reproduce provisional results and final population figures if available by the time the report is printed.

CHAPTER—XII : **Directives issued by the State Govt**

(a) Indicate the various types of instructions issued by the Govt. of India, State Govt., heads of departments and others with special reference to concessions given to officials and teachers, etc. on census duty, making available of vehicles by the State Government, etc.

(b) Indicate the adequacy and utility of partcipation of ministers and senior officers in training classes and in publicity.

CHAPTER—XIII : **General**

(a) Briefly describe the census circulars issued by you and indicate that these have been reproduced at the appropriate points in the report. You may like to present an index of all circulars issued by you indicating the subject and the page number in the report so that one could refer to this, if necessary.

(b) Critically evaluate publicity measures. Indicate final arrangement or payment of honorarium. Indicate quantum of honorarium and your views there upon, why we cannot pay much, etc. and the procedures for payment.

(c) Describe census medals and certificates how performance was evaluated and how these were ultimately distributed?

(d) Indicate problems of recruitment of staff and retrenchment, if any, how the regional tabulation offices and other offices were staffed.

(e) Briefly describe accounting system in your office and indicate the yearly budget from 1978-79 to 1981-82 based on which one can calculate per capita cost—comments on accounting procedures and rules.

(f) Briefly describe other organisational aspects such as travelling allowance, telephones, indent for stores, etc., printing procedures, obtaining accommodation, etc. with your comments.

CHAPTER—XIV:— **Post Enumeration Check**

(a) Indicate the method of selection and how the PEC/CES were carried out.

CHAPTER—XV : **Conclusions and acknowledgements**

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1981-CENSUS
IMMEDIATE

P. PADMANABHA

D.O. No. 9/5/80-CD(CEN)
Government of India
Ministry of Home Affairs
The Registrar General, India
2-A, Mansingh Road
New Delhi-110011.
July 3, 1980

CENSUS OF INDIA 1981—CIRCULAR No. 21

Subject:—Instructions to enumerators for filling up the Household Schedule and Individual Slip Clarification

My dear

Instructions contained in Para 181 of the Instruction booklet for filling up the Household Schedule and Individual Slip give an impression that the enumerator will start work on the 'Enumerator's Working Sheet' after the enumeration work is over, i.e., after the revisional round. In fact each enumerator after striking totals for each household in the Population Record for those households which have been enumerated during the day, should simultaneously post the totals arrived at in the Population Record for households in the Enumerator's Working Sheets also. In other words, instructions should be issued that each enumerator should necessarily fill the Working Sheet daily and should not wait till the completion of the revisional round. However, during the revisional round if any additions or deletions are made he should make necessary changes in the Population Record as well as the Working Sheet. This will ensure that after the completion of the revisional round it will be possible for each enumerator to prepare the Enumerator's Abstract by 6 March, 1981.

These instructions should be clearly brought out and emphasised during the course of training. You must also issue written instructions to this effect. As we intend releasing the provisional population totals soon after the completion of revisional round, it would be all the more essential that the enumerators follow these instructions fully since otherwise the communication of the provisional population totals will be delayed. A separate circular is being issued on the communication of provisional population totals.

Please acknowledge receipt.

Yours sincerely,

(P. Padmanabha)

Encl : Five spare copies

Shri

Director of Census Operations,

REGISTERED

1981-CENSUS
IMMEDIATE

P. PADMANABHA

D.O. No. 9/34/80-CD(CEN)
Government of India
Ministry of Home Affairs
The Registrar General, India
2-A, Mansingh Road
New Delhi-110011.
July 5, 1980

CENSUS OF INDIA 1981—CIRCULAR No. 22

Subject—Reporting of provisional results and commencement of PEC/CES

My dear

Soon after the enumeration we would have to announce the provisional results and also get organised for the PEC and CES. The announcement of the provisional results would have to be done as soon as possible after the enumeration, as has always been the practice. In order to be able to do so it would be necessary for us to follow a vigorous time schedule for collection of records, their checking, preparation of provisional results, etc. A separate circular is being issued regarding preparation of provisional results. Meanwhile, I am indicating here the calendar that we would have to adhere to for this purpose and also for commencement of the PEC and the CES.

The calendar for reporting of provisional results and for the commencement of PEC/CES would be as follows :—

1.	Revisional round	1 to 5 March, 1981
2.	Submission of Enumerator's Abstract and other records by enumerators to supervisors.	6 March, 1981
3.	Submission of Supervisor's Abstract and all records pertaining to supervisor's jurisdiction, to Charge Officer.	7 March, 1981
4.	Preparation of Charge Abstract for provisional results by Charge Officers and communication of charge figures to District Census Officer in standard message form.	8 March, 1981
5.	Submission of all records relating to the charge, with proper inventory by Charge Officers to the Regional Tabulation Office.	9 March, 1981
6.	Preparation and communication of District Abstract for provisional results by the District Census Officers to the Director of Census Operations by telegram or signal. This message should be repeated to the Registrar General's office simultaneously by the District Census Officers.	9 March, 1981
7.	Submissin of Provisional results to Register General by Directors of Census Operatinos	10 March, 1981
8.	Identification of concerned document for PEC and CES surveys by the RTOs.	10—11 March 1981

9.	Field work for PEC begins .	15 March, 1981
10.	Completion of copying of Form 10 of the SRS for selected blocks.	12—13 March, 1981
11.	CES begin	15 March, 1981

It would be necessary for us to organise the collection of the census schedules from the enumerators and, thereafter, in the regional offices in order to adhere to this calendar. The logistics of collection by the Supervisor, transmission by Supervisor to the Charge Officer, Charge Officer to Regional Offices and reporting of provisional totals would call for a highly controlled system which you would have to develop. The collection of the census schedules from the enumerators and from the supervisors should preferably be done by a team which would be provided with a vehicle. Specific points of collection would have to be indicated so that there is absolutely no confusion. It would also be necessary to make similar arrangements for the records to be delivered to the Regional Tabulation offices by the Charge Officers.

Once the charge registers for enumeration have been prepared it is desirable that these instructions are drawn up and communicated at the appropriate time.

Please acknowledge receipt.

Yours sincerely,
(P. Padmanabha)

Encl: Five spare copies.

Shri

Director of Census Operations,

REGISTERED

1981-CENSUS
IMMEDIATE

P. PADMANABHA

D. O. No. 9/34/80-CD(CEN)
Government of India
Ministry of Home Affairs
The Registrar General, India
2-A, Mansingh Road
New Delhi-110011
10 July 1980

CENSUS OF INDIA 1981--CIRCULAR No. 23

Subject:—Provisional Population Totals

My dear

This circular deals with release of Provisional Population Totals immediately after the completion of the enumeration which is scheduled to be held from 9 to 28 February 1981 followed by a revisional round between 1 and 5 March 1981.

2. According to the Instructions to Enumerators for filling up of the Household Schedule and Individual Slip, an enumerator is supposed to start work on "Working Sheet for preparing Enumerator's Abstract" soon after the completion of the revisional round. Keeping in view the urgency of releasing the provisional population totals, it would be essential that the enumerator should fill the Working Sheet each day. In other words, when the enumerator fills in Part—II—Population Record from the Individual Slip daily, he should also post the totals for the households from the Population Record in the Working Sheet the same day and he should not wait till the completion of the revisional round. However, during the revisional round if he comes across any births or deaths, he should make changes accordingly in the population record as well as the working sheet, so that immediately after completion of the revisional round the enumerator is in a position to prepare the Enumerator's Abstract. This departure from the printed Instructions for the enumerators should be clearly brought out during the course of training. You must also issue written instructions to this effect.

3. By adopting the above procedure each enumerator will be in a position to furnish the abstract in respect of his block promptly. However, the posting and consolidation of all the data in the abstract and totalling of the data relating to each characteristic for the charge as a whole and later at the district level will require considerable time. Besides, as the Charge Officer is expected to communicate the provisional totals by the quickest means possible either through special messenger or by telegraph or wireless message to the District Census Officer and the Director of Census Operations of the state/union territory, there may be scope for errors creeping in if too many variables are reported in a run-on message. Similarly, the District Census Officer will be communicating the consolidated provisional totals for the district to the Director of Census Operations and to the office of the Registrar General, India, directly by the quickest possible means, which would be normally by telegraph or wireless message or telephone. It will be cumbersome to relay a series of figures for each unit. Therefore, it has been decided that the results contained in the enumerator's abstract will be released in two stages. At the first stage, only the minimum basic information relating to total population and literates are proposed tables (1 to 4) to be included in this volume are appended to this circular. At the second stage, data in respect of other variables contained in the enumerator's abstract, with rural-urban breakup will be released. The formats of the Supplement Tables (1 to 4) to be included in this part are also enclosed. This will be issued as "Supplement to Paper 1 of 1981".

4. The figures will first be released by the Registrar General and Census Commissioner of India for the country as well as states/union territories. Thereafter the Directors of Census Operations will release the figures for their respective state/union territory down to district level. According to present thinking the Registrar General will release the Provisional Population Totals on 17 March 1981 for the country and the states/union territories. The Directors of Census Operations will release the figures at a press conference to be convened at the States Headquarters on 23 March

1981. The Directors of Census Operations will not release the figures prior to the stipulated date as the idea is that all the Directors of Census Operations will also await confirmation of the total figures from this office for each state before they release figures to the press. This is important in order to ensure that there is complete agreement between the figures released by this office and the Directors of Census Operations.

5. For reporting of provisional results, the following calendar must be followed:—

1.	Revisional round . .	—1—5 March, 1981
2.	Submission of Enumerator's Abstract and all other records by enumerators to supervisors.	—6th March, 1981
3.	Submission of all records pertaining to his circle by the Supervisor to the Charge Officer.	—7th March, 1981
4.	Preparation of Charge Abstract for provisional results by Charge Officers and communication of charge figures to District Census Officers in standard message form.	—8th March, 1981
5.	Preparation of District Abstract for provisional results by the District Census Officer and communication of district figures in the standard message form to the Director of Census Operations and the Registrar General, India.	—9th March, 1981
6.	Preparation of State Abstract and abstract in the case of cities /U.A. one million and above and communication in standard message form.	—10th March, 1981

6. Each enumerator, after the completion of the revisional round, will prepare the Enumerator's Abstract. He should be able to finalize its totals by 6 March 1981 positively because not much work will be involved as the posting in the working sheet must have been done simultaneously during the enumeration period, as suggested. He will only have to make corrections in the Working Sheets regarding births and deaths, if any, that he may observe during the revisional round.

7. The Supervisor will have to obtain all the records from the enumerator including the Working Sheets and the Enumerator's Abstracts relating to his circle and submit these to the Charge Officer by 7th March 1981. On receipt of these records the Charge Officer would have to immediately take up the Working Sheets of enumerators for each block and the corresponding Enumerator's Abstract and process these for arriving at the provisional results for initial publication and for forwarding the figures for the Supplement also.

8. 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 could be noted as "Enumerator's Block Number". When the records are received on the 7th, the charge clerk 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. Since these would be posted blockwise the totals would give the figures for each of the characteristics for the entire charge. It would be convenient if the Charge Officer can ensure that this register is written up in advance so far as the block numbers are concerned so that there is no confusion in compiling the provisional totals.

9. In order to prepare the provisional results in the formats of the messages and in the manner specified in the tables for the supplement, the Charge Officer would necessarily have to prepare for his charge a statement identical to that of the Enumerator's Abstract. This statement would have to be prepared separately for rural and urban charges. If a Charge Officer has functioned simultaneously in both the rural and urban charge, the statements would have to be prepared separately for each charge.

10. It will be noticed that for the preparation of the tables which go into the supplement, information for each town is also necessary. This would mean that the Regional Tabulation Offices would have to compile the data based on the Working Sheets of the Charge Officers of each town.

11. Immediately after the totals are struck the Charge Officer should communicate the figures to the District Census Officer as well as the Director of Census Operations by the quickest possible means. The format of the message through which the figures are to be communicated is given below:—

1981 CENSUS PROVISIONAL TOTALS

Charge————District———

Males————Females———

Total Population————Literate males————

Literate females————Total literates———

12. In case the figures are communicated by express telegram, a post copy must be sent both to the District Census Officer and the Director of Census Operations, in confirmation. This will obviously help in resolving discrepancies, if any, that may have arisen during communication.

13. Similarly, the District Census Officer should communicate consolidated totals in respect of all the charges in his district. The District Census Officer will simultaneously communicate the figures to the Director of Census Operations and to the Registrar General India in the format indicated below:

1981 CENSUS PROVISIONAL TOTALS

State————District———

Males————Females————

Total population————Literate Males————

Literate Females————Total literates————

14. The figures should be communicated to the Registrar General, India by express telegram, wireless message or over phone, whichever is deemed quickest. The telegraphic address of the Registrar General, India is "REGGENLIND—NEW DELHI". The figures, as said above, can also be communicated to this office over phone. Arrangements will be made to receive the messages, round the clock from the 8th to 11th March 1981 over the following telephones:

New Delhi
383761
383145
383157
386583

15. The format in which the figures are to be communicated by telegram or wireless message (para 13) will be adopted in case the information is given over the telephone.

16. Similar arrangements will have to be organised for the preparation of provisional population totals and their communication in the case of cities which have independent census authorities. There are cities where the Municipal Commissioner or other chief executive authority may have been designated as the Principal Census Authority for this area. In such cases the Charge Officers within these units would have to operate in the same manner to build up charge totals and these, in turn, would have to be consolidated by the Principal Census Authority for the city concerned and sent to the Registrar General, India and to the Director of Census Operations in the same message format specified earlier. The Director of Census Operations will also communicate separately in the same message format the provisional population figures for the cities with a population of one million plus. Such cities are likely to be Delhi, Bombay, Calcutta, Madras, Hyderabad, Bangalore, Ahmedabad, Kanpur, Pune, etc.

17. In Census Circular No. 22 the calendar for reporting of provisional results has already been indicated. In item 5 of the circular it has been specified that all records relating to a charge along with inventory etc. should be sent to the Regional Tabulation Office concerned so that they reach the latter on the 9th of March, 1981. These records will have to include the Working Sheets which the Charge Officers would have prepared on the basis of the enumerator's Working Sheets and the enumerator's abstracts. It will be noticed that the totals of the Working Sheets prepared in the Charge Office would provide all the data necessary for preparing the material for the supplement to Paper 1 of 1981. In other words, the Charge Working Sheets would enable the compilation of the Supplement Tables 1 to 4 which go into the Supplement.

18. The Charge Working Sheets would have to be forwarded to the Regional Tabulation Offices along with other records as mentioned above. On the basis of these Working Sheets and the Charge Abstracts, the Regional Tabulation Offices must compile Supplement Tables 1 onwards in so far as the columns relate to the 1981 census data. Having compiled these tables with regard to the 1981 census data these tables, along with the Charge Working Sheets and Charge Abstracts, must be forwarded by special messenger by these offices to the Director of Census Operations by 21st March 1981. The Directors of Census Operations would then proceed to organise the complete preparation of these tables, including therein the relevant 1971 census figures, computation of any ratios specified therein, etc. In order to save time it would be of great advantage if in the office of the Director of Census Operations these tables be kept ready filling in the data for 1971 so that the 1981 figures need merely be incorporated and further action taken. The Charge Working Sheets and the Charge Abstracts would serve as a cross-check and it would be necessary that arithmetic verifications are carried out wherever necessary.

19. The Director of Census Operations must post copies of the Supplement Tables, in duplicate, as soon as they are ready but in no case later than 4th April 1981. Since in the Supplement the rural-urban composition of population is proposed to be incorporated in some detail, the Directors of Census Operations are requested to furnish the population by sex for the state/union territory district-wise with rural-urban break-up, and with the information for each urban area (town etc.) separately. Since the Directors of Census Operations will be receiving the abstracts from the Charge Officers for each of the towns, it is hoped that the Director of Census Operations will not find it difficult to furnish the figures.

20. The contents of Paper 1 of 1981 incorporating the first set of the provisional figures may be as follows for the state volume:

I. A facing sheet containing:—

Figures at a glance for the state as a whole, showing—

(i) Total population by sex;

(ii) Decennial population growth 1971-81;

(iii) Density of population;

(iv) Sex ratio;

(v) Literacy rate for total population and by sex.

II. A very brief account of how the census was taken in the state and a short analysis highlighting the Important aspects of the provisional population figures now released.

III. The following:—

1. Statement showing the ranking of states by population size (figures for all states/union territories will be furnished by this office).

2. Pie chart showing the population size of the districts.

3. Map of the state/union territory showing the district-wise decennial population growth.
4. Map of the state showing the district-wise density of population.
5. Provisional population Table 1 Distribution of population, sex ratio, growth rate, density of population.
6. Provisional population Table 2 Decadal variation in population since 1901 district-wise.
7. Provisional population Table 3 Population by sex of cities over 100,000 population in 1981 and the growth rate of population, 1971-81. Cities should be arranged in descending order of their population.
8. Provisional population Table 4-Literacy.

21. With some careful planning of the work and advance preparation it should be possible to bring out a mimeographed text and tables and also print the chart and maps in time to compile paper 1 of 1981 for release when the provisional population totals are announced on 23rd March, 1981.

22. Suitable cover design for the 1981 census publications is being evolved and specimen dummy booklet will be sent to the Directors of Census Operations in due course. The outer cover of Paper 1 of 1981 provisional population totals can be printed and kept ready and the moment the statements, maps, etc. are ready the books could be wire stitched and got ready for release.

23. In the Supplement to Paper 1 of 1981, the following may be incorporated :

1. An introductory note indicating what has already been covered in the main Paper 1 of 1981 and what is presented in the Supplement. A brief analysis of the data presented in the Supplement. The Supplement will largely give the provisional data on rural/urban break-up, growth rate of the larger towns, economic characteristics of the population.
2. Provisional population Supplement Table-1 Rural-Urban composition of Population.
3. Provisional population Supplement Table-2 Population of Towns.
4. Provisional population Supplement Table-3 Percentage of workers to total population.
5. Provisional population Supplement Table-4 Distribution of main working population of broad categories.

24. Necessary instructions on this matter will doubtless be issued by you. It would be useful to indicate this procedure in the training classes also.

Please acknowledge receipt.

Yours sincerely,

(P. Padmanabha)

Encl : Five spare copies

Shri

Director of Census Operations,

TABLE FOR PREPARATION OF
PAPER 1 OF 1981
(PROVISIONAL POPULATION TOTALS)

TABLE 1

1981—CENSUS
(Provisional Figures)

Distribution of Population, Sex Ratio, Growth Rate and Density of Population by Districts

State/District	POPULATION 1981			Sex-Ratio (females per 1000 males)		Density of population per sq. Km		Decennial growth rate of population	
	Persons	Males	Females	1971	1981	1971	1981	1961-71	1971-81
1	2	3	4	5	6	7	8	9	10

TABLE 2

1981—CENSUS
(Provisional Figures)

Decadal Variation in Population since 1901

State/District	Percentage Decadal Variation in Population							
	1901—1911	1911—1921	1921—1931	1931—1941	1941—1951	1951—1961	1961—1971	1971—1981
1	2	3	4	5	6	7	8	9

TABLE 3

1981—CENSUS
(Provisional Figures)

Literacy (including population in age group 0—4)

State/District	Total Population 1981			Literate Population 1981			Percentage of Literates to Total Population					
	Persons	Males	Females	Persons	Males	Females	1971			1981		
							Persons	Males	Females	Persons	Males	Females
1	2	3	4	5	6	7	8	9	10	11	12	13

TABLE 4

1981—CENSUS
(Provisional Figures)

Statement showing Cities with a Population of one million and above

Sl. No.	Name of city/state	Provisional Population 1981			Sex ratio	Total Literates			Literacy rate			Remarks
		Persons	Males	Females		Persons	Males	Females	Persons	Males	Females	
1	2	3	4	5	6	7	8	9	10	11	12	13

SUPPLEMENT TABLES
FOR PREPARATION OF SUPPLEMENT TO
PAPER 1 OF 1981
(PROVISIONAL POPULATION TOTALS)

23—1 Census/Delhi/84

SUPPLEMENT TABLE

1981—CENSUS
(Provisional Figures)

Rural and Urban Composition of Population

State/District	Population 1981			Percentage of urban to total population		Decennial growth rate 1971—81		
	Total	Rural	Urban	1971	1981	Total	Rural	Urban
1	2	3	4	5	6	7	8	9

SUPPLEMENT TABLE 2

1981—CENSUS
(Provisional Figures)

Population of Towns

Total of each size class/Town of Population size 20,000+	Population 1981			Proportion of population in each size class to total-urban population		Growth rate		Sex-ratio 1981 (females per 1000 males)
	Persons	Males	Females	1971	1981	1961—1971	1971—1981	
1	2	3	4	5	6	7	8	9
ALL CLASSES (No. of towns.....)								
A. Total Class I (100,000+) (No. of towns.....)								
Town AB								
Town BC								
Town CD								
B. Total Class II (50,000—99,999) (No. of towns.....)								
Town FG								
Town GH								
Town HI								
C. Total Class III (20,000—49,999) (No. of towns.....)								
Town KL								
Town LM								
Town MN								
D. Total Class IV (10,000—19,999) (No. of towns.....)								
E. Total Class V (5,000—9,999) (No. of towns.....)								
F. Total Class VI (Less than 5,000) (No. of towns.....)								

SUPPLEMENT TABLE 3

1981—CENSUS
(Provisional Figures)

Percentage of Workers to total Population

State/District	Persons Males Females	Total population	Workers	Percentage of workers to total population	
				1971	1981
1	2	3	4	5	6
	Persons Males Females				

SUPPLEMENT TABLE 4

1981—CENSUS
(Provisional Figures)

Distribution of Working Population by Cultivators, Agricultural Labourers, Household Industry and other Workers

State/ District	Persons Males Females	Total workers	Cultiva-tors	Agricul-tural labourers	House-hold indus ry	Other work-ers	Percentage of workers in Agriculture, Household Industry and other work to total workers								Seeking/ available for work 1981
							Cultivators		Agricultural labourers		Workers in house-hold industry		Other workers		
							1971	1981	1971	1981	1971	1981	1971	1981	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
	Persons Males Females														

1981—CENSUS
IMMEDIATE

P. PADMANABHA

D.O. No. 1/3/79-DD
Government of India
Ministry of Home Affairs
The Registrar General, India
2-A Mansingh Road
New Delhi-110011.
July 11, 1980.

CENSUS OF INDIA 1981—CIRCULAR NO. 24

Subject :—Instructions for selection of 20% sample of enumeration blocks—clarification

My dear

We have been considering how best the presentation of data of cities can be made and while considering this matter, an aspect which we have gone into in detail, is the classification of urban areas which are now very close to one lakh population limit, on the basis of the 1971 Census, but may cross 1 lakh population, as recorded during the Houselisting operations. In such cases, these would doubtless logically have to be classified as cities, i.e., places with population above 1 lakh.

If an urban area, whether it is a census town in its own right or an agglomeration, records a population of 1 lakh or above during the Houselisting operations, such places must be listed out separately and sent to us as soon as you have received the abstracts relating to the Houselisting operations. At this stage, reference is invited to my Circular No. 14 sent with D.O. No. 1/3/79-DD dated 15 April, 1980 dealing with the instructions for selection of 20% sample of enumeration blocks. It has been stipulated therein that for the purpose of sample selection, each district will be divided into a number of strata. The strata will be :

(i) City, i.e., areas with population 1,00,000 and above, as determined in the Houselisting operations;

(ii) Urban areas other than cities within a district, i.e., non-city urban areas of the district; and

(iii) Tehsil/taluk/circle/police station/development block etc., the rural charge.

This scheme of stratification applied to urban agglomeration also. Thus, an urban area which has 1 lakh or above population, as recorded during the Houselisting Operations, would normally get included in the city stratum. However, there will be some problem in the case of Urban Agglomerations whose constituent units cut across district boundaries, as in the case of Calcutta, Madras and Ahmedabad Urban Agglomerations. Separate instructions for these areas will be issued a little later.

Those states where Houselisting Operations have been completed and where sampling is to be resorted to may, therefore, please send the list of cities/UAs with population of one lakh and above immediately for our perusal and finalisation. If these are designated as cities, it would be necessary that the selection of the 20% sample for H-I Table and also the drawing of the 20% sample of enumeration blocks are done for each of these individually (treating each of them as city stratum) and not as part of the non-city stratum.

It may be noted that even if this shift to city stratum is carried out on the basis of the houselisting operations there will be no change in the location code structure and there is no disturbance so far as the charge registers for the actual operations are concerned. I would like to mention that at this stage we need not raise the point about census staff merely because the urban unit has crossed one lakh population.

I would request you to immediately forward to me a list of places including agglomerations, which were not cities at the 1971 census but have now reached a population of one lakh and above during the houselisting operations. In those states where the houeslisting operations are still to be conducted, this list may be sent immediately after houselisting operations are over. This is extremely urgent.

Please acknowledge receipt.

Yours sincerely,

Encl :— Five spare copies.

(P. Padmanabha)

Shri
Director of Census Operations,

P. PADMANABHA

D.O. No. 9/34/80-CD (CEN)
Government of India
Ministry of Home Affairs
The Registrar General, India
2-A Mansingh Road
New Delhi-110011
August 6, 1980

Subject :—Provisional population totals Circular No. 23-corrigendum

My dear Bhalla,

This is in continuation of my demi-official letter of even number dated 10 July 1980 (Circular No. 23), on the subject cited above.

The following corrections may please be made in the above circular :

Para 20-III(7) Table 3 may be changed to Table 4.

Para 20-III(8) Table 4 may be changed to Table 3.

The heading of Table 4 may be changed from "Statement showing cities with a population of one million and above" to "Statement showing cities with a population of 100,000 and above". Heading of Col. 2

may also be changed from "Name of city/State" to "Name of city".

Please acknowledge receipt.

Yours sincerely,
(P. Padmanabha)

Encl : 5 spare copies
Shri

Director of Census Operations.

1981-CENSUS
IMMEDIATE
D.O. No. 9/16/80-CD (CEN)
P. PADMANABHA Government of India
Ministry of Home Affairs
The Registrar General, India
2-A Mansingh Road
New Delhi-110011
1 Sep 1980.

CENSUS OF INDIA 1981—CIRCULAR No. 25

Subject:—Management of records relating to Individual Slip and Household Schedule at various levels

Second Supplement to Circular No. 16

My dear

Please refer to Census Circular No. 16. In my D.O. letter of even number dated 1st July, 1980 certain amendments were suggested with regard to filling up of Appendix III. The matter has been reconsidered in the light of comments received from some of our colleagues and certain other issues have also come up which need clarification. This circular incorporates these changes and clarifications.

2. In modification of my letter of even number dated 1st July, 1980 it would seem best if Appendix III is prepared enumerator blockwise. In other words, column 1 of Appendix III should be filled for each enumeration block and the other columns will refer to that particular enumeration block. This will ensure better control on the receipt of records and also facilitate filling up of Appendix IV in the regional tabulation offices. In order to enable the charge office to fill in Appendix III blockwise, it would be necessary to collect from the supervisor the copy of Appendix I in original, as filled in by the enumerator. You may, therefore, add one more item in Appendix II, viz, "9. Filled-in Appendix I as submitted by enumerator" and enter the appropriate figures in column 3 Appendix III with the help of filled in Appendix I thus obtained from the supervisors. A revised format of Appendix II is enclosed

3. On pages 4 and 5 of Annexe to Census Circular No. 16 the sequence of processing of the Household Schedule and the Individual Slip has been indicated. It has now been decided that Tables HHXIV. SC and HHXIV. ST will not be processed manually. These tables will be prepared on the computor along with other Household tables. You may kindly note this change.

4. Under sub-item 4 on page 5 of the Annexe to Census Circular No. 16 it has been stated that in the stages referred to therein, the 80% slips of the non-sample areas will not be sent to the coding and punching cells at the given point of time referred to therein. It has also been said that these slips will be taken up by the coding and punching cell later when 100% taping of data will be taken up. We have reviewed the system of processing and, as a consequence, these instructions would need modification. The coding cells are being set up in the offices of the Directors and, therefore, even the 80% non-sample area slips would have to be sent to the coding cells for coding and preparation for data entry. Therefore, soon after the generation of the PCA, when the regional tabulation offices are wound up, these records will have to be sent to the coding cells for coding and further action. Incidentally, it may be mentioned that from the coding cells these coded slips will be sent to the Data Entry Regional Station concerned in convenient lots for further data entry processing. It is possible that in some of the bigger states the coding units will be located not only in the office of the Director but in other convenient locations also. In such cases, of course, the schedules concerned will be with these units in the manner as the Director may indicate.

5. On page 7 of the Annexe of Census Circular No. 16 it has been mentioned that the office of the Director of Census Operations will despatch the statements as well as blank Degree Holder and Technical Personnel Schedules to the Scientist-in-charge CSIR, New Delhi. Nothing was said about the filled-in schedules in that circular. It has now been decided that the processing of the DHTP schedules will be the responsibility of the CSIR. Hence the filled-in DHTP schedules alongwith the statements as well as the blank DHTP schedules will have to be sent to the CSIR to the address indicated in Census Circular No. 16.

6. Previously, the intention was that DHTP schedules will be canvassed universally. However, cost and other factors have been taken into consideration and very recently it has been decided that the DHTP schedules will be canvassed only in sample areas. In other words, these schedules will be canvassed only in those blocks where the sample slip is also being canvassed. The instructions to the enumerators, however, were developed on the assumption that this schedule will be canvassed universally. Therefore, we would now have to issue instructions to enumerators in the non-sample areas but they do not have to worry about this schedule and, correspondingly, we would have to emphasise this aspect so far

as the enumerators in the sample blocks are concerned. You would have to issue instructions on this matter so that this brought out in the training classes. In any case, operationally there should be no problem since the blank DHTP schedules will be issued only to enumerators dealing with the blue slips which incorporates the sample slip also.

7. For our recollection I am indicating the states in which the sample slip is being canvassed on the basis of area sample. These are the following :—

1. Andhra Pradesh
2. Bihar
3. Gujarat
4. Haryana
5. Karnataka
6. Kerala
7. Madhya Pradesh
8. Orissa
9. Punjab
10. Rajasthan
11. Tamil Nadu
12. Uttar Pradesh

8. In addition it will be recalled that in the following states and union territories the universal and sample slip will be canvassed together in all areas, and this would mean that in these states/union territories the DHTP schedule will also be canvassed universally :—

1. Assam
2. Himachal Pradesh
3. Jammu and Kashmir
4. Maharashtra
5. Manipur
6. Meghalaya
7. Nagaland
8. Sikkim
9. Tripura
10. West Bengal
11. A & N Islands
12. Arunachal Pradesh
13. Chandigarh
14. Dadra & Nagar Haveli
15. Delhi
16. Goa, Daman & Diu
17. Lakshadweep
18. Mizoram
19. Pondicherry

This is an important change which may please be noted.

The receipt of this circular may please be acknowledged.

Yours sincerely,
(P. Padmanabha)

Encl : Five spare copies

Shri
Director of Census Operations,

APPENDIX—II

Rural/Urban.....

Name of State.....Code No.....Name of Supervisors, Circle, if any or number.....

Name of District.....Code No.....E.B. Nos.....From.....To.....

Name of Charge.....Code No.....

Name of Schedule/Form	Blank Schedules/ Forms received	Filled in Schedules/Forms returned to Charge Officer	Blank Schedules/Forms returned to Charge Officer	Remarks
1	2	3	4	5
1. Notional Map				
2. Lay out Sketch				
3. Abridged Houselist				
4. Household Schedule books 25 Forms 10 Forms				
5. Individual Slip pads 50 Slips 25 Slips				
6. Working Sheet Normal Institutional Houseless				
7. Enumerator's Abstract				
8. Degree Holder and Technical Personnel Schedule				
9. Filled-in Appendix—I as submitted by enumerator				

Received the above records.

Charge Clerk.....Signature of Supervisor.....

1981—CENSUS
IMMEDIATE

P. PADMANABHA

D.O. No. 1-3/79-DD
Government of India
Ministry of Home Affairs
The Registrar General, India
2-A Mansingh Road
New Delhi-110011
September 20, 1980

CENSUS OF INDIA 1981—CIRCULAR No. 26

Subject :—Instructions for selection of 20% sample of enumeration blocks-clarification regarding treatment of urban agglomerations

My dear

Please refer to Census Circular No. 14 dated the 15th April 1980 and Census Circular No. 24 dated the 11th July 1980, the former dealing with the selection of 20% sample of blocks and the latter with the determination of stratum on the basis of Houselisting population. We have had certain references as to the treatment to be accorded to Urban Agglomerations which consist of more than one city or a city and other towns. This circular clarifies some of the main issues.

2. An urban agglomeration may consist of one core city and one or more towns which do not qualify to be a city in their own right. In such cases, the entire agglomeration must be treated as one single stratum for sample selection.

3. An urban agglomeration may have a population of one lakh or above but may be made up of towns with or without out-growths, none of which is above one lakh by itself i.e. its population is one lakh or above only when all the constituent units are taken together. In such case, the urban agglomeration will be treated as one city and will be considered as a city stratum in its own right. This will be clear from what has been said on page 2 of circular No. 24.

4. If an urban agglomeration consists of two or more constituent units and each of these happen to have a population of more than one lakh, the question is whether each such city which is part of the agglomeration should be treated as a separate stratum for sample selection or whether the entire urban agglomeration should be treated as one single stratum. In such cases, each city will have to be treated as a separate stratum. This is necessary because we are anxious to obtain data for each city separately. The data for the agglomeration would be obtained by aggregation in any case. Therefore, in such cases, it may be noted that each city, though a constituent unit of the agglomeration, would be treated a separately as a city stratum.

5. We can have variations of such situations. For example, if there is an urban agglomeration which consists of two cities and one or more towns which are not cities, the manner in which the sample strata will be decided would be a little different. Our uniform stand is that cities will have to form separate strata since we want the data for cities. Therefore, in this case, each of the cities which are part of the agglomeration will form two separate strata for sample selection. All the other towns will together form a separate stratum.

6. If there are out-growths associated with the city or a town included in an agglomeration, these outgrowths will be associated with the city or town with which they can be assumed to have contiguity etc.

7. To make the position clear, it would be necessary to mention that in the case of an urban agglomeration where the population does not exceed one lakh, this urban agglomeration will be included in the non-city stratum of the district concerned. If there are any outgrowths i.e. rural pockets, included in the agglomeration, these will be combined with the towns with which they can be associated.

8. The situations mentioned here relate only to cases where the urban agglomeration lies totally within the same district. As mentioned in circular No. 24 itself, the treatment of urban agglomerations whose constituent units out across district boundaries would be different. Such cases are only Calcutta, Erode, Bhavani, Hyderabad and Madras. In these cases, the Directors are being addressed separately.

Please acknowledge receipt.

Yours sincerely,
(P. Padmanabha)

Encl: five spare copies
Shri
Director of Census Operations,

No. 1-3/78-80-O
Government of India
Ministry of Home Affairs
Office of the Registrar General, India
2-A Mansingh Road
New Delhi-110011
October 7, 1980

To
The Directors of Census Operations,
Delhi.

Subject :—Location code

Sir,

It has been noticed that in some states certain territorial changes have taken place after assignment of location code numbers. Among these changes, it has been noticed that villages have been included in municipalities and notifications issued accordingly by the State Governments despite our request that administrative boundaries should not be changed till

after the census. Since we have to take into consideration the notification concerned and treat these villages as included in the respective municipal boundaries obviously there will be a gap in the serial order of the location code of the villages. In all such cases, a note should be kept and this point should be brought out both in PCA and the map at the appropriate place. This is important as otherwise these villages are likely to be shown as not populated or may be double-counted.

While selecting the sample blocks for enumeration, care should be taken to exclude such villages from the frame i.e. no notional numbers should be allotted to such villages in the rural charge. They should be shown in the corresponding urban frame.

The receipt of this letter may kindly be acknowledged.

Yours faithfully,

(Sd/

(P. Padmanabha)
Registrar General, India

Encl: five spare copies

D.O. No. 9/5/80-CD (CEN)
Government of India
Ministry of Home Affairs
P. PADMANABHA The Registrar General, India
2-A Mansingh Road
New Delhi-110011
October 8, 1980

Subject :—Instructions to enumerators for filling up the Household Schedule and Individual Slips—Some Clarifications

My dear,

During the discussions at the Zonal meeting of the Directors of Census Operations, held at Panaji certain doubts were raised regarding filling up of the Household Schedule and Individual Slip and clarifications were given. These are being circulated for the information of all Directors.

Household Schedule

Q. 9(*a*) *of Part I* : Clarification was sought how to treat the case where the water is pumped out from a tube-well and then supplied to different households through taps. The doubt was whether the source is to be treated as tube-well or tap. It was clarified that the source will be tap and not tube-well.

Q. 9(*b*) *of Part I* : In para 9 of my demi-official letter of even number dated 29 August, 1980, it was clarified that the simplest way to identify whether electricity is available to the household or not would be to say that if an electrical line runs into the census house in which a household resides then it can be considered that electricity is available to the household irrespective of the fact whether the household has got its own connection or not. A point was raised regarding the treatment of cases where some houses in which households reside have electric fittings but the electricity line has not yet reached the village. It was clarified that though the household has got the electric fittings done in their house since electricity has not reached the village, it should be considered that electricity is not available to the household irrespective of the fact that the census house has electric fittings.

Q. 9(*c*) *of Part I* : There are certain housing board colonies which have flats in blocks of 2 or 4 and the toilet is built adjacent to the block of flats and used by the households living in these flats. The question was raised whether toilet facility in such cases should be treated as within or outside the premises. It was decided that in such cases it should be treated as within the premises.

Q. 11 *of Part I* : The question was whether in arriving at the number of couples usually living in the household, visitors should be accounted for or not. It was clarified that temporary visitors should be excluded as they will be counted at the place where they usually live. This has nothing to do with the actual enumeration as will be clear from Para 37 of the Instructions.

Individual Slip

Q. 5 (*Universal*) : Clarification was sought as to how to record the marital status of a person who refuses to disclose the same. It was decided that in such cases he should be treated as 'Never Married' and 'NM' should be recorded against Q. 5.

Location Code on the Slip

A general issue was raised regarding the stamping of the location code on the Individual Slips. It was clarified that at the charge level sufficient number of rubber stamps should be got ready and the slips stamped by group D staff or other staff. This is an essential step.

Numbering of Household Schedule books and Individual Slip pads.

A point was raised whether the numbering of household schedule books of 25 and 10 forms should be in one sequence within the charge or within the block. It was clarified that the numbering should be in one sequence within the charge, the books with 25 forms being numbered first followed by books with 10 forms. Similarly, it was clarified that the Block Individual Slip pads of 50 slips should be numbered first in one sequence within the charge, followed by Block Individual Slips pads of 25 each, followed thereafter by Blue Pads of 50 and 25 each in that order. The enumerator should copy this number from the outer cover on each form/slip, as the case may be.

Receipt of this letter may please be acknowledged.

Yours sincerely,

(P. Padmanabha)

Encl: five spare copies

Shri
Director of Census Operations

P. PADMANABHA

D.O. No. 9/30/80-CD (CEN)
Government of India
Ministry of Home Affairs
The Registrar General, India
2-A Mansingh Road
New Delhi-110011
October 14, 1980

Subject :—Degree Holder and Technical Personnel Schedules

My dear,

Kindly refer to my demi-official letter No. 9/16/80-CD (CEN) dated 1 September 1980 (Circular No. 25) wherein, in paras 5 to 8 the canvassing of Degree Holder and Technical Personnel Schedules has been discussed.

The CSIR has now informed us that the DHTP Schedules are ready and they will be despatched to you very shortly. As in the case of all census forms and schedules the Location Code has to be recorded on the DHTP schedules also. To reduce the scriptory work for the enumerator, as in the case of Individual Slip, the Location Code upto tehsil or town level will have to be recorded on the DHTP Schedules before they are issued to enumerators. It will be convenient to rubber stamp the Location Code on the Schedules along with the Individual Slips at the Charge Office. You may kindly issue necessary instructions to this effect to your census officers.

The receipt of this letter may please be acknowledged.

Yours sincerely,
(P. Padmanabha)

Encl: five spare copies
Shri
Director of Census Operations,

P. PADMANABHA

D.O. No. 9/5/80-CD(CEN)
Government of India
Ministry of Home Affairs
The Registrar General, India
2-A Mansingh Road
New Delhi-110011
October 21, 1980

Subject :—Instructions to enumerators for filling up the Household Schedules and Individual Slip—Clarification

My dear

In the instructions to the enumerator it has been mentioned that the growing of certain crops will not be considered as cultivation. This has been clarified while defining cultivator and agricultural labourer with reference to question 15A. In this connection reference is invited to the instructions relating to question 15A(ii) and question 15A(iii) which deals with distribution of work and nature of industry, trade or service respectively. In the instructions relating to question 15A(iii), nature of industry, trade or service, it will be noticed that it has been stipulated that the sector of the economy in which the person works must be indicated fully and that this includes plantation, forestry, fishing, live-stock, etc. and illustrative economic activities have been indicated in appendix IV which in turn refers to growing of tea, coffee, tobacco, ganja, betelnuts, etc. If these instructions are read together, it will be clear that the enumerator would have to indicate in question 15A(ii) and 15A(iii) the specific facts of what a worker does in case he is involved in the growing of any of the crops which do not entitle him to be classified as a cultivator or agricultural labourer. It would therefore, be necessary to clearly mention in our training classes that enumerators *should write such descriptions in detail* in all cases where a person has been categorised as 'OW' because he is concerned with the growing of certain crops which are not considered as cultivation. Thus, if a person grows cocoanuts or bananas the enumerator would classify him as 'OW' and, therefore, would necessarily have to describe the work he does in 15A(ii) which may be labourer or supervisor or even owner and in 15A(iii) he would clearly have to say growing of cocoanuts or bananas etc. as the case may be. He must also fill up 15A(iv).

It is desirable that these instructions are conveyed clearly down the line to the enumerators because this is a sector of the economy which must be caught fully. It is felt these instructions must be emphasised because an impression may have been gathered that question 15A(i) to (iv) mainly relates to activities which may be classified as trade or profession or manufacturing or servicing. In other words these questions are not limited to what might be called industrial activity or office activity as such, but also cover the activity relating to crops outside the purview of the definition of cultivation.

These instructions would also apply to Question 15B.

Receipt of this letter may please be acknowledged.

Yours sincerely,

(P. Padmanabha)

Encl: five spare copies
Shri
Director of Census Operations,

P. PADMANABHA

D.O. No. 9/5/80-CD (CEN)
Government of India
Ministry of Home Affairs
The Registrar General, India
2-A Mansingh Road
New Delhi-110011
October 28, 1980

Subject :—Instructions to enumerators for filling up the Household Schedule and Individual Slip—Enumeration of houseless population in large cities

My dear

We have been considering the enumeration of the houseless population in metropolitan cities, like

Bombay, Calcutta, etc. It is our anxiety to ensure that the houseless are fully reflected in the census. While large groups of houseless are identifiable in specific parts of these urban areas, we also have a very large number of such people in these big cities who live under staircases, corridors etc. of flats or multi-storeyed buildings. In order to ensure that the second type of houseless are adequately covered, Directors may like to issue instructions that such families may be enumerated during the course of the enumerator's round between 9th and 28th February 1981. In such cases, it would be necessary to issue an enumeration certificate in the form of a slip as suggested below :

ENUMERATION CERTIFICATE

Name of head of the household..... .....

Number of persons enumerated in the household.....

Place of enumeration..... .....

Date of enumeration..... .....

Signature of the Supervisor

2. If such instructions are being issued, please note that the serial number of the households in such cases will come in between the series for the households that live in census houses. In such cases the enumerator must be careful to write the serial number in the Abridged Houselist and on all the forms in the manner specified in the instructions. The serial number of such houseless households will have the prefix "O".

3. So far as the houseless who are identifiable in large numbers are concerned, the conventional methods of enumeration may be adopted.

Please acknowledge receipt of this letter.

Yours sincerely,
(P. Padmanabha)

Encl : five spare copies

Shri
Director of Census Operations,

1981—CENSUS
IMMEDIATE

P. PADMANABHA

D.O. No. 15/2/80-Map
Government of India
Ministry of Home Affairs
The Registrar General, India
2-A Mansingh Road
New Delhi-110011
Nov. 21, 1980

CENSUS OF INDIA 1981—CIRCULAR No. 27

Subject :—Preparation of Standard Urban Area Maps—1981 Census

My dear

In Circular No. 15 of 21st April, 1980, the concept of Standard Urban Area adopted for the first time in 1971 has been explained. The need for delineation of additional 28 SUAs for the first time in 1981 Census has also been indicated. I believe that by this time you have been able to delineate the areas and also identify the rural and urban constituents of each SUA. The present circular outlines the procedure for the depiction of these areas on maps for subsequent inclusion in the Part II-A volume along with the A-V table.

2. Since this exercise relates to urban and rural settlements forming a definite areal spread, the approach to mapping should lay emphasis on physical environs of the concerned SUA. The elements of a given environs would project a mosaic of landscape indicating the internal structure of the rural and urban settlements and their neighbourhood in the light of the administrative set up.

3. On the SUA maps, village boundaries are to be marked alongwith the administrative boundary of towns and census bounadry of the urban agglomerations. Code numbers as adopted in 1981 for villages are to be indicated alongwith the actual habitation site (*abadi area*). Similarly, boundary of the urban areas comprising a town and its Outgrowth(s) if any, is to be marked on the SUA map alongwith the code number in roman numerals. If more than one town constitute the urban components of the SUA, their administrative identification should be clearly brought out on the map with added emphasis on the core town. The actual built-up area within the boundary of the urban areas is to be shown by a definite symbol to indicate the settlement sprawl. It is also desirable to show the nature of the remaining areas such as areas under arable use and open space put to other uses, which may be distinguished by shading by specific symbols. This system will not only portray the nature of land use pattern within the boundary of an urban area but will also reflect the nature of urbanisation trend within the SUA boundary. It is possible that in a few SUAs there may be significant areas under plantations and orchards and in some cases the SUA boundary may end at the margin of a forest (reserved or unreserved). These should also be reflected in the maps. There may be areas under scrub, small or large in extent, within SUA limits which needs identification with characteristic symbols. Water bodies, such as rivers, tributaries and tanks, etc., which are encompassed by the SUA are to be shown with definite design on the SUA maps.

4. For compilation of SUA maps in the above perspective it is felt that a scale map of 1 : 50,000 (1 cm = 500 m or approximately 1″ = 1 mile) may be helpful to initially work out the details at the compilation stage which could be conveniently reproduced in an appropriate manner in the demi-quarto size of the publication. In processing such maps, the boundary symbology of international, State/Union Territories/districts is to be given. However, the standard urban area boundary is to be given prominence. The boundary of the core town, other municipal town areas and the boundary of the urban

agglomeration is to be given by pen No. 2, dash-double dot symbol. The boundaries of other subsidiary towns, which form component units of the SUA, are to be indicated by pen No. 2, dash lines, with code numbers in roman numerals. Villages with boundary and location code number are to be depicted by pen No. O by dash lines. A distinct symbol is to be used for built-up areas in towns. Transportation net work may be shown by the specified symbols of railways, national highways, state highways and other roads by specified pen nos. Other areas, such as arable/open land, forests, scrubs, plantations, orchards are to be shown by the symbol as specified in the annexure. Similarly, water bodies classified into main rivers, tributaries, tanks, etc., within the SUA are to be shown appropriately.

5. It will facilitate coordination with the State Town Planning Department, with whose collaboration the SUA project is being implemented, for determining the SUA boundaries and their components—rural as well as urban—if an outline map in 1 : 50,000 scale, as referred to above, serves as an appropriate base map. This map can be used for plotting the rural components, urban built up, transportation network and habitation sites including the Census location code numbers. Such outline maps may be forwarded to the Assistant Registrar General (Map) in my office so that the other details, such as alignments of forest, scrub, plantations, etc. could be compiled quickly from the latest maps and serial photographs as far as possible and transmitted to the Directorates of Census Operations for fair drawing as per the standard legend.

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

Yours sincerely,
(P. Padmanabha)

Encl : five spare copies
Shri
Director of Census Operations.

1981—CENSUS
IMMEDIATE

D.O. No. 9/34/80-CD(CEN)

P. PADMANABHA

Government of India
Ministry of Home Affairs
The Registrar General, India
2-A Mansingh Road
New Delhi-110011

November 27, 1980

Subject :—Provisional Population Totals—Supplement to Circular No. 23

My dear

At the recent Conference of Directors held at New Delhi it was felt that the calendar laid down for the communication of the provisional results and handing over of the records should allow more time for the Charge Officers to prepare the Charge Abstracts and for submission of records. The revised calendar is indicated below which may be adhered to—

(1) Revisional round	1-5 March, 1981
(2) Submission of Enumerator's Abstract and all other records by Enumerators to their Supervisors	6th March, 1981
(3) Submission of all records by the Supervisors pertaining to his circle to the Charge Officer	7th March, 1981
(4) Preparation of Charge Abstract for provisional results by the Charge Officers, other than those functioning independently as Principal Census Officers for big cities, and communication of charge figures to the District Census Officer in standard message form	10th March, 1981
(5) Preparation of District Abstract for provisional results by the District Census Officer and Communication of district figures in the standard message form to the Director of Census Operations and the Registrar General of India. Similarly, Principal Census Officers functioning independently and not under the District Census Officer will communicate the provisional results of their areas to the Director of Census Operations and the Registrar General, India	11th March, 1981
(6) Preparation of State Abstract and abstract in the case of cities/UAs of one million and above and communication in standard message form	12th March, 1981

2. The clarification issued in my demi-official letter of even number dated 26th November 1980, regarding treatment of big cities which are not under the District Census Officers but under independent Principal Census Officers may please be noted. This has been incorporated in the revised calendar. Care

should be taken while communicating the provisional results to avoid omissions or duplications of the data relating to such areas.

Receipt of this letter may please be acknowledged.

Yours sincerely,

(P. Padmanabha)

Encl : five spare copies

Shri

Director of Census Operations.

P. PADMANABHA

D.O. No. 1-5/80-DD
Government of India
Ministry of Home Affairs
The Registrar General, India
2-A Mansingh Road
New Delhi-110011

December 2, 1980

My dear

You may recall that during the Directors' conference recently held, two more days were allowed for the collection of records and communication of the provisional totals. It was accordingly agreed that the calendar for PEC operations would be revised in the light of that decision. The revised calendar for communication of provisional population totals has already been sent to you under my d.o. No. 9/34/80-CD(CEN) dated 27th November, 1980. A revised calendar of operations for PEC/CES is enclosed.

Yours sincerely,

(P. Padmanabha).

Encl : 5 spare copies

Shri

Director of Census Operations.

Calendar for field work of PEC and CES

S.No.	Item of work	Period
1.	Communication of the Census frame i.e. the number of blocks by size class in rural areas and the total number of blocks in urban areas to the headquarters at New Delhi	Before 1-1-1981
2.	First training of supervisors, enumerators, Investigators Second training	December, 1980 January, 1981
3.	Copying of the Form 10 of the SRS for selected blocks	From now on and to be completed before 15th March, 1981.
4.	Assembling of abridged houselist notional map and sketch maps for the sample blocks and adjoining blocks-selection of a sub-sample of households, collection of population record for the sample blocks	To be completed before the 17th March, 1981.
5.	Communication of the information on control sheet to the headquarters at New Delhi for the selected blocks	Before 22nd March, 1981.
6.	Field work i.e. listing, desk match and F.R. at the rate of two blocks per person	18th March to 11th April, 1981.
7.	Edit of the filled-in schedules	12th April to 18th April, 1981.
8.	Despatch of the edited schedules to the punching centres	20th April, 1981
9.	Punching of the schedules and transferring to tape	May-June, 1981

1981—CENSUS
IMMEDIATE

P. PADMANABHA

D.O. No. 18/4/80-SS
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The Registrar General, India
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New Delhi-110011

8 Dec 1980

CENSUS OF INDIA 1981—CIRCULAR NO. 28

Subject :—State Level Town Directory, 1981 Census

My dear

Under the publication programme for 1981 series, as in 1971, it is *inter alia* proposed to bring out all-India Town Directory and the State Level Town Directory, besides the town directories that would be included in the District Census Handbook for the relevant district. In the state Town Directory volume all the seven statements pertaining to the town directory included in the District Census Handbook, viz. statements I-VI and IV(A) will be incorporated. A copy each of the formats of the relevant statements is enclosed for ready reference. These statements also incorporate the minor amendments and modifications communicated from time to time in respect of the town directory, figuring in the District Census

Handbook of 1981 series. The data in the State Level Town Directory will be presented after arranging the towns in the alphabetical order for the State as a whole and not district-wise. The detailed instructions incorporating the relevant modifications/ amendments communicated so far in respect of the town directory included in the district census handbook as well as the explanations for abbreviations or codes used therein are also enclosed for ready reference.

2. The state level Town Directory will also have the following appendices:

(i) The location of the towns in the State, i.e. district and tahsil.

(ii) Towns arranged in the order of population size and the alphabetical order shown against each.

(iii) Towns arranged district-wise and within each district in order of population size.

(iv) List of towns having out-growths with their population figures, and

(v) Names of places of tourist interest in different towns of the state.

The formats of the five appendices listed above, are also enclosed.

3. The State Town Directory volume will also present the totals of the Primary Census Abstract for each town as was done in 1971. However, whereas in the Town Directory included in the District Census Handbook, the Primary Census Abstract provides for furnishing ward-wise data in respect of each town, the state Town Directory volumes will provide data in respect of the town as a whole and not ward-wise. In the state Town Directory Volume the Primary Census Abstract for the state as a whole (urban) will appear first followed by that for towns arranged in alphabetical order as per the Primary Census Abstract format enclosed herewith.

4. The orders of the arrangement of the data contained in the Town Directory at the state level will be as follows:—

(i) Analytical Note

(ii) Statements I-VI and IV-A

(iii) Primary Census Abstract town-wise

(iv) Appendices and

(v) Maps

5. The analytical note, the statements, the Primary Census Abstract and the appendices may be brought out under section 'A' and the maps, for whose preparation separate instructions will follow, may be brought out under section 'B' at the end, with the content sheets. The analytical note of the state Town Directory may cover the following aspects:

(i) General introduction

(ii) Census concept of urban area

(iii) Scope of the state town directory, and

(iv) Detailed analysis of items covered in the statements incorporated in the Town Directory including urbanisation trends, in the order indicated above.

6. For facilitating the analysis of data contained in the tables and to highlight the urbanisation and other trends, formats of a number of inset table(s) have been prepared which are enclosed. The relevant data contained in the statements will form the basis for the preparation of in-set tables, which may be used for analysis. The data abstracted in the in-set table Nos. 1-10 may be particularly useful for the analysis of urbanisation trends.

7. As mentioned above, a Town Directory at all-India level will also be brought out on the basis of 1981 data. As this volume will be based on the compilation of the information available in the state level Town Directory volumes, as soon as the data relating to the state town volume are consolidated, two copies thereof may please be sent to the Deputy Registrar General (Social Studies) for scrutiny. One of the copies will be returned to you after scrutiny and the other copy will be retained in Social Studies Division for being used for the compilation of the all-India volume.

8. 500 copies each may be printed in respect of Andhra Pradesh, Assam, Bihar, Gujarat, Haryana, Karnataka, Kerala, Madhya Pradesh, Maharashtra, Orissa, Punjab, Rajasthan, Tamil Nadu, Uttar Pradesh and West Bengal. In case of Himachal Pradesh, Jammu and Kashmir and Manipur, however, 300 copies should suffice. For the other States and the Union Territories separate state level Town Directory may not be brought out.

9. I hope you will take the necessary steps immediately to bring out the State Level Town Directory in respect of your State as early as possible, preferably before December, 1982.

10. Kindly acknowledge the receipt of this circular.

Yours sincerely,

(P. Padmanabha)

Encl : as above (with 5 spare copies)

Shri

Director of Census Operations.

1981 Census—Town Directory

STATEMENT I

Status and Growth History

Sl. No.	Class, name and civic administration status of town	Location Code No.	Name of Taluk/Tehsil/Police Station/ Development Block/ Island	Area (in Sq. Kms.)	Number of household including houseless households (in 1981 census)
1	2	3	4	5	6

Population and growth rate of the town at the census of									Density (1981 Census)	Sex ratio		
1901	1911	1921	1931	1941	1951	1961	1971	1981		1961 Census	1971 Census	1981 Census
7	8	9	10	11	12	13	14	15	16	17	18	19

1981 Census—Town Directory

STATEMENT II

Physical Aspects and Location of Towns, 1979

Sl. No.	Class and name of town	Physical aspects			Name of road and distance (in Kms.) from		
		Rainfall (in mm)	Temperature (in centigrade)		State HQs.	District HQs.	Sub-division/ Taluk/Tehsil/ Police Station/ Development Block/Island HQs.
			Maximum	Minimum			
1	2	3	4	5	6	7	8

Name of road and distance (in kms.) from			
Nearest city with population of one lakh and more	Railway station	Bus route	Navigable river/canal (if within 10 Kms.)
9	10	11	12

1981 Census—Town Directory

STATEMENT III

Municipal Finance 1978—1979

Sl. No.	Class and name of town	Civic administration status (in 1980)	Receipt (in Rs. '00)			
			Receipt through taxes etc.	Revenue derived from municipal properties and power apart from taxation	Government grant	Loan
1	2	3	4	5	6	7

Receipt (in Rs. '00)			Expenditure (in Rs. '00)						
Advance	Other sources (specify)	Total receipt	General administration	Public safety	Public health and conveniences	Public works	Public Institutions	Others (specify)	Total expenditure
8	9	10	11	12	13	14	15	16	17

1981 Census—Town Directory

STATEMENT IV

Civic and other Amenities, 1979

Sl. No.	Class and name of town	Civic administration status (in 1980)	Population	Scheduled Castes and Scheduled Tribes population	Road length (in kms.)	System of sewerage	Number of latrines		
							Water borne	Service	Others
1	2	3	4	5	6	7	8	9	10

Method of disposal of night soil	Protected water supply		Fire fighting service*	Electrification (Number of connections)				
	Source of supply	System of storage with capacity in litres (in brackets)		Domestic	Industrial	Commercial	Road lighting (points)	Others
11	12	13	14	15	16	17	18	19

*In case this service is not available in the town mention the name of the nearest place if in the same district or the name of the nearest district if in the same state or other state where available along with distance from the town.

1981 Census—Town Directory

STATEMENT IV-A

Civic and other Amenities in Notified Slums, 1979

Sl. No.	Class* and name of town	Name of slum	Area of slum	Population of slum	Paved roads (in kms.)	System of sewerage	Number of latrines			Community
							Private			
							Water-borne	Service	Others	
1.	2	3	4	5	6	7	8	9	10	11

Method of disposal of night soil	No. of tap points/public hydrants installed for supply of protected water	Electrification (No. of connections)		
		Domestic	Road lighting (points)	Others
12	13	14	15	16

*For class I and class II towns only.

1981 Census—Town Directory

STATEMENT V

Medical, Educational, Recreational and Cultural Facilities, 1979

Sl. No.	Class and name of town	Population	Medical facilities*		Educational facilities*			
			Hospitals/ Dispensaries/ T.B. clinics etc.	Beds in medical institutions noted in column 4	Arts/Science/ Commerce colleges (of degree level and above)	Medical colleges	Engineering colleges	Polytechnics
	2	3	4	5	6	7	8	9

STATEMENT V—*Contd.*

Educational facilities— *Contd.*					
Recognised shorthand, typewriting and vocational training institutions	Higher secondary, Intermediate/PUC (Pre-university college/Junior college level)	Secondary/ Matriculation	Junior secondary and middle schools	Primary schools	Adult literacy classes/centres, others (specify)
10	11	12	13	14	15

Working women's hostels with number of seats	Number of recreational and cultural facilities			
	Stadia	Cinema	Auditoria/Drama/ Community halls	Public libraries including reading rooms
16	17	18	19	20

*If a medical or educational facility is not available in the town, mention the name of the nearest place if in the same district or the name of the nearest district if in the same state or other state and its distance from the town where facility is available.

1981 Census—Town Directory

STATEMENT VI

Trade, Commerce, Industry and Banking, 1979

Sl. No.	Class and name of Town	Name of three most important commodities imported			Name of three most important commodities exported			Name of three most important commodities manufactured		
		1st	2nd	3rd	1st	2nd	3rd	1st	2nd	3rd
1	2	3	4	5	6	7	8	9	10	11

Number of banks	Number of agricultural credit societies	Number of non-agricultural credit societies
12	13	14

PRIMARY CENSUS ABSTRACT.

Location code No.	Name of the town	Area of town in sq. kms.	No. of occupied residential houses	No. of households	Total population (including institutional and houseless population)			Scheduled Castes		Scheduled Tribes	
					P	M	F	M	F	M	F
1	2	3	4	5	6	7	8	9	10	11	12

Literate and educated persons		Main Workers										Marginal workers	
		Total main workers (I to IX)		Cultivators (I)		Agricultural labourers (II)		Household industry V(a)		Other workers (III, IV, V(b) VI to IX)			
M	F	M	F	M	F	M	F	M	F	M	F	M	F
13	14	15	16	17	18	19	20	21	22	23	24	25	26

Non-Workers		Persons seeking/ available for work	
M	F	M	F
27	28	29	30

B

APPENDIX I

Location of Towns arranged Alphabetical order

Sl. No.	Name of town with location code	Taluk/Tahsil/ Police Station/ Block	District
1	2	3	4

APPENDIX II

Towns arranged according to Population Size (1981)

Sl. No.	Name of the Town	Sl. No. in State alphabetical order	Population
1	2	3	4

APPENDIX III

Towns arranged District-wise according to Population Size (1981)

Sl. No.	Name of the Town	Population
1	2	3
	1. District A	
1.		
2.		
	2. District B	

APPENDIX IV

Towns showing their Outgrowths with Population

Sl. No.	Name of the town with location code	Population of core town	Outgrowth	Population of outgrowth
1	2	3	4	5
1.	Town A		(i)	..
			(ii)	..
			(iii)	..
2.	Town B		(i)	..
			(ii)	..

APPENDIX V

Places of Tourist interest in the Towns of the State

Sl. No.	Name of town	Place(s) of tourist interest
1	2	3
	1. District A	
1.		
2.		
	2. District B	

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30.	Proportion of Scheduled Castes and Scheduled Tribes population by size-class of towns
31.	Percentage distribution of main workers by size-class of towns

TABLE 1

Growth of Population in.....(State) in Relation to the Country

Census Year	State					All India				
	Total Population	Rural		Urban		Total Population	Rural		Urban	
		Population	Decadal percentage variation	Population	Decadal percentage variation		Population	Decadal percentage variation	Population	Decadal percentage variation
1	2	3	4	5	6	7	8	9	10	11
1901										
1911										
1921										
1931										
1941										
1951										
1961										
1971										
1981										

(To be compiled from Census Reports)

TABLE 2

Proportion of Urban Population in each State (arranged in Descending order of Percentage of Urban Population)

India/State	Total population	Urban population	Percentage of urban population to total population
1	2	3	4
All India			
States			
1			
2			

TABLE 2—*Contd.*

India/State	Total population	Urban population	Percentage of urban population to total population
1	2	3	4
3			
4			
.			
.			
.			
.			
.			

(To be compiled from Census Reports)

TABLE 3

New Towns added in 1981 Census

Name with status of the town	Population
1	2

('Status' in col. 1 is to be given in brackets and in the prescribed abbreviations)

TABLE 4

Towns declassified in 1981 Census

Name with status of the town	Population
1	2

('Status' in col. 1 is to be given in brackets and in the prescribed abbreviations)

TABLE 5

District-wise Proportion of Urban Population in Descending order

Name of district	Total population	Urban population	Percentage of urban population to total population
1	2	3	4
1			
2			
3			
4			
.			
.			
.			
.			
State Total			

(To be compiled from 1981 Census PCA)

TABLE 6

Distribution of Towns by Population size—1971 and 1981 Censuses

Size class of town	Number of towns in 1971	1971 population	Percentage of population of this category of towns to total urban population	No. of towns in 1981	1981 population	Percentage of population of this category of towns to total urban population
1	2	3	4	5	6	7
I						
II						
III						
IV						
V						
VI						
Total			100			100

(To be compiled from Census Reports and Statements I, Col. 15)

TABLE 7(A)

Distribution of Statutory and Non-statutory Towns by Size-class

Size-class of town	Total number of towns	Number of towns having statutory bodies	Number of non-municipal, Census and project towns
1	2	3	4
I			
II			
III			
IV			
V			
VI			
Total			

(Non-municipal means non-statutory towns)

TABLE 7(B)

Town by Civic Status

Size class of town	Total number of towns	Number of towns having				
		Municipal corpn.	Municipal committee	Cantt. Board Committee	Notified/town area committee	Others (Specify each separately)
1	2	3	4	5	6	7
I						
II						
III						
IV						
V						
VI						
Total						

(To be compiled from Statement I, col. 2)

TABLE 8

Density by Size-class of Towns, 1981 Census

Class of town	Number of towns	Density (Population per sq. km.)
1	2	3
I		
II		
III		
IV		
V		
VI		
Total		

(To be compiled from Statement I, cols. 2, 5 and 15)

TABLE 9

Sex-ratio by Size-class of Towns, 1981 Census

Class of towns	Number of towns	Sex-ratio (number of females per thousand males)
1	2	3
I		
II		
III		
IV		
V		
VI		
Total		

(To be compiled from Statement I, col. 2 and PCA, cols. 7 and 8)

TABLE 10

Average number of Households per Census house by Size-class of Towns, 1981 Census

Size-class of towns	Number of towns	Average number of households per census house
1	2	3
I		
II		
III		
IV		
V		
VI		
Total		

(To be compiled from Statement I, col. 2 and PCA)

TABLE 11

Rain-fall and Temperature at District Headquarters Town

Name of the district headquarters town	Average annual rainfall (mm)	Temperature (C)	
		Maximum	Minimum
1	2	3	4

(To be compiled from Statement II, cols. 3-5)

TABLE 12(A)

Distance of Towns from the nearest City

Name of city	Class of towns	Total number of towns	Number of towns which are within a distance of				
			10 Kms.	11-25 Kms.	26-50 Kms.	51-100 Kms.	100 Kms. and above
1	2	3	4	5	6	7	8
1. Class I							
Class II							
Class III							
Class IV							
Class V							
Class VI							
Total							
2.							
.							
.							
.							
.							

(To be compiled from Statement II, cols. 2 and 9. In case of class I towns (which will be cities) the information may be given as in case of the others to examine clustering aspect)

TABLE 12(B)

Distance of Towns from the District Headquarters

Name of district head-quarters/town	Number of towns within				
	10 Kms.	11-25 Kms.	26-50 Kms.	51-100 Kms.	100 kms. & above
1	2	3	4	5	6
1 2 3 4					

(To be compiled from Statement II, col. 7)

TABLE 13(A)

Towns not connected by Rail

Distance from the nearest rail-heads	No. of towns
1	2
Upto 1 Km.	
2 to 5 Kms.	
6 to 10 Kms.	
11 to 15 Kms.	
16 to 25 Kms.	
26 Kms. and above	

(To be compiled from Statement II, col. 10)

TABLE 13(B)

Towns not connected by Bus-route

Distance from the nearest bus route	Name, status and population of the town (not connected by bus-route)
1	2
Upto 1 Km.	1 2 3 4 . . . .
2—5 Kms.	1 2 3 4 . . . .
6—10 Kms.	1 2 3 4 . . . .
11—15 Kms.	. . . .
16—25 Kms.	. . . .
26 Kms. and above	. . . .

(To be compiled from Statement II cols. 2 and 11 and Statement I, col. 2. In col. 2 the 'status' of town may be given in brackets in prescribed abbreviations after the name of the town and then its population)

TABLE 13 (C)

Towns having Navigable River/Canal within 10 Kms.

Sl.No.	Name of navigable river/canal	Name of town
1	2	3

(To be compiled from Statement II, col. 12)

TABLE 14

Per Capita Receipt and Expenditure by Size-class of Towns

Size-class of town	Civic status	No. of towns	Per capita								
			Receipt (Rs.)			Expenditure (Rs.)					
			Total receipt	Receipt through taxes	Receipt from all other sources	Total Expenditure	General Administration	Expenditure on public health and conveniences	Public works	Expenditure on public institutions	Expenditure on all other aspects
1	2	3	4	5	6	7	8	9	10	11	12
I											
II											
III											
IV											
V											
VI											
Total											

(To be compiled from Statement III cols. 2—17)

TABLE 15

Road Length by Area and Population

Size-class of town	Per 100 Sq. km.			Per 1000 population		
	Pucca road length	Kuccha road length	Total road length	Pucca road length	Kuccha road length	Total road length
1	2	3	4	5	6	7
I						
II						
III						
IV						
V						
VI						
Total						

(To be compiled from Statement I, col. 5 and Statement IV, cols. 2, 4 and 6)

TABLE 16(A)

Distribution of Towns by type of Sewerage and Size-class of Towns

Type of sewerage/ drainage	Size-class of towns					
	I	II	III	IV	V	VI
1	2	3	4	5	6	7

(To be compiled from Statement IV, cols. 2 and 7)

TABLE 16(B)

Latrines by type and Size-class of Towns

Size-class of towns	Total number of towns	Percentage distribution of		
		Water borne latrines	Service latrines	Others
1	2	3	4	5
I				
II				
III				
IV				
V				
VI				
Total				

(To be compiled from Statement IV, cols. 2 and 9)

TABLE 16(C)

Distribution of Towns by method of Disposal of Night Soil and Size-class of Towns

Method of disposal of night soil	Size class of towns					
	I	II	III	IV	V	VI
1	2	3	4	5	6	7
HL						
B						
WB						
T						
S						
Others						

(To be compiled from Statement IV, cols. 2 and 11)

TABLE 17(A)

Protected Water supply by Size-class of Towns

Size-class of towns	Total No. of towns	Distribution of towns as per the two most common combination of protected water supply					
		TW, T	TW, W	TW, TK	T, W	T, TK	W, TK
1	2	3	4	5	6	7	8
I							
II							
III							
IV							
V							
VI							
Total							

(To be compiled from Statement IV, cols. 2 and 12)

TABLE 17(B)

System of Storage of Water supply by Size-class of Towns

Size class of towns	Total number of towns	Distribution of towns as per the two most common combination of water storage systems									
		OHT, SR	OHT, IG	OHT, BWP	OHT, PT	SR, IG	SR, BWP	SR, PT	IG, BWP	IG, PT	BWP, PT
1	2	3	4	5	6	7	8	9	10	11	12
I											
II											
III											
IV											
V											
VI											
Total											

(To be compiled from Statement IV, cols. 2 and 12)

TABLE 18(A)

Fire Fighting Services by Size-class of Towns

Size-class of towns	Total number of towns	Number of towns where service is	
		available	not available
1	2	3	4
I			
II			
III			
IV			
V			
VI			
Total			

(To be compiled from Statement IV, cols. 2 and 14)

TABLE 18(B)

Availability of Fire fighting Service at other places by Towns not having it

Size-class of towns	Total number of towns	Number of towns where fire-fighting service is not available and available at distance of				
		—5 Kms.	5—10 Kms.	10—20 Kms.	20+Kms.	Total (cols. 3-6)
1	2	3	4	5	6	7
I						
II						
III						
IV						
V						
VI						
Total						

(To be compiled from Statement IV, col. 14)

TABLE 19

Towns not providing Electricity for Domestic Consumption

Sl. No.	District	Name and status of the town	Population
1	2	3	4

(To be compiled from Statement IV, cols. 3, 4 and 15. In col. 3, 'status' is to be given in brackets in the prescribed abbreviations after the name of the town)

TABLE 20(A)

Towns having Slums

Class of towns	Total No. of towns	No. of towns having slums	No. of slums
1	2	3	4
I			
II			
III			
IV			
V			
VI			
Total			

(To be compiled from Statement IV-A, cols. 2 and 3)

TABLE 20(B)

Proportion of Slum Population in Towns having Slum Areas

Class of towns	Name of towns	Population of towns	Population of slums	Proportion of slum population to total population of the town	Total area of slums in sq. kms.	Density in slums per sq. km.
1	2	3	4	5	6	7
I						
II						
III						
IV						
V						
VI						
Total						

(To be compiled from Statement IV, col. 4 and Statement IVA, cols. 2, 4 and 5)

TABLE 20(C)

Availability of Civic Services in Slum Areas

Class of towns	No. of towns having slums	No. of slums	No. of slums having			
			Paved roads	Community latrines (with number)	Tap points and public hydrants (with number)	Road lighting points (with number)
1	2	3	4	5	6	7
I						
II						
III						
IV						
V						
VI						
Total						

(To be compiled from Statement IV A, cols. 2, 3, 6, 11, 13 and 15)

TABLE 20(D)

Types of Sewerage in Slum Areas

Class of towns	No. of towns having slums	Total No. of slums	No. of slums having					
			S	OSD	BSD	SD	OD	PT
1	2	3	4	5	6	7	8	9
I								
II								
III								
IV								
V								
VI								
Total								

(To be compiled from Statement IV A, cols. 2, 3 and 7)

TABLE 20(E)

Types of Methods of Disposal of Night Soil in Slum Areas

Class of towns	No. of towns having slums	Total No. of slums	Slums classified by the methods of disposal of night soil				
			HL	B	WB	ST	S
1	2	3	4	5	6	7	8
I							
II							
III							
IV							
V							
VI							
VII							
Total							

(To be compiled from Statement IV-A, cols. 2, 3 and 12)

TABLE 21(A)

Type of Medical Facilities by Size-class of Towns

Size-class of towns	No. of towns	Population of towns in each size-class	No. of institutions						
			Hospital	Dispensary	Health centre	Family planning centre	TB clinic	Nursing home	Others
1	2	3	4	5	6	7	8	9	10
I									
II									
III									
IV									
V									
VI									
VII									
Total									

(To be compiled from Statement V, cols. 2 and 4)

TABLE 21(B)

Use of Medical Facilities at other Places by Towns not having these Facilities

Size-class of towns	No. of towns	Type of medical facilities	No. of towns where the medical facility mentioned in col. 3 is not available at a distance of				
			—5 Kms.	5—10 Kms.	10—20 Kms.	20+ kms.	Total(cols. 4—7)
1	2	3	4	5	6	7	8
I		(i) Hospital (ii) Dispensary (iii) Health Centre (iv) Family Planning centre (v) T.B. Clinic (vi) Nursing Home					
II		(i) .. (ii) .. (iii) .. (iv) .. (v) .. (vi) ..					
III		(i) . . . (vi)					
IV		,,					
V		,,					
VI		,,					
Total							

(To be compiled from Statement V, cols. 2 and 4)

TABLE 21(C)

No. of Beds in Medical Institutions

Size-class of towns	No. of towns	No. of beds per 1000 population
1	2	3
I		
II		
III		
IV		
V		
VI		
Total		

(To be compiled from Statement V, cols. 3 and 5)

TABLE 22(A)

Schools per 1000 Population

Size-class of towns	No. of towns	Number per 1000 population			
		Higher Sec./ Inter/PUC/ Junior College	Secondary/ Matriculation	Junior Secondary and Middle	Primary
1	2	3	4	5	6
I					
II					
III					
IV					
V					
VI					
Total					

(To be compiled from Statement V, cols. 2 & 11 to 14)

TABLE 22(B)

Adult Literacy Centres

Size-class of towns	No. of towns	No. of towns having adult literacy centres
1	2	3
I		
II		
III		
IV		
V		
VI		
Total		

(To be compiled from Statement V. cols 2 and 15)

TABLE 23

Distribution of Women's Hostels, Stadia, Cinema, Auditorial/Drama/Community Halls and Public Libraries by Size-class of Towns

Size-class of towns	Total No. of towns	No. of towns having				
		Working women's hostels (No.)*	Stadia (No.)*	Cinemas (No.)*	Auditoria etc. (No.)*	Public libraries (No.)*
1	2	3	4	5	6	7
I						
II						
III						
IV						
V						
VI						
Total						

(To be compiled from Statement V, cols. 2, 16, 17, 18, 19 and 20)

*The number of these public places is to be shown in brackets after showing the number of towns having the relevant facility.

TABLE 24(A)

Important Commodities Manufactured by Size-class of Towns and Industrial Category (First Important Commodity)

Industrial category	Name of commodity	Size-class of towns					
		I	II	III	IV	V	VI
1	2	3	4	5	6	7	8

(To be compiled from Statement VI, col. 9)

TABLE 24(B)

Important Commodities Manufactured by Size-class of Towns and Industrial Category (Second Important Commodity)

Industrial category	Name of commodity	Size-class of towns					
		I	II	III	IV	V	VI
1	2	3	4	5	6	7	8

(To be compiled from Statement VI, col. 10)

TABLE 24(C)

Important Commodities Manufactured by Size-class of Towns and Industrial Category (Third Important Commodity)

Industrial category	Name of commodity	Size class of towns					
		I	II	III	IV	V	VI
1	2	3	4	5	6	7	8

(To be compiled from Statement VI, col. 11)

TABLE 25(A)

Important Commodities Imported by Size-class of Towns and Industrial Category (First Important Commodity)

Industrial category	Name of commodity	Size class of towns					
		I	II	III	IV	V	VI
1	2	3	4	5	6	7	8

(To be compiled from Statement VI, col. 3)

TABLE 25(B)

Important Commodities Imported by Size-class of Towns and Industrial Category (Second Important Commodity)

Industrial category	Name of commodity	Size-class of towns					
		I	II	III	IV	V	VI
1	2	3	4	5	6	7	8

(To be compiled from Statement VI, col. 4)

TABLE 25(C)

Important Commodities Improved by Size-class of Towns and Industrial Category (Third Important Commodity)

Industrial category	Name of commodity	Size-class of towns					
		I	II	III	IV	V	VI
1	2	3	4	5	6	7	8

(To be compiled from Statement VI, col. 5)

TABLE 26(A)

Important Commodities Exported by Size-class of Towns and Industrial Category (First Important Commodity)

Industrial category	Name of commodity	Size-class of towns					
		I	II	III	IV	V	VI
1	2	3	4	5	6	7	8

(To be compiled from Statement VI, col. 6)

TABLE 26(B)

Important Commodities Exported by Size-class of Towns and Industrial Category (Second Important Commodity)

Industrial category	Name of commodity	Size-class of towns					
		I	II	III	IV	V	VI
1	2	3	4	5	6	7	8

(To be compiled from Statement VI, col. 7)

TABLE 26(C)

Important Commodities Exported by Size-class of Towns and Industrial Category (Third Important Commodity)

Industrial category	Name of commodity	Size-class of towns					
		I	II	III	IV	V	VI
1	2	3	4	5	6	7	8

(To be compiled from Statement VI, col. 8)

TABLE 27

Distribution of Banking Services, Agricultural and Non-agricultural Credit Societies by Size-class of Towns

Size-class of towns	Total No. of towns	No. of towns having		
		Banks (No.)*	Agricultural credit societies (No.)*	Non-agricultural credit societies (No.)*
1	2	3	4	5
I				
II				
III				
IV				
V				
VI				
Total				

(To be compiled from Statement VI, cols. 12, 13 and 14)

*The number of these institutions is to be shown in brackets after showing the number of towns having the relevant facility.

TABLE 28

Average Household Size by Size-class of Towns

Size-class of towns	Average household size
1	2
I	
II	
III	
IV	
V	
VI	
Total	

(To be compiled from PCA)

TABLE 29

Proportion of Literates by Sex and Size-class of Towns

Size-class of towns	Population			Literates			Percentage of literates to total population		
	Total	Males	Females	Total	Males	Females	Total	Males	Females
1	2	3	4	5	6	7	8	9	10
I									
II									
III									
IV									
V									
VI									
Total									

(To be compiled from PCA)

TABLE 30

Proportion of Scheduled Castes and Scheduled Tribes Population by Size-class of Towns

Size-class of towns	Total population	Scheduled caste population	Percentage of scheduled caste population to total population	Scheduled tribe population	Percentage of scheduled tribe population to total population
1	2	3	4	5	6
I					
II					
III					
IV					
V					
VI					
Total					

(To be compiled from PCA)

TABLE 31

Percentage Distribution of Main Workers by Size-class of Towns

Industrial category of main workers	Size-class of towns					
	I	II	III	IV	V	VI
1	2	3	4	5	6	7
I						
II						
V(a)						
(III + IV + V(b) + VI to IX)						
Total						

(To be compiled from PCA)

INSTRUCTIONS FOR COMPILATION OF STATE TOWN DIRECTORY

These instructions are based on the instructions already provided in respect of the Town Directory statements included in the District Census Handbook series of 1981. These instructions take into consideration the minor modifications and the amendments which have been introduced subsequent to the issue of the original circular for the town directory included in the district census handbook series of 1981 vide the census circular No. 4. The instructions regarding the presentation of data and filling of the statements included in the State Town Directory and explanations for the codes used are, however, given below for ready reference and guidance.

The State Town Directory is required to cover all the towns in the State statutorily notified as well as non-municipal or census towns. It will have seven statements which have been incorporated in the town directory included in the district census handbook of 1981 series, viz., statements I-VI and IV-A. The towns are required to be arranged in the alphabetical order for the state as a whole and not districtwise. The town directory may not cover strictly military areas. It may, however, cover cantonment areas but not strictly military areas or military establishments within the cantonment which are required to be left out, as usual. However, basic statistics of the cantonment as a whole could be provided. In the State town directory, like the town directory included in the district census handbook series of 1981, the data on amenities and other aspects may be presented in codes for want of space. The relevant explanations for the codes adopted may be given in the beginning of the directory.

Where an urban agglomeration includes two or more independent towns, the names of the towns constituting the agglomeration may be indicated in the alphabetical arrangements of towns within the State irrespective of whether they form agglomerations or not. Their names should be repeated in the alphabetical order under the name of the agglomeration which naturally would be named after the name of the main town of the agglomeration. The particulars of the constituent units of the agglomeration need not be furnished where they occur separately. In these cases by the side of the name of the town the following may be recorded within brackets.

"(See the name of the main town of the agglomeration)"

The particulars for each constituent town of the agglomeration should be furnished separately where they occur together under the name of the agglomeration. By adoption of this method, it will be possible to get an idea of the particulars of the city agglomeration in total and also severally.

In case of outgrowths which do not qualify to be treated as towns, the particulars obviously will not be separately available. In the case of the towns having such outgrowths an asterisk mark should be placed against their names in the body of the statement to indicate that they have outgrowths which are not separate towns. The directory particulars relating to the outgrowth(s) will be merged with references to town and will not be shown separately. The population of the outgrowth(s) will also be included in the population of the referrent town, as in case of other particulars. The population of the outgrowths will also be taken into account while calculating the sex-ratios etc., for the referrent town. In an appendix/annexure the names of such outgrowths should also be furnished.

If the constituent units of an urban agglomeration are mentioned with the agglomeration, it would not be correct to give it a number at all in the column for serial number, because in that case the serial number would not tally with the total number of towns in the state. In fact, while presenting primary census abstract data, these are not given any location code. The agglomeration lines need not be numbered but the constituent units as and when they occur in the alphabetical order may be numbered so that the last number agrees with the total number of towns in the State.

In respect of Statements II, III and VI the relevant column will have to be left blank in the lines relating to agglomeration because these can be given only for the constituent units; but this may not look nice in printing and would in any case require an explanation. To avoid the columns remaining blank it may be written as follows:

"See constituent units".

In the state town directory, like the town directory included in the district census handbook, the data on amenities and other aspects are to be presented in codes for want of space. A note explaining the codes used in the town directory may be given in the beginning of the directory with relevant explanations. The instructions in respect of each statement are as follows:—

STATEMENT I

STATUS AND GROWTH HISTORY

This statement provides some basic data based on the Primary Census Abstract (PCA).

1. Serial No.

Needs no clarification.

2. Class, name and civic administration status of town

Class has been introduced to facilitate analysis of town directory data at the State and all-India levels.

It will be presented according to 1981—Census Population of the core town as follows:

Population	Class
100,000 and above	I
50,000 — 99,999	II
20,000 - 49,999	III
10,000 — 19,999	IV
5,000 — 9,999	V
Below 5,000	VI

The name of the town should be shown in the column with the correct spellings as adopted in the official records.

The civic administration status of the town as in 1980 should be indicated. The following abbreviations may be used to denote the civic status of town; in case of census town the appropriate code may be given in brackets as illustrated below and it may be clarified in the introductory note that census towns have no civic bodies:

Municipal Corporation/Corporation	M. Corp.
Municipal Committee/Municipal Town Committee	M.C
Municipality	M.
Municipal Board	M.B.
Municipal Council	M.C!.
Cantonment Board/Cantonment	C.B.
Notified Area/Notified Area Committee/Notified Committee	N.A.C.
Town Committee/Town Area Committee	T.C.
Town Board	T.B.
Gram Panchayat/Village Panchayat	G.P.
Nagar Panchayat/Town Panchayat	N.P.
Station Committee	S.C
Sanitary Board	S.B.
Special Area	S.A.
Estate Office	E.O.
Union Committee	U.C.
Census Town	C.T.

The column may be filled in as illustrated:

II Ambala Cantt.	(C.B.)
V Begun	(C.T.)
I Delhi	(M. Corp.)
V Naraingarh	N.A.C.

The change in the civic administration status that may have taken place after the finalisation of the urban frame but before the census enumeration may be indicated in the footnote:

3. Location code number.—This is necessary with a view to locate the town in the map.

4. Name of the Taluks/Tehsil/Police Station/ Development Block/Island.—This is necessary with a view to locate the town in the appropriate tahsil/ taluk/police station/block etc., as the case may be.

5. Area (Sq. Kms.).—This is a new column which is introduced to facilitate analysis of town directory data at state and all-India levels.

The area of the town as indicated by the civic body should be furnished in this column for statutorily notified towns and settlement records in respect of census towns.

6. Number of households (1981).—This is a new column introduced in the town directory though it did occur in the PCA. It will also facilitate analysis of the town directory at the State and all-India levels.

This column will include houseless households as well.

7 to 15. Population and growth rate of the town at (different) Censuses (from) 1901-1981.—These are to be filled up on the basis of the data in the office of the Directors of Census Operations and old Census Reports. If in a particular year the town did not have urban status, the population figure for the corresponding column need not be filled up and a dash (—) may be noted. This is also true for the growth rate which is to be written below the population figure in the brackets beginning from column 8 onwards. Growth rate has been introduced to know whether the town is growing or not. It will also facilitate analysis of the town directory. It is true that the growth rate of a town has quite often an important component in change of area. For example when intensely populated outgrowths of cities or towns are included in the existing municipal areas, sudden spurts in the population are bound to occur. This may be recognised while calculating the growth rate and the same may be explained in the fly-leaf.

16. Density (1981).—This is also a new column introduced to facilitate analysis of the town directory data. Density will be calculated taking into account the area given in column 5 and the population for 1981 given in column 15. It will be presented per sq. km.

17 to 19. Sex ratio 1961-1981.—Sex ratio, like area, number of households and density has been introduced to facilitate analysis of town , directory data. Columns 17 and 18 can be filled up easily as sex-wise population breakup is available.

STATEMENT II

PHYSICAL ASPECTS AND LOCATION OF TOWNS, 1979

1. **Serial No.**

No comments.

2. **Class and name of town.**—See comments on class and name given under column 2 of Statement I.

3 to 5. **Physical aspects.**—Annual rainfall (in mm). temperature (in centigrade)—Maximum and minimum.—The climatological tables of observatories in India give the annual rainfall and temperature (maximum and minimum). The information is being collected from the Director General, Meteorological Survey of India. After the same has been obtained the extracts in respect of the towns in the different States and Union Territories available in the climatological tables of observatories will be circulated among the Directors of Census Operations. In respect of the towns for which information could not be supplied, the Directors of Census Operations may obtain locally the available information. The appropriate procedure would be to take the periodic averages for the preceding ten years from 1979 or 1978 according to the availability of the data.

If the information is not available in respect of any town, the same may be taken in relation to the nearest town and it be, so clarified. This alternative, however, may not be quite suitable and relevant in states like Himachal Pradesh because the topographic situation of the towns very much differ from one another even though the distance between any two particular towns may be small. In such cases it is better to state 'information not available.'

6 to 12. Name of and road distance (in Kms.) from state H.Q., District H.Q./Sub-division/Taluk/Tahsil/Police Station/Development Block/Island H.Q./Nearest city with population of one lakh and more; Railway Stations; Bus route; Navigable river/canal (if within 10 Kms.)

These columns are to be filled up on the basis of local enquiry.

6, 7, 8 and 10. Name of road and distance (in Kms.) from State Hq; District Hq; sub-division/Taluk/Tehsil/Police Station/Development Block/Island Hq; Railway Station.—If the names mentioned in these columns are the same as the referent town itself, distance will be recorded as '0' (zero).

8. Sub-division/Taluk/Tehsil/Police Station/Development Block/Island Hq.

In some States or Union Territories there are talukas/tahsils as well as revenue sub-divisions consisting of several tahsils. In such cases, if in any State or Union Territory a revenue sub-division is composed of several tahsils falling within its jurisdiction the names of both sub-divisional headquarters and taluk headquarters should be given. The name of the sub-divisional headquarters should be given first and then after an oblique(/) the name of the tahsil headquarters can be given.

9. Nearest city with population of one lakh and more.—This column is to be filled up on the basis of 1981 Census population data.

Even if the town has a population of one lakh or more, the name of the nearest city satisfying this clause should also be recorded because it will give an idea as to whether there is a trend of clustering of big cities leading towards the formation of megalopolis.

11. **Bus route.**—In case the referent town is enjoying bus route (i.e., road transport) facilities, a mention of the town's name (with distance) would suffice. Names of bus route (or routes) passing through the town need not be recorded. We are also not trying to determine in terms of local conveyance whether it is served by bus route or not.

12. **Navigable river/canal (if within 10 Kms).**—Name of the navigable river/canal and its distance is to be indicated below. It may be noted that we are interested in such rivers/canals which are navigable and not others located within 10 Kms. of the town. After the name of the river/canal, 'R' for river and 'C' for canal, may be given in brackets to denote whether it is a river or canal as illustrated below:—

"Cauvery (R)—5". In this case, 5 is the distance in Kms. of the navigable river Cauvery from the referrent town.

STATEMENT III

MUNICIPAL FINANCE, 1978-79

Data for this statement should be collected not only in respect of statutory bodies but also in respect of non-statutory bodies managing the civic administration of the town, if they have separate budgets and accounts of their own pertaining to the town.

If both have the budgets and shown separately, in case of towns which have statutorily notified urban area as well as adjoining area which has been considered to be a census town because of its urban characteristics (even though the same is not included in the statutorily notified urban area) separate statements will have to be prepared in respect of each category, i.e., in respect of the statutorily notified town and adjoining non-statutorily identified census town.

Where a civic administrative body is not a composite one with its jurisdiction over the city as a

whole (for instance, if part of the town is a railway colony whose civil amenities are provided by the railways and part is under municipality) the data should be presented in the same statement independently for each body without any attempt to consolidate the same for all the bodies.

1. **Serial No.**

No comments.

2. **Class and name of town**

See comments on class and name given under column 2 of Statement I.

3. **Civic administration status (in 1980).**—See comments on civic administration status under column 2 of Statement I. This column is introduced in this statement to analyse the data on municipal finance by civic status at the State and all-India levels.

4 to 17. **Receipts and expenditure (details).**—These columns are to filled up on the basis of local enquiry.

The figures should be in hundreds to save printing space and to simplify the information.

12 & 15. **Public safety and Public Institution.**—Under column 12, the expenditure incurred on 'Public Safety' is to cover such items as fire-fighting services, rescue operations during floods and fairs, etc. Likewise, column 15 pertaining to 'Public institutions' requires particulars on expenditures incurred on maintenance of schools, colleges and other institutions like public libraries, museums, etc. The exact items covered, however, may vary from state to state and town to town. The items covered would depend on the practice followed in this regard by each local authority which is expected to maintain the records about the type and extent of services rendered under these heads. You will, therefore, have to go by the records of the relevant local body/municipality and base the figures on expenditure on these two heads accordingly.

STATEMENT IV

CIVIC AND OTHER AMENITIES, 1979

1. **Serial No.**

No comments.

2. **Class and name of town.**—See comments on class and name given under column 2 of Statement I.

3. **Civic administration status (in 1980).**—See comments on civic administration status under column 2 of Statement I.

It is a new column introduced in this statement to facilitate analysis.

4. **Population.**—The information will be based on 1981 Census population data. It is intended to measure the amenities in respect of population.

5. **Scheduled Caste and Scheduled Tribe population.**—This will also be based on 1981 Census. It is introduced to know the size of population of the weaker sections of the community in the town.

6. **Road length (in Kms).**—The information in this column is required for all kinds of roads. This information will be mostly available from the municipality but for national highways, perhaps, additional information will have to be collected from the Public Works Department.

It is not known whether all the municipalities maintain their records indicating the different categories of roads separately. If information about kuccha and pucca roads is separately available, the same may be indicated while making entries in this column by using the following abbreviations:

Pucca road	PR
Kuccha road	KR

It is not necessary to split up the column into sub-columns with sub-headings 'pucca' and 'kuccha' road. The length of roads maintained by public works department and municipality may be separately indicated if such data are available. Otherwise, the combined road length will do.

7. **System of sewerage.**—Information should be available with the local body. Generally, by sewerage system is implied the network of mains and branches of underground conduits for the conveyance of sewerage to the point of disposal. Sewers that carry only household and industrial wastes are called separate sewers; those that carry storm water from roofs, streets and other surfaces are known as storm water drains, while these carrying both sewage and storm water are called combined sewers. However, in towns which are not provided with such underground sewerage system, it may be mentioned whether it is open surface drain, box drain, sylk pattern drain, etc. The various types of sewerage/drainage system may be indicated upto two places in order of their importance in the town, one followed by the other, in codes as given below:

Sewer	S
Open surface drains	OSD
Box surface drains	BSD
Sylk drains	SD
Cesspool method	CD
Pit system	Pt

8, 9 and 10. **Number of latrines.**—The information on the number of latrines—water borne, service and others in columns 8, 9 and 10 respectively is required to be collected and presented in respect of all the

latrines in the towns—public as well as private. In case information in respect of private latrines is not available, the data may be given for public latrines only and either in the fly-leaf or by way of a foot-note this may be clarified. This information, is, in fact, required for an assessment of the problem of carrying night soil as head loads and the prevalence of service type of latrines. This will help in undertaking programmes on the progressive replacement of service type of latrines by water/flush borne system.

11. **Method of disposal of night soil.**—Information should be available with local body. The various prevalent methods of disposal of night soil are given below with codes:

Head loads	HL
Baskets	B
Wheel barrows	WB
Septic tank latrines	ST
Sewerage	S

The above may be shown up to two places in order of their importance in the town, one followed by the other in codes indicated above.

This column should not be interpreted as relating to the question as to whether the night soil is disposed of in a profitable manner by the municipality or not. This interpretation does not conform to the objective of the column.

The objective of providing this column is to collect information for a special purpose. The government have a programme of stepping the practice of removal of night soil as head-load and also of minimising the use of human labour in the process of disposal of night soil at various stages. The information collected under this column is expected to indicate the magnitude of the problem.

There are three prevalent systems of disposal of human wastes, viz., (i) underground sewerage, (ii) sanitary water flush latrines with individual disposal systems, like septic tank, leaching cess pool and collecting well, and (iii) dry type of latrines with manual scavenging.

The system of underground sewerage provides for the street sewerage with which are connected the sanitary latrines* constructed in the house having water closets and fitted with flushing cistern (or hand flushing). Through this sewer the faecal matter (stools) is transported without the need for scavenging. This system generally exists in cities and big towns.

Where the streets sewer does not exist these sanitary water flush latrines are connected to a local septic tank with a sub-soil dispersion system or a leaching pit. Where the liquid wastes from the water closet could be disposed of locally in a leaching pit, a septic tank with a soil dispersion system is constructed. This dispersion requires an optimum travel through the pores of the soil which renders the harmful liquid bacterically innocuous by the slow process of filteration through the soil traversed.

Where the soil is impermeable, collecting wells are constructed and the sanitary water flush latrines are connected with them. These wells are cleaned at periodic intervals by a suitable device. The dry type of latrines are of service type latrines from where human excreta is removed by scavengers from house to house, in most cases carrying it on their heads or shoulders in this process of collection or in baskets with handle or wheel barrows. These are then collected in bullock carts or trucks or tractors and trolleys for being carried to the dumping ground.

12 and 13. **Protected water supply.—source and capacity of storage systems.**—In most cases information will be available from the municipality but in some states there is a separate Water Supply Department. The following codes may be used:

Overhead tank	OHT
Service reservoir	SR
River infiltration gallery	IG
Borewell Pumping system	BWP
Pressure tank	PT
Tubewell water/Handpump	TW
Tap Water	T
Well Water	W
Tank Water	TK

The first five codes, stated above, relate to the system of "storage" of water in the town and the remaining four codes represent the different "sources" of water supply to the inhabitants of a town. The information on two major sources of water supply will be given in column 12 and on two major sources of storage and capacity against each in litres (in brackets) will be presented in column 13. The term 'capacity' has its usual meaning, namely the capacity to store/contain.

14. **Fire fighting service.**—Information will have to be collected from the municipality and other local authorities. In case this service is not available in the town, indicate the name of the nearest place if in the

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* A sanitary water flush latrine is a place where deporition of human excrets is affected immediately after defecation, without any human agency having to collect, carry and dispose of it. It is provided with a water closet connected to a flushing cistern. In case cisterns are not fitted, hand flushing is resorted to.

same district or name of the nearest district if in the same state or other state where available along with distance from the town. It should only be indicated whether there is a fire-fighting station or not. Other particulars need not be included.

15 to 19. **Electrification (number of connections) —Domestic, Industrial, Commercial, Road lighting (points) and others.**—Information will be available in the municipality or the State Electricity Board. In some cities there are separate electric supply corporations from where also the information can be collected.

As regards the precise meaning of the terms in columns 15 to 19, it is found that the same vary from state to state. For instance, in Bihar, domestic service included domestic sets and household appliances and also electric supply for schools, hospitals, temples, mosques, churches and charitable institutions. Commercial supply includes trade or business shops, cinemas, offices, hotels, railway stations, etc. Industrial load is divided into different sub-categories. Among others are included irrigation, agriculture and small-scale industries. Street light service is considered as a separate category.

In Karnataka, supply for private houses, bungalows, clubs, hostels and hospitals run on non-commercial lines, charitable, educational and religious institutions are included under one category. Supplies for shops, offices, railway stations, hotels, restaurants, photographic studios, X-ray installations, advertisements and exterior illuminations are under the category of commercial supply. Cinemas are considered under a separate category. Similarly industrial supply is considered separately. Irrigation pumping is considered as a separate category. Separate data are also available for public street lights.

In Kerala, domestic supply refers to bonafide domestic consumers and non-commercial institutions only. Profit-making concerns are not included under this category. Commercial lighting includes display lighting, neon signs, photography, etc., for commercial and non-domestic consumers and street lighting in private colonies. Besides, there are categorisations like cinematography, motion picture studios, general purposes, industrial heating and air-conditioning, public lighting, bazar lanes etc.

In view of the variations from state to state it would be difficult to provide precise definition of the different headings which would be applicable to all. It is, therefore, suggested that information may be compiled under the different headings as in the form and in the introduction to the compilation, the definition of each heading as valid in the state may be indicated after obtaining the same from the State Electricity Board.

18. **Road lighting.**—Road lighting means the number of street lights that are maintained in the town.

STATEMENT IV-A

CIVIC AND OTHER AMENITIES IN NOTIFIED, SLUMS, 1979

This is a new statement on civic and other amenities in notified or recognised slums of Class I and II towns only.

Generally, in cities or towns having slums, the local authority, such as municipality or municipal corporation or even the development authority notifies the recognised slums. It is linked up with the availability of funds from the State Government for slum clearance. It is possible that some of the status or local bodies may not have formally notified slums under their jurisdiction. But in such cases, they may be maintaining a list of such areas which are officially treated as slums. The intention is that the information should be provided in respect of such localities as are officially recognised as slums, whether actually notified or not. Though the magnitude of slum problem is greater in relation to Class I and Class II towns, it is acknowledged that these are also associated with smaller towns including census towns. However, it is appreciated that the collection of data on slums in respect of smaller towns, particularly census towns which do not have such local authorities as municipalities, may be difficult and time-consuming. The information on slums in this statement will. therefore, be compiled in respect of Class I and Class II towns only.

1. **Serial No.**

No comments.

2. **Class and name of towns.**—See comments on class and name given under column 2 of statement I. The information will be compiled for class I and class II towns only.

3. **Name of slum.**—The names of slum(s), if any, will be given in an alphabetical order in separate lines under the town to which they belong.

4. **Area of slum.**—The area of each slum will be given in sq. kms.

5. **Population of slum.**—The population figures will be based on 1981 Census.

7-12. **System of sewerage, number of latrines and method of disposal of night soil.**—These columns will be filled up as per the instructions on columns 7-11 of Statement IV.

STATEMENT V

MEDICAL, EDUCATIONAL, RECREATIONAL AND CULTURAL FACILITIES 1979

1. **Serial No.**

No comments.

2. **Class and name of town.**—See comments on class and name given under column 2 of Statement I.

3. **Population.**—This column is introduced to facilitate analysis of amenity facilities with reference to population of 1981.

4-5. **Medical facilities—Hospitals/dispensaries/T.B. clinics/health centres/nursing homes etc. and beds in medical institutions noted in column 4.**—Information is expected to be available with district/sub-divisional Medical Officers. Local branch of the Medical Association may also have the relevant information. The institutions run by the private doctors are not to be included as the collection of data would be unwidely and may not be readily available with the local bodies. The collection of data should be limited for those institutions as are run by or aided by Govt./Semi-Govt./local bodies and charitable institutions of social service agencies like the missionaries. Where the family planning centres are attached to hospitals or maternity and child welfare centres or primary health centres, these may be treated as independent units and counted separately.

It is not necessary to show maternity and child welfare centre, venereal disease clinic, chest clinic and leprosy clinic separately. These may be indicated along with other medical institutions in column 4. The following codes may be used.

Hospital	H
Dispensary	D
Health Centre	HC
Family Planning Centre	FC
T.B. Clinic	TB
Nursing Home	NH
Others	O

If there are more than one institutions of any type indicate within brackets the number of such institutions, e.g., dispensaries (2) nursing homes (7), etc.

Under column 4, the intention is that all types of hospitals/dispensaries etc., whether allopathic or ayurvedic or unani or homoeopathic are covered. We have no objection if these are further distinguished by providing the following additional codes:

A	—	Ayurvedic
U	—	Unani
Hom	—	Homoeopathic

In case of allopathic, no separate code may be given. The information in column 4 on medical facilities may, however, be presented horizontally in the same line as illustrated below:

H(A-1, 2), D(Hom-2, U-1).

Here H(A-1, 2) represents one ayurvedic and 2 allopathic hospitals and D (Hom-2, 1,U-1) represents 2 homoeopathic, 1 allopathic and 1 Unani dispensaries.

If a medical facility is not available in the town mention the name of the nearest place, if in the same district or nearest district if in the same state or other state and its distance from the town where the facility is available in Col. 4. The information on number of beds in such cases will also be provided in Col. 5.

6-9. **Education facilities—Arts/Science/Commerce Colleges (or degree level and above); Medical colleges; Engineering colleges; Polytechnics.**—Information is likely to be available with the state Education department.

6. The codes that may be used for the column are as follows:

Arts only	A
Science only	S
Arts and Science	AS
Commerce only	C
Arts and Commerce only	AC
Combined for all categories—Arts, Science and Commerce	ASC
Law	L

If there are more than one institutions of each type, number shall be given against each in brackets.

10. **Recognised shorthand, typewriting and other vocational training institutions.**—Information may be available with district Industries Officer and Directorate of Employment and Training.

"Recognised" should mean recognised by some statutory authority like the Education Department, Commerce Department, Labour Department, etc., of the Govt. or semi-Govt. or autonomous bodies, public sector projects like municipality, Hindustan Steel Corporation etc.

In this column the nature of the institution should also be mentioned. Where the institutions are located just beyond the present boundaries of the town but near the referent town and for all purposes are considered as belonging to the referent town only, such marginal cases should be included in the town directory with an indication of their location in the footnote.

If there are more than one institution of each type, number shall be given against each in brackets.

The following codes may be used:

Shorthand	SH
Typewriting	Type
Shorthand & Typewriting	Sh Type
Others	O

The vocational institutions like Applied Art/Painting College, Pharmacy College, B.Ed. College, Teacher's Training Institutes, Music/Dancing School, Nursing School, etc., will be covered under "Others" group. However, the type of institutions included under "Others" may be spelt out in the introductory note. We are not showing such type of institutions separately as our objective is to focus attention on main educational institutions only in this statement.

11-14. **Higher Secondary/Intermediate/PUC (Pre-University College/Junior College Level/Secondary, Matriculation, Junior Secondary and Middle Schools and Primary Schools.**—Information is likely to be available with district education officer, otherwise, it should be ascertained by local enquiry. The following codes may be used:

Primary School	P
Junior Secondary or middle school	M
Matriculation or Secondary	H
Higher Secondary/Intermediate/Pre-University/Junior College/'10+2' system whether hold in schools or Colleges.	PUC

Schools upto Class IV may be treated as Primary or elementary schools. These may include nursery schools, kinder garten schools, pre-basic schools, pre-primary schools, junior basic school upto class V and primary school upto class IV.

Schools upto Class VIII may be treated as major secondary or middle schools upto class VIII and junior Madarsa upto class VIII.

School upto Class X may be considered as Matriculation or Secondary Schools.

Schools or colleges upto class XI or XII may be considered in the group of Higher Secondary/Intermediate/Pre-University/Junior College etc. This would cover '10+2' classes whether held in schools or colleges.

If there are composite schools like middle schools with primary classes, or secondary schools with middle classes, these may also be included in the number of primary and middle schools respectively. For example, if in a town, there are two primary schools and one middle school with primary classes, the number of primary schools in the town may be given as three and that of middle schools as one even though there may be only three educational institutions. So also in case of secondary or higher secondary schools.

If there are more institutions of a type in the town, indicate the number within brackets against the abbreviations e.g. P(3), M(2), H(2), PUC(4) etc.

15. **Adult literacy classes/centres and others (specify).**—This column is introduced keeping in view the Minimum Needs Programme of the Planning Commission. In this column, the classes run by regular centres can only be indicated.

This information can be had from the municipality and district Education Officer or by local enquiry. "Others" would mean private academic bodies like Gurukul, etc.

6-15. So far as, the institutions where both day and evening classes are held are concerned, what we are interested in is the number of such institutions in relation to a particular level of education and not the number of shifts. For example, if a college were to run in two shifts and each provides graduate art courses, so far as we are concerned, it is one college (and not two). However, if it handles a different level altogether in each shift, it would be two colleges in relation to that college building. For instance, say, if PUC classes are held in one shift and degree in another. Likewise, if in two shifts of a school, classes of different levels are held, these should be shown accordingly.

If an educational facility is not available in the town, mention the name of the nearest place if in the same district or the name of the nearest district if in the same state or other state and its distance from the town where the facility is available.

16. **Number of working women's hostels with number of seats.**—This is also a new column. Considering the increasing employment of women in urban areas, the housing need of single working women has been an important problem.

This information can be had from the State P.W.D. office or Social Welfare Department. In case of private organisations which have set up institutions for working women you may like to explore the possibility whether such data can be available or not.

17-19. **Recreational and cultural facilities.—Stadia, Cinema, Auditoria/Drama/Community halls.**—Information is expected to be available with the local municipal authorities. Otherwise, it should be ascertained by local enquiry.

18. **Recreational and cultural facilities/Cinemas.**—The particulars of the touring cinema talkies of purely temporary nature may be omitted and only the number of permanent cinema theatres may be entered in this column.

19. **Recreational and cultural facilities—Auditoria/Drama/Community halls.**—Community halls have been added in this column as they are fast becoming a common feature of the urban landscape.

20. **Recreational and cultural facilities—Public Libraries including reading rooms.**—Information will

have to be collected from various sources, including district Education Officer, Registrar of Societies, Municipal authorities etc.

The following codes may be used:

Public Library	PL
Reading Room	RR

STATEMENT VI

TRADE, COMMERCE, INDUSTRY AND BANKING, 1979

1. **Serial No.**

No comments.

2. **Class and name of town.**—See comments on class and name given under column 2 of Statement I.

3-8. **Names of three most important commodities imported and names of three most important commodities exported.**—In this statement it is not proposed to limit the scope of the commodities to be included either as imports or exports. According to the functional character of the town, in some cases the raw materials of industry may be the most important commodities imported. On the other hand, the finished products of industry may be the most important commodities exported in some towns.

In these columns, commodities for which the town serves only as a transmission centre by importing them for being exported without any processing should not be considered as imported commodities. In case the agricultural produce is brought from the neighbouring villages to the town with this objective, it may not be considered as commodity imported. On the other hand, those commodities brought from outside and processed in the town or in its area of influence and then either locally consumed or exported should be included under the category of imported commodities.

3-5.-**Names of three most important commodities imported.—1st 2nd and 3rd.**—Names of important commodities imported may be decided in terms of estimated volume of commodities transacted.

6-8. Names of three important commodities exported—1st 2nd and 3rd.—Names of important commodities exported may be decided in terms of estimated voume of commodities transacted.

In filling up columns 3 to 8, Chambers of Commerce/Merchants Association should be consulted. Sales Tax Office may also give important advice.

9-11. **Names of three most important commodities manufactured—1st, 2nd and 3rd.**—Names of most important commodities manufactured may be considered in terms of the volume of total output of the commodities concerned. The industries department of the state may have the information in most cases. Local Manufacturers Association, if any, may also be consulted. Otherwise, attempt should be made to collect information by local enquiry.

12. **Number of banks.**—Information is available in the "Directory of Bank Offices" published annually since 1975 by the Reserve Bank of India. Attempts are being made to obtain the latest report. On receipt the relevant information will be supplied to the Directors of Census Operations.

13-14. **Number of agricultural credit societies and number of non-agricultural credit societies.**—Information will be available in the office of the Registrar of Cooperative Societies.

13. **Number of agricultural credit societies.**—Information about the different types (service multipurpose, agricultural produce, marketing cooperative societies) should be reckoned for entry under this column. Agriculture is an important means of livelihood for a number of persons in towns and they are more amenable to organisation under cooperative system. The agricultural credit societies do exist in towns as is borne out by the town directory of 1971 series. This column has also been retained in the town directory of 1981 series for purposes of comparison with the 1971 data to show trends in this regard.

14. **Number of non-agricultural credit societies.**—Consumer cooperative societies, which also allow credits, may be included in this heading. Similarly, where there are credit cooperative societies of certain categories of persons, like teachers, postal workers, etc., these also may be taken into consideration. There are a variety of cooperative societies in a town and for want of space, separate columns for each one of them have not been provided. The number of all such non-agricultural societies will therefore be shown under this column.

1981—CENSUS
IMMEDIATE

P. PADMANABHA

D.O. No. 18/1/80-SS (Genl.)
Government of India
Ministry of Home Affairs
The Registrar General, India
2-A Mansingh Road
New Delhi-110 011
8 Dec. 1980

CENSUS OF INDIA 1981—CIRCULAR No. 29

Subject:—Compilation of Village Directory (DCH, 1981)—Circular No. 4—Clarifications regarding.

My dear Bhalla,

Kindly refer to this office Circular No. 4, wherein the instructions for the compilation of Village Directory of 1981 DCH series were issued. In these instructions, it was stated that the particulars in Village

Directory may be given in respect of all the areas that are included in the rural frame as villages by the Director of Census Operations.

It has been observed that there was no complete uniformity in the presentation of data in the PCA (rural) and Village Directory, DCH of 1971 series, in different states. This led to serious difficulties in reconciliation of Village Directory data with the PCA (rural) while generating computerised tables based thereon for part C Volumes of District Census Handbooks of 1971 series. In order to ensure uniformity and comparability in the presentation of data in Village Directory and PCA (rural) for 1981 series, the following instructions may please be followed on a uniform basis.

1. **Villages wholly or partly treated as 'outgrowths' of Urban Agglomerations**

This office Circular No. 7 dealing with urban agglomerations provides relevant instructions for making a cross-reference of villages treated as outgrowths in the PCA (rural). The same procedure may be followed for the Village Directory also. Thus, in case a village is treated as an outgrowth of an urban agglomeration, the code number and the name of the village may appear in the village Directory but no data be presented with regard to amenities and land use particulars and it may merely be recorded against the name of the village that it is treated as an outgrowth of such and such Town/U.A. In case of such villages where only a part has been included in the UA as an outgrowth, the data relating to the portion which has been treated as part of the urban outgrowth may be presented under the UA in the Town Directory while the data relating to the rest of the village may be presented in the usual manner in the Village Directory and necessary cross reference and explanation to this effect may be given as explained at page 2 of the instructions for Town Directory contained in Circular No. 4.

2. **Villages wholly merged in Towns (which are borne on the rural jurisdictional list pending revisional settlements)**

As explained in my D.O. letter No. 9/33/79-CD(CEN), dated the 5th October, 1979, villages which have been wholly merged in the towns may be retained in the Village Directory, provided they continue to be borne on the jurisdictional lists pending revisional settlement survey in the state. As stated in my aforesaid letter, against such villages in the Village Directory no data may be presented and it may be merely stated that the village is wholly merged in the specific town. Such type of villages may also be listed for cross reference in the PCA (rural). This will ensure matching of villages figuring in the PCA (rural) and in the Village Directory and may also be in conformity with the revenue or settlement records of the State Government.

3. **Villages treated as Census Towns**

The villages treated as Census Towns (Urban) will be listed in the PCA (rural) for cross reference. According to the instructions issued for the compilation of Village Directory of 1981 DCH series, only the land-utilization data will be given in respect of such areas in a separate Appendix. Our experience of 1971 has been that while in some states the amenity data was provided in respect of such areas in the Village Directory, in some other states those did not even figure in the Village Directory at all. In order to match the Village Directory information with PCA (rural) and obviate this kind of discrepancy in presentation, such villages may be listed uniformly in the PCA as well as Village Directory, without providing any data on amenities.

4. **Villages wholly merged with other villages pending revisional settlements:**

In case of village(s) which has wholly been merged with other village(s) pending revisional settlements, the location code and the name of the village which has merged may also be given in PCA (rural) and also in the Village Directory at the appropriate place with the explanatory note to the effect that the village in question has merged in such and such village. The data in respect of the two may be presented together against the village with which the other village has merged, both in the PCA (rural and Village) Directory, to indicate the position after merger.

5. **Un-inhabited/De-populated Villages**

In case of un-inhabited/depopulated villages, the location code, name and area of village may be given universally in the PCA and Village Directory. The columns relating to amenities and land use patterns etc. may be left blank and it may be noted against the name of the village that it is un-inhabited/depopulated.

Kindly acknowledge the receipt of this circular.

Yours sincerely,

(P. Padmanabha)

Encl: five spare copies

Director of Census Operations,

1981—CENSUS
IMMEDIATE

D.O. No. 1/1/80-SS (General).
Government of India,
P. PADMANABHA Ministry of Home Affairs,
The Registrar General, India,
2-A Mansingh Road,
New Delhi-110011.
December 23, 1980.

CENSUS OF INDIA 1981—CIRCULAR No. 30

Subject:—Presentation of Standard Urban Area data—1981 Census

My dear

In Circular No. 15, dated the 21st April, 1980 the procedure for delineation of the 28 new Standard Urban Areas, being treated so for the first time for 1981 Census, was indicated. Certain specific issues relating to the delineation of Standard Urban Areas for the purpose of 1981 Census have also been referred to vide our letter No. 1/1/80-SS, dated the 14th November, 1980. Subsequently, the instructions for the preparation of maps for the Standard Urban Areas have been communicated vide Circular No. 27, dated the 21st November, 1980. I am now writing to you about the presentation of data in relation to the relevant Census Volume pertaining to the 1981 Census.

This time, it has been decided, that there will be no separate Part II-A (Supplement) relating to Standard Urban Areas tables as was brought out in a few states after the 1971 Census. The necessary data are, therefore, to be presented in the A-5 table which is one of the component tables of Part II-A, General Population Tables. I am to accordingly advise you to compile this table on a priority basis to provide the necessary data along with the maps, fly-leaf, etc. for the Part II-A Volume. It has also been decided to discontinue the Primary Census Abstract of the component units of the SUAs as an appendix to table A-5 as was brought out by a few states in connection with 1971 Census. Accordingly, you need not include PCA data of the component units of the SUAs along with A-5 table for the purpose of 1981 Census. However, the relevant data may be compiled separately and sent to the Deputy Registrar General (SS) for internal use in the office.

2. In the 1971 volume the data pertinently related to 1971 SUAs as no time series as such was involved. But between 1971—1981 significant changes, of endogenous as well as exogenous nature, are likely to have occurred in the standard urban areas which need to be reflected suitably in the data. While some of these changes are inherent in the concept of Standard Urban Area itself and are required to be highlighted to show the trend of urbanisation by showing the decadal transformation of the rural units into urban units, a few others have come up in view of certain new developments like change in the statutory limits of Municipal town forming the core town of the SUA, etc. This has already been discussed at some length in Circular No. 15 and the circular letter of even number dated the 14th November, 1980. Table A-5 included in the Part II-A series of the 1981 Census Volume will present the basic data on the SUAs and will not be able to give any indication of the above trends. We have designed a simple format at Annexure-I which may be included in the fly-leaf/analytical write-up to Table A-5 in the form of an inset table for the needful. The necessary instructions for the compilation and presentation of the data for this table have been given in the annexure itself below the format. It will be seen that column 8 of this format is very important and should be able to bring out in detail the various changes within Standard Urban Areas and their component units.

3. For the 1971 A-V table, it was envisaged that the area figures in columns 16 and 17 will be adjusted to 1971 area of the units. However, due to operational problems this could be done in only a few states. Therefore, for 1981 Census we are not insisting on adjustment of the population figures to the area unit of 1981. However, in case of those States/Union Territories where the population figures in column 17 of the A-V table of 1971 Census was adjusted to 1971 Census area of the units, the same may be reproduced in 1981. It may, however, be clarified in the fly-leaf that the population figures are adjusted upto 1971 Census area of the unit and not upto the 1981 Census area of the unit. For States/Union Territories where the population figures were not adjusted in these two columns a mention may be made that figures in columns 16 and 17 are not adjusted according to 1981 area and relate to the areas as per the respective censuses.

4. Table A-5 of 1981 Census may distinguish the new SUAs delineated for the first time in 1981 by giving an asterisk against their names. A footnote may clarify that the SUA has been delineated for the first time.

The fly-leaf/analytical write-up to A-5 table may contain brief particulars of the information on following aspects:

(i) history and definition of the Standard Urban Area, concept including criteria for delineation of the SUAs.

(ii) list of standard urban areas of the States/Union Territories (asterisk shown against the SUAs delineated for the first time in 1981 Census).

(iii) the inset tables as shown at Annexure-I with explanatory note thereon.

(iv) any other special information/analysis deemed necessary including details of the urbanisation trends noticed in each SUAs.

(v) explanatory note to A-5 table.

5. The manner of presentation of data in Table A-5 will remain the same as in 1971 Census. The sequence of total/urban/rural may be followed uniformly throughout the table by first indicating the urban units and then the rural units as shown in the format of Table A-5 included in the tabulation plan for 1981. The detailed instructions for presentation of particulars of standard urban areas and their units are provided at Annexure-II.

6. Kindly acknowledge the receipt of this circular letter.

Yours sincerely,

(P. Padmanabha)

ANNEXURE I

Change in Constituent units of Urban components in Standard Urban Areas including change in boundary between 1971-1981 and nature and reason(s) of change

Name of Standard Urban Area	Urban components in						Nature and reason of change between 1971—1981 (specify)
	1971			1981			
	Name (Status)	Area	Population	Name (Status)	Area	Population	
1	2	3	4	5	6	7	8
A.	(a)			(a)			
	(b)			(b)			
	(c)			(c)			
	(d)			(d)			
				(e)			
B.	(a)			(a)			
	(b)			(b)			
	(c)			(c)			
				(d)			
C.	(a)			(a)			
	(b)						

NOTES FOR THE TABLE

1. This table is to be prepared for only those Standard Urban Areas where change in status of the constituent units or change in boundary has taken place.

2. In column 1 mention the name of the Standard Urban Area in full.

3. In columns 2 & 5 the name of the urban components should be provided according to the nomenclature in 1971 and 1981 Census respectively. Mention the civic status of the component unit within parenthesis against the name of the unit.

4. For columns 3 & 4 and 6 & 7 area and population figures according to the respective censuses may be provided.

5. Column 8 may provide the descriptive details of changes between 1971-81 in Standard Urban Area. Some of the likely changes in the SUAs during the decade have been tentatively identified below:

   (a) Annexation of village(s) (give name, area and locational particulars) wholly/partly (specify) from within and/or outside (specify) the Standard Urban Area to one of the urban Components.

   (b) Merger of OG(s) (give name and area) any other urban component (give name and area) to another urban component (give name).

   (c) Formation of new town(s)/OG(s) in 1981 Census from the rural components of the SUA of 1971 Census or from areas lying outside the SUA boundary (specify).

   (d) Declassification of town(s)/OG(s) of 1971.

   (e) Deurbanisation of a portion of town.

   (f) Delineation error in 1971 Census.

   (g) Others (specify).

ANNEXURE II

Instruction for presentation of A-5 table in 1981 Census

1. In column 1 of the A-5 table name of districts will appear. The districts here may be arranged in order of location code number.

2. The name of the Standard Urban Areas (in column 2), if more than one, within the district, may be arranged in alphabetical order.

3. The name of the urban components (in col. 2) will appear in order of numerical strength.

4. The names of the rural components (in col. 2) will appear in order of location code number.

5. In a few SUAs of 1971 Census, in the States of Andhra Pradesh, Himachal Pradesh, Maharashtra, Rajasthan, Tamil Nadu and West Bengal the constituent units are spread over in more than one district. In such cases the pattern should be as follows:

(a) Where the SUA has only one urban component and the rural components are distributed in two districts i.e. some in the district to which the urban component belongs and the remaining in another district, the SUA should be shown with reference to the district to which the urban component belongs.

(b) In some cases there are two or three urban components belonging to different districts. In these cases, the numerically dominant town after which the SUA is known would be the referent town for assigning the district at first place. After indicating the urban components of the SUA concerned in the same district in order of numerical strength the urban components of the other district(s) within the same SUA should be indicated in order of numerical strength. The rural components should be presented districtwise and may be arranged in the sequence of location code number within the district.

In case of Chandigarh SUA where there is inter state spil over, the pattern of presentation should be same as was in 1971 census. A dummy presentation pattern is given below for ready reference :

State/UT/District	Standard Urban Area and Component Units		
1	2	3	4 18
State/UT	Total Urban Rural		
District-I	**Standard Urban Area** — ·	Total	
(To be arranged in order of L.C. number)	(To be arranged in alphabetical order, if more than one)		
	Urban Components		
	(In order of numerical strength) (i) (ii) (iii)		
	Total Urban Group Rural Components		
	(In order of location code number) (i) (ii) (iii)		
	Total Rural Group		
District- II and District - III	**Standard Urban Area**	Total	
District-II	**Urban Components**		
	(i)		
	(ii)		
District -III	(iii)		
	(iv)		
	Total Urban Group		
District -II	**Rural Components**		
	(i)		
	(ii)		
	(iii)		
District-III	(iv)		
	(v)		
	(vi)		

D.O. No. 18/4/80-SS
Government of India
Ministry of Home Affairs,
2-A, Mansingh Road,
The Registrar General, India
New Delhi-110 011.
21 January, 1981.

P. PADMANABHA

Subject:—State Level Town Directory, 1981 Census—Circular No. 28—Corrigenda

My dear

Kindly refer to my demi-official letter of even number dated the 8th December, 1980, pertaining to Census circular No. 28 on the subject of compilation of State Level Town Directory. A few typographical errors have been noticed. These may please be corrected as explained in the enclosed statement.

2. The receipt of this letter may kindly be acknowledged.

Yours sincerely,

(P. Padmanabha)

Encl: As above (with 5 spare copies).

Shri

Director of Census Operations,

Enclosure to d.o. Letter No. 18/4/80-SS, dated the 21st January, 1981 regarding corrigenda to Circular No. 28

Corringenda—Census Circular No. 28

ag No.	Nature of Correction to be carried out
44. (Table 20(A)-Col.1)	Delete "Class III to Class VI"
45. (Table 20(B)-Col.1)	—do—
46. (Table 20(C)-Col.1)	—do—
47. (Table 20(D)-Col.1)	—do—
48. (Table 20(E)-Col.1)-	—do—
50. Table 21 (B)-Cols 4 to 8	For: "No. of towns where the medical facility mentioned in col. 3 is not available at a distance of" Read: "No. of towns where the medical facility mentioned in col. 3 is not available, but available at a distance of"
53. (Foot-note)	For: "To be completed from ....." Read: "To be compiled from ....."
54. (Table 23-Col.6)	For: "Autitoria" Read: "Auditoria"
72.	The manner of illustration for showing class, name and civic administration status in col.2 of Statement-I is appropriate but the abbreviations on civic status have been typed too far off from the class and name of the towns. These should be given closer to the respective names of the towns, as indicated below:— II. Ambala Cantt. (C.B.) V. Begun (C.T.) I. Delhi (M.Corp.) V. Naraingarh (NAC.)

Page No.	Nature of Correction to be carried out
80. (line 3, from above)	For; "Stepping"
	Read; "Stopping"
84. (line 10, from below)	Delete the word "amenity"
85. (line 8, from above)	For; "Education"
	Read; "Educational"
86. (line 9, from above)	For; "or"
	Read; 'of"
88. (line 7, from below)	For; "particular"
	Read; "Particular"

Registered

1981—CENSUS
IMMEDIATE

P. PADMANABHA

D.O. No. 9/26/81-CD(CEN)
Government of India
Ministry of Home Affairs
The Registrar General, India
2-A Mansingh Road,
New Delhi-110 011.
February 23, 1981.

CENSUS OF INDIA 1981—CIRCULAR No. 31

Subject:—Provisional Population Totals: Supplement to Paper I of 1981

My dear

The presentation of data in the Supplement to Paper 1 has been under consideration after the issue of our circular No. 23 and I am writing to you for certain additional information.

In Circular No. 23 you will recall that in para 18 certain formats for the Supplement had been indicated and it was also mentioned in para 19 that these details should be sent to us by 4th April, 1981. In order to present a little more detail to the user we are expanding this volume at the national level and I am indicating in this letter the type of information and the manner in which it would have to be forwarded to us. To avoid any confusion with what has been mentioned in Circular 23, please treat what is mentioned here as totally superseding the instructions issued in Circular 23 so far as the Supplement to Paper 1 is concerned in relation to material to be sent to us. The instructions in the circular would continue to operate for the Supplement that you would have to produce but I would welcome the incorporation of the information how being sent to us for the State right down to Tahsil and Town levels in your Supplement. In particular, I would like to emphasise that the PCA element which I am referring to hereafter must be incorporated in your Supplement also.

The following completed tables would have to be forwarded to us by 4th of April 1981. The formats of these tables are enclosed with this letter:—

(a) Table 1 - Rural and Urban composition of population (It will be noticed that this is the same as what was indicated in Circular 23).

(b) Table 2 - Population and Growth Rate of Cities, Urban Agglomerations and Towns.

(c) Table 3 - Urban Population by size class of Towns.

(d) Table 4 - Workers and their percentage to total population (This is the same as table 3 of Circular 23).

(e) Table 5 - Distribution of Working Population by Cultivators, Agricultural Labourers, Household Industry and other Workers (This is the same as table 4 of Circular 23).

(f) Primary Census Abstract - Parts I and II.

The information for all these tables would be available from the charge working sheets and charge abstracts. The manner in which data would have to be arranged in the tables is indicated hereafter.

Table 1 is the same as what was specified earlier. There should be no difficulty in compiling this table.

Table 2 will be generated as follows:

(i) Table 2 would have to provide data mentioned therein the case of all towns.

(ii) The first line would in effect give total urban population and corresponding details. The rest of the table will contain information of towns arranged by size class starting with class I and ending with class VI. In each class, the towns may be arranged in descending order of population.

(iii) In the case of urban agglomerations one line will be taken up for the population and other details of the UA as such. Below that should be given the corresponding details for each of the constituent units of the UA arranged in descending order, including rural outgrowths. Please note that in the case of UAs, therefore, the constituent units will not be repeated in the other size class into which they may individually fall according to their population.

(iv) Against each town the civic status of the town should be given, such as municipal corporation, municipality, cantonment etc.

(v) In the case of towns treated as such for the first time in 1971 and continuing as such in 1981, an asterisk (*) mark should prefix the name of the town.

(vi) Names of towns treated as such for the first time in 1981 should be underlined.

(vii) In column 2 the name of the district within which the UA or the town falls should be repeated against each town and "ditto" marks (") should be avoided.

(viii) In case a constituent unit of an urban agglomeration happens to fall in a different district, the name of that district must be mentioned against the corresponding constituent unit.

The PCA format is also enclosed. For convenient handling and entering of data it has been split into two parts. Also, we have had to split this into two parts because, apart from the basic PCA information which would be available with you, we have incorporated within the formats certain ratios etc. In providing the information in these two forms the following points must kept in mind;

(i) The first three lines will be the State totals for total, rural and urban.

(ii) This will be followed by information for each district, with three lines being taken for each district for total, rural and urban.

(iii) After the PCA for all the districts has been given please leave a little space and then give this information separately in the case of those cities/UAs with a total population of one lakh or more. It may be noted that in the case of UAs we only want the figures relating to the total UA and not the constituent units.

(iv) Please note that Part I contains among other variables details of scheduled castes and scheduled tribes and Part II also contains details of those working/available for work. It is not intended to publish this data at this stage and we are asking for it only for internal information. In the Supplement to be published by you also, this information should not be published at this stage.

(v) In column 4 of PCA (Part I) it is sufficient if the area is indicated against total. The area figures for rural and urban need not be given. Similarly, in the case of cities/urban agglomerations, unless you are able to provide area in all cases, this information need not be provided.

Please acknowledge receipt of this letter in the form enclosed.

Yours sincerely,

(P. Padmanabha)

Encl: five spare copies

Shri

Director of Census Operations.

TABLE 1

Rural and Urban Composition of Population

Sl. No.	State/ District	Population 1981			Percentage of urban to total population		Decennial Growth Rate 1971-81		
		Total	Rural	Urban	1971	1981	Total	Rural	Urban
1	2	3	4	5	6	7	8	9	10

TABLE 2

Population and Growth-rate of Cities, Urban Agglomerations and Towns

Name of State/UT ——————————

Sl. No.	Size-class/City/U.A./Town	District	Population 1981			Growth rate	
			Persons	Males	Females	1961—71	1971—81
1	2	3	4	5	6	7	8
	ALL CLASSES						
	Class I						
	A						
	B						
	C						
	Class II						
	D						
	E						
	F						
	Class III						
	G						
	H						
	I						
	Class IV						
	J						
	K						
	L						
	Class V						
	M						
	N						
	O						
	Class VI						
	P						
	Q						
	R						

TABLE 3

Urban population by size-class of towns

Name of State/UT——————————

Size-Class	No. of UAs/ Towns	Population 1981			Proportion of population in each size-class to total urban population		Growth rate		Sex ratio 1981 (Females per 1000 males)
		Persons	Males	Females	1971	1981	1961-71	1971—81	
1	2	3	4	5	6	7	8	9	10
ALL CLASSES									
Class I									
Class II									
Class III									
Class IV									
Class V									
Class VI									

TABLE 4

Workers and their percentage to total population

Sl. No.	State/District	Persons Males Females	Total population 1981	Main Workers 1981	Percentage of workers to total population	
					1971	1981
1	2	3	4	5	6	7
		Persons				
		Males				
		Females				

PRIMARY CENSUS ABSTRACT—PART I

Sl. No.	State/District/City/UA	Total Rural Urban	Area in km²	Occupied residential houses	No. of Households	Total population (including Institutional and Houseless population)			Scheduled Castes		
						Persons	Males	Females	Persons	Males	Females
1	2	3	4	5	6	7	8	9	10	11	12

Scheduled Tribes			Density of population per km²	Females per 1000 males	Percentage growth rate of population 1961-71	Literate Population			Literates as per cent of total population		
Persons	Males	Females				Persons	Males	Females	Persons	Males	Females
13	14	15	16	17	18	19	20	21	22	23	24

PRIMARY CENSUS ABSTRACT—PART II

Sl. No.	State/District/ City/UA	Total Rural Urban	Main Workers											
			Total main Workers (I—IX)			Total main Workers as per cent of total population			Cultivators (I)			Agricultural labourers (II)		
			Persons	Males	Females	Persons	Males	Females	Persons	Males	Females	Persons	Males	Females
1	2	3	25	26	27	28	29	30	31	32	33	34	35	36

Main Workers														
Household Industry—Manufacturing, Processing, Servicing and Repairs V(a)]			Other Workers [III, IV, V(b) and VI to IX]			Marginal Workers			Non-workers			Seeking/ available for work		
Persons	Males	Females	Persons	Males	Females	Persons	Males	Females	Persons	Males	Females	Persons	Males	Females
37	38	39	40	41	42	43	44	45	46	47	48	49	50	51

No.

Government of India
Ministry of Home Affairs
Office of the Director of Census Operations

To

Shri P. Padmanabha,
Registrar General, India,
2-A Mansingh Road,
New Delhi-110011.

Subject:—Provisional Population Totals (Supplement to Paper 1 of 1981

Sir,

Kindly refer to your D.O. Letter No. 9/26/81-CD (CEN) dated 23rd February, 1981 on the above subject. Receipt of the above communication is hereby acknowledged.

Yours faithfully,

Director of Census Operations

P. PADMANABHA D.O. No. 9/26/81-CD (CEN)
Government of India
Ministry of Home Affairs
The Registrar General, India
2-A Mansingh Road
New Delhi-110011

March 6, 1981

Subject:—Provisional Population Totals—Supplement to Paper 1 of 1981

(Clarification for Circular No. 31)

My dear

Please refer to Circular No. 31 sent with my D.O. of even number dated 23 February, 1981, on the above subject.

As you will recall, in Circular No. 23 sent with my D.O. No. 9/34/80-CD (CEN) dated 10 July, 1980, table formats for your Supplement to paper 1 of 1981 were suggested. At that point of time, it was also the intention that these items alone need go into the Registrar General's Supplement to Paper 1 of 1981. Subsequently, the scope of R.G's Supplement has

been enlarged which prompted us to issue Circular No. 31 indicating what materials and in what manner these will be sent.

You will notice from page 2 of Circular No. 31 that six types of tables are required to be forwarded to us by 4th of April, 1981. Of these, three are mentioned in Circular No. 23 itself. For the remaining tables, you will have to get the information compiled in the regional tabulation offices on the basis of the Enumerator's Abstracts and Charge Abstracts. The regional tabulation offices should be asked to send the completed tables to you well before 4th April, so that the consolidated state tables envisaged in Circular No. 31 are forwarded to my office by 4th April, 1981.

Please acknowledge the receipt of this letter.

Yours sincerely,

(P. Padmanabha)

Encl : five spare copies

Shri
Director of Census Operations.

REGISTERED

P. PADMANABHA D.O. No. 9/26/81-CD (CEN)
Government of India
Ministry of Home Affairs
The Registrar General, India.
2-A Mansingh Road
New Delhi-110011
March 6, 1981

Subject:—Provisional Population Totals—Supplement Tables)—Amendment to Circular No. 23.

My dear

As you will recall, in circular No. 23 which relates to presentation of provisional population totals, it has been stipulated that information regarding workers will be included in the Supplement to Paper 1 of 1981. In Table 3 and 4 of this Supplement the heading, as now drafted, mentions only "workers". It is necessary to clarify that the data on workers included in both these tables will relate only to "main workers" and will not contain data relating to "marginal workers". In order to make this clear, you are requested to amend the headings for the relevant columns in both these tables to "main workers". To avoid any confusion in the matter, revised formats are enclosed.

2. It may be mentioned by way of clarification that the figures for "main workers" for Tables 3 and 4 of the Supplement will be the abstraction of the data from the Enumerator's Abstract in item 8 relating to "yes in 14B" and to the commulative totals of the data in items 10 to 13 relating to information from question 15A.

3. You will notice in the revised formats which are now enclosed, reference to data relating to those "seeking/available for work" has been eliminated. This was column 16 in the original format which, as you will recall, was suggested to be dropped for the time being under this office letter No. 9/18/81-CD (CEN) dated 6.1.1981.

4. Please adopt the revised format which will, therefore, relate only to main workers, obtained in the manner indicated herein for the Supplement to Paper 1 of 1981.

Please acknowledge receipt.

Yours sincerely,

(P. Padmanabha)

Encl: five spare copies

Shri
Director of Census Operations.

SUPPLEMENT TABLE 3

Distribution of main workers

1981—CENSUS
(Provisional Figures)

State/District	Persons Males Females	Total population	Main Workers	Percentage of main workers to total population	
				1971	1981
1	2	3	4	5	6
	Persons				
	Males				
	Females				

SUPPLEMENT TABLE 4

1981—CENSUS
(Provisional Figures)

Distribution of Main Workers by Cultivators, Agricultural Labourers, Household Industry and Other Workers

State/District	Persons Males Females	Total Main workers	Cultivators	Agricultural Labourers	Household Industry	Other workers	Percentage of main workers in Agriculture, Household Industry and Other Work to total workers							
							Cultivators		Agricultural Labourers		Workers in Household Industry		Other Workers	
							1971	1981	1971	1981	1971	1981	1971	1981
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
	Persons													
	Males													
	Females													

REGISTERED

P. PADMANABHA D.O. No. 9/26/81-CD (CEN)
Government of India
Ministry of Home Affairs
The Registrar General, India
2-A Mansingh Road
New Delhi-110011
March 7, 1981

Subject:—Provisional Population Totals—Supplement to Paper 1 of 1981

(Clarification for Circular No. 31)

My dear

Please refer to my D.O. of even number dated the 6th March 1981 which referred to the table formats for the Supplement. This letter clarified the manner in which the six tables specified on page 2 of Circular 31 could be compiled. Some of our colleagues have said that they have not specified the totalling of information relating to occupied residential houses and number of households in the Charge Abstract or Circle Abstract and that, therefore, the compiling of this information in terms of Circular No. 31 may take some time. I would like you to indicate the position in your State urgently. If the abstraction of this information relating to occupied residential houses and number of households will take time, I am writing to say that this information need not be forwarded but the other information as specified in the tables in Circular 31 must be sent within the due date.

Please review the position and also confirm that the tables for the Supplement with or without the two items referred to herein will be sent within 4th April as already specified.

Yours sincerely,
(P. Padmanabha)

Encl: five spare copies

Shri
Director of Census Operations.

1981—CENSUS

IMMEDIATE

P. PADMANABHA D.O. No. 9/26/81-CD (CEN)
Government of India
Ministry of Home Affairs
The Registrar General, India
2-A Mansingh Road
New Delhi-110011
23rd March, 1981.

Subject:—Provisional Population Totals—Supplement to Paper I of 1981.

(Clarification for Circular No. 31)

My dear

Please refer to my D.O. of even number dated the 7th March, 1981 which referred to the two columns

relating to occupied residential houses and number of households in the format of Primary Census Abstract Part I, forwarded with my Circular No. 31. I have since received replies from a number of States indicating that the totalling of information relating to these two items has not been provided for in the Charge Abstract or Circle Abstract and that, therefore, the compiling of this information in terms or Circular No. 31 will take very long. In view of this, I am writing to say that this information need not be forwarded, but the other information as specified in the tables in Circular No. 31 must be sent within the due date in the revised PCA formats enclosed.

While on the subject, I wish to invite your particular attention to the figures relating to Scheduled Castes and Scheduled Tribes which are being compiled for being furnished to this office. As indicated in Circular No. 31 itself, you should not repeat nor publish these figures at this stage. Similarly, the information relating to the columns dealing with persons seeking/available for work should not be published by you. The information is being collected by me for study.

Please acknowledge receipt of this letter, in the enclosed form.

Yours sincerely,

(P. Padmanabha)

Encl: As above (with 5 spare copies)

Shri

Director of Census Operations

REVISED PRIMARY CENSUS ABSTRACT—PART I

Sl. No.	State/District/City/U.A.	Total Rural Urban	Area in km²	Total Population (including institutional & houseless population			Scheduled Castes		
				Persons	Males	Females	Persons	Males	Females
1	2	3	4	5	6	7	8	9	10

Scheduled Tribes			Density of population per km²	Females per 1000 males	Percentage growth rate of population 1971-81	Literate population			Literates as per cent of total population		
Persons	Males	Females				Persons	Males	Females	Persons	Males	Females
11	12	13	14	15	16	17	18	19	20	21	22

REVISED PRIMARY CENSUS ABSTRACT—PART II

Sl. No.	State/District/ City/UA	Total Rural Urban	Main Workers											
			Total Main Workers (I-IX)			Total main Workers as per cent of total population			Cultivators (I)			Agricultural Labourers (II)		
			Persons	Males	Females	Persons	Males	Females	Persons	Males	Females	Persons	Males	Females
1	2	3	23	24	25	26	27	28	29	30	31	32	33	34

Main Workers														
Household Industry—Manufacturing, Processing, Servicing and Repairs [V (a)]			Other Workers [III, IV, V(b) and VI to IX)]			Marginal Workers			Non-workers			Seeking/ Available for work		
Persons	Males	Females	Persons	Males	Females	Persons	Males	Females	Persons	Males	Females	Persons	Males	Females
35	36	37	38	39	40	41	42	43	44	45	46	47	48	49

REGISTERED

1981—CENSUS
IMMEDIATE

P. PADMANABHA

D.O. No. 18/1/81-SS
Government of India
Ministry of Home Affairs
The Registrar General, India
2-A Mansingh Road,
New Delhi-110011.
5 May, 1981

CENSUS OF INDIA—1981 CIRCULAR NO. 32

Subject:—District Census Handbook, Parts A and B—Coverage and presentation of data

My dear

In Circular No. 4 issued under my D.O. letter No. 18/5/79-SS, dated the 16th July, 1979, I had indicated the coverage of the 1981 series of District Census Handbooks. I had inter alia explained therein that for 1981 series the District Census Handbooks will be brought out in two parts only. Part-A will comprise Village and Town Directory besides Town-wise and Village-wise Primary Census Abstract and Part-B will be confined to District Census tables. You would, however, have noticed from page 258 of the Tabulation Plan for 1981 Census, recently circulated to you, that we have deviated from the above scheme and Part XIII-A will now comprise Village and Town Directory, while Part XIII-B will contain the Village and Town Primary Census Abstract of the district. This reversion was necessitated for two reasons, viz., (i) the district and tahsil level census tables which earlier were envisaged for inclusion in Part-B are likely to be delayed due to different priorities given to various series of tables involved in the computerisation programme and (ii) in larger states, in particular, it may not always be possible to bring out village and town-wise primary census abstract, etc. along with Village and Town Directory in one book due to the publication becoming unwieldy on account of a large number of villages and towns involved in the directory for which data are being provided. Therefore, please note that Part-A will now comprise only the Village and Town Directory and Part-B the Village and Town-wise Primary Census Abstract. It will be noted that the A-series Tables of each district will in any case be included in Part II-A. As far as possible both Parts A and B may be included in the same book or volume. The grouping of Parts A and B will enhance the value of the publication as the data given therein are closely inter-related. But as indicated above, I do appreciate that in respect of some of the districts of a few large states it may not be possible to bring out Parts A & B together because of the sheer volume of the data involved. You may

decide for which districts it will be necessary to publish Part-A and Part-B separately.

2. The relevant instructions regarding compilation of Village and Town Directory, which will be now covered under Part-A, and PCA of villages and towns, to be included under Part-B, have already been detailed in Circular Nos. 4, 8 and 17. I am enclosing formats of Village and Town Directory and consolidated instructions (Annex. IV) for compilation of the Directory issued vide the aforesaid circulars as well as a few minor modifications endorsed to you in the light of suggestions received from some of you from time to time. Please note that there is no new instruction or modification of the instructions already communicated to you. I have merely consolidated the instructions issued so far for your ready reference at one Place,

3. I am now only to provide you the instructions about the frame of the District Census Handbooks of 1981 series. The relevant frame and instructions regarding presentation of data may kindly be seen at Annex I of this Circular. It will be seen therefrom that Parts A and B will have a foreword from the Registrar General, India, followed by your preface, including acknowledgements. This may be followed by the district map. It will be desirable to prepare two or three copies of the district map as wherever parts A and B are being brought out as separate volumes each may contain a district map. The third copy of the district map may be subsequently useful if we decide to have another series of DCH on some other aspect, Thereafter, an abstract of the important statistics for the district may be provided in a tabulation form as 'Important Statistics', as illustrated at Annex II. This can, however, be modified to include some other important statistics, if so desired. This time the heading 'Analytical Note' has been substituted for the section 'Introductory Note'. The scope of analysis has been enlarged by devising a number of inset tables based on Village and Town Directory data as well as their PCA as shown at Annex III. In case Part-A and Part-B are published separately it would be desirable to repeat in Part-B the items 1 to 5 (i) and reserialise the topics appropriately to make each volume self-contained. In the preface, however, relevant cross reference may be given about the Part-A or Part-B, as the case may be. In such cases, the inset tables will also have to be divided into two groups. Tables 11 to 24 based on the Village and Town Directory may be included in Part-A and Tables 1 to 10, which are primarily based on PCA, in Part-B. In such cases, the tables may be renumbered as Table I onwards in each volume separately.

4. My Office has undertaken an important plan-scheme, "Study on Distribution of Infrastructural facilities in Different Regions and Levels and Trends of Urbanisation". For facilitating analysis and computerisation of the data, we would need one copy of the DCH. You are requested to ensure that one copy is prepared for this purpose. It may be recalled that in my Circular No. 4, I had advised that the data on area of the village (Column 3 of the Village Directory format) and, as far as possible, on land-use pattern (Columns 15 to 19) may be provided in hectares and only in such cases it may be given in acres where the records are not maintained in hectares. However, for generation of a few tables on PCA and Village Directory it will be necessary to convert the other unit of measures like acre into hectares in the extra copy. I am also to invite your attention to the format of the Village Directory wherein in the column No. 12, the name and distance of the nearest town is to be recorded. For the purpose of publication of the DCH no other particulars are required. It would, however, be necessary to note the size class of each town, based on its population, for the purpose of a few tables that will be generated on the basis of PCA and Village Directory data. You are, therefore, requested to note the size-class of the nearest town in the extra copy that will be prepared. This work may be started now to save time so that the conversion of local unit like acre to hectares and noting the size-class of the relevant towns for Column 12 of Village Directory format is available well in time, say by early next year.

It may be necessary to code the entries in this extra copy for computerisation. Instructions on this will follow.

5. The manuscripts of Parts A and B of any one district of your State may kindly be sent to the Deputy Registrar General (Social Studies Division) for scrutiny. In the light of the comments thereon, the same pattern may be followed for compilation of tables and presentation of data for other districts. It will not be necessary to send the other manuscripts for vetting to the Social Studies Division.

6. I hope by now you must have done the necessary spade work for collection and compilation of data from different villages and towns for Village and Town Directory in the relevant formats. You may please now take urgent steps to consolidate Parts A and B in the light of the Annex I of this Circular pertaining to the frame of the District Census Handbooks, Parts A and B, as well as other relevant instructions.

Kindly acknowledge receipt.

Yours sincerely,

(P. Padmanabha)

Encl: as above (with five spare copies)

Shri

Director of Census Operations,

ANNEX-I

Frame of the District Census Handbook—Parts A & B—1981 Series

Part A—Village and Town Directory

1. Foreword.
2. Preface including acknowledgements
3. Map of the district.
4. Abstracts of the Important Statistics of the district (Annex. II)
5. Analytical Note :
   (i) Census concepts of rural and urban areas and other terms namely census house, household, scheduled castes/scheduled tribes, literates, main worker, marginal worker, non-worker, etc.
   (ii) Brief history of the district and the District Census Handbook.
   (iii) Scope of Village Directory, Town Directory Statements and PCA.
   (iv) Physical Aspects Highlights on the changes in the jurisdiction of the district during the decade including its boundaries and any important event on geographic or geophysical aspect.
   (v) Major characteristics of the district particularly in relation to the economic resources namely forestry, minerals and mining, electricity and power, land and land use pattern, tenancy, agriculture, animal husbandry, fishery, industry, trade and commerce transport, etc.
   (vi) Major social and cultural events, natural and administrative developments and miscellaneous activities of note during the decade.
   (vii) Brief description of places of religious, historical or archaecological importance in villages and places of tourist interest in the towns of the district.
   (viii) Brief analysis of the Village and Town Directory and PCA data based on inset tables (Annex III).
6. **Section I—Village Directory**
   (a) *For each Taluk:*
      (i) Taluk/Tahsil map.
      (ii) Alphabetical list of villages.
      (iii) Note explaining the codes used in the Village Directory.
      (iv) Village Directory.
   (b) Appendices (I-IV) to the Village Directory
7. **Section II—Town Directory**
   (i) Note explaining the codes used in the Town Directory.
   (ii) Town Directory statements (I to VI and IVA).
   (iii) Appendix to the Town Directory.

Part B—Primary Census Abstract

(i) *District PCA*
   (a) Taluk-wise— Total, Rural Urban.

(ii) *Taluk-wise PCA*
   (a) Village-wise
   (b) Town-wise (within the town, ward-wise)

ANNEX-II

IMPORTANT STATISTICS

		State	District
POPULATION TOTAL	Persons		
	Males		
	Females		
RURAL	Persons		
	Males		
	Females		
URBAN	Persons		
	Males		
	Females		
DECENNIAL POPULATION GROWTH RATE 1971-81			
AREA (Sq. Kms.)			
DENSITY OF POPULATION (Per Sq. Km.)			
SEX RATIO (Number of Females per 1000 males)			
LITERACY RATE	Persons		
	Males		
	Females		
PERCENTAGE OF URBAN POPULATION TO TOTAL POPULATION			
PERCENTAGE TO TOTAL POPULATION			
(i) Main Workers	Persons		
	Males		
	Females		
(ii) Marginal Workers	Persons		
	Males		
	Females		
(iii) Non-workers	Persons		
	Males		
	Females		
(iv) Persons seeking/ available for work	Persons		
	Males		
	Females		

Break-up of Main Workers:

PERCENTAGE AMONG MAIN WORKERS:

(i) CULTIVATORS Persons
Males
Females

(ii) AGRICULTURAL LABOURERS Persons
Males
Females

(iii) HOUSEHOLD INDUSTRY Persons
Males
Females

(iv) OTHER WORKERS Persons
Males
Females

PERCENTAGE OF SCHEDULED CASTES POPULATION TO TOTAL POPULATION Persons
Males
Females

PERCENTAGE OF SCHEDULED TRIBES POPULATION TO TOTAL POPULATION Persons
Males
Females

NUMBER OF OCCUPIED RESIDENTIAL HOUSES

NUMBER OF VILLAGES Total
Inhabited
Uninhabited

NUMBER OF TOWNS

NOTE:—The above list is illustrative and can have information on more aspects.

ANNEX III

Inset Tables—DCH (Parts A & B)

TABLE 1—Population, Number of Villages and Towns, 1981

Sl.No.	Name of Taluk/Tahsil	Population									No. of Villages		No. of Towns
		Total			Rural			Urban			Total	Inhabited	
		P	M	F	P	M	F	P	M	F			
1	2	3	4	5	6	7	8	9	10	11	12	13	14
Total District													

TABLE 2—Decadal Change in Distribution of Population

Taluk/Tehsil	Population						Percentage decadal (1971-81) variation		
	1971			1981					
	Total	Rural	Urban	Total	Rural	Urban	Total	Rural	Urban
1	2	3	4	5	6	7	8	9	10
A									
B									
C									
District									

TABLE 3—Distribution of Villages by Population Ranges

Range of population	No. of villages in each range	Percentage of villages in each range
1	2	3
200		
200— 499		
500—1,999		
2,000—4,999		
5,000—9,999		
10,000+		
Total		100·00

TABLE 4—Distribution of Villages by Density

Range of density (per sq. km.)	Total No. of villages in each density range	Percentage of villages in each density range
1	2	3
— 10		
11— 20		
21— 50		
51—100		
101—200		
201—300		
301—400		
501+		
Not known		
Total		100·00

TABLE 5—Proportion of Scheduled Castes Population to Total Population in the Villages

Percentage range of Scheduled Castes population to total population	No. of villages in each range	Percentage of villages in each range
1	2	3
0—5		
6—10		
11—15		
16—20		
21—30		
31 and above		
Total		100·00

TABLE 6—Proportion of Scheduled Tribe Population to total Population in the villages

Percentage range of Scheduled Tribe population to total population	No. of villages in each range	Percentage of villages in each range
1	2	3
0— 5		
6—15		
16—25		
26—35		
36—50		
51 and above		
Total		100·00

TABLE 7—Proportion of Scheduled Castes/Scheduled Tribes Population in towns

Name of the town*	Total Population	Total Scheduled Caste Population	Total Scheduled Tribe population	Percentage of Scheduled Caste population to total population	Percentage of Scheduled tribe population to total population
1	2	3	4	5	6
All Towns					

*To be arranged in alphabetical order.

TABLE 8—Literacy Rates by Population ranges of villages

Range of Population	No. of villages in each range	Literacy rate
1	2	3
— 200		
200— 499		
500—1,999		
2,000—4,999		
5,000—9,999		
10,000+		
Total		

TABLE 9—**Literacy rates for towns**

Name of the Town*	Literacy rate
1	2
All Towns	

*To be arranged in alphabetical order.

TABLE 10—**Literates, Workers, Non-workers, Scheduled Caste/Tribe Population in the** district

Name of Taluk/ Tahsil	Total Rural Urban	Total population			Percentage of																				
					S.C. population to total population		S.T. population to total population			Literates to total population			Main workers to total population			Marginal workers to total population			Total workers to total population			Non-workers to total population			Persons seeking/ available for work to total population		
		P	M	F						P	M	F	P	M	F	P	M	F	P	M	F	P	M	F	P	M	F
1	2	3	4	5	6		7			8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25
A	Total																										
	Rural																										
	Urban																										
B	Total																										
	Rural																										
	Urban																										
Total district	Total																										
	Rural																										
	Urban																										

TABLE 11—**Distribution of Villages according to the availability of different amenities**

Sl. No.	Name of Taluk/ Tahsil	No. of inhabited villages	No.(with percentage) of villages having one or more of the following amenities							
			Education	Medical	Drinking water	Post & Telegraph	Market/ Hat	Communications	Approach by pucca road	Power supply
1	2	3	4	5	6	7	8	9	10	11
Total District										

TABLE 12—Proportion of Rural Population served by different amenities

Sl. No.	Name of Taluk/ Tahsil	Total population of inhabited villages in the Taluk	Proportion of Rural Population served by the amenity of							
			Education	Medical	Drinking water	Post & Telegraph	Market/ Hat	Communication	Approach by pucca road	Power supply
1	2	3	4	5	6	7	8	9	10	11
Total District										

TABLE 13—Distribution of villages not having certain amenities, arranged by distance ranges from the places where these are available

Village not having the amenity of	Number of villages where the amenity is not available and available at distance of			
	—5 Kms.	5—10 Kms.	10+Kms	Total (cols. 2-4)
1	2	3	4	5
1. Education				
2. Medical				
3. Drinking water				
4. P. & T.				
5. Market/Hat				
6. Communication				

TABLE 14—Distribution of villages according to the distance from the nearest town and availability of different amenities

Distance Range from the nearest town (in Kms.)	No. of inhabited villages in each range	No. (with percentage) of villages having the amenity of							
		Education	Medical	Drinking water	Post & Telegraph	Market/ Hat	Communication	Approached by pucca road	Power supply
1	2	3	4	5	6	7	8	9	10
0— 5									
6—15									
16—50									
51+									
Unspecified									
Total									

TABLE 15—Distribution of villages according to population range and amenities available

Population range	No. of inhabited villages in each range	Number (with percentage) of villages having the amenity of							
		Education	Medical	Drinking water	Post & Telegraph	Market/ Hat	Communication	Approach by pucca road	Power supply
1	2	3	4	5	6	7	8	9	10
— 499									
500—1,999									
2,000—4,999									
5,000 +									
Total									

TABLE 16—Main Staple Food in the Majority of villages in each Taluk

Sl.No.	Name of Taluk/ tahsil	Main Staple food
1	2	3

TABLL 17—Distribution of Villages According to Land Use

Sl. No.	Name of Taluk/Tahsil	No. of inhabited villages	Total area	Percentage cultivable area to total area	Percentage of irrigated area to total cultivable area
1	2	3	4	5	6
Total District					

TABLE 18—Growth, Density and sex-ratio of Urban Population in the District in relation to the State

Census year	District						State					
	Total population	Urban population	% Urban population	Decadal percentage variation in urban population	Density (population per sq.km.)	Sex ratio (No. of females per 1,000 males)	Total population	Urban population	% Urban population	Decadal percentage variation in urban population	Density (population per sq.km.)	Sex ratio (No. of females per 1,000 males)
1	2	3	4	5	6	7	8	9	10	11	12	13
1951												
1961												
1971												
1981												

TABLE 19—New Towns/Towns declassified in 1981 Census

Name of Towns	Population 1981 Census
1	2
(a) *Added*	
(i)	
(ii)	
(iii)	
(b) *Declassified*	
(i)	
(ii)	
(iii)	

TABLE 20—Per Capita receipt and expenditure in towns

Class, name & civic status of the town*	Per capita								
	Receipt			Expenditure					
	Total	Receipt through taxes	Receipt from all other sources	Total expenditure	General administration	Expenditure on public health and conveniences	Public works	Expenditure on pulic institutions	Other aspects
1	2	3	4	5	6	7	8	9	10
Total									

*To be arranged in alphabetical order.

TABLE 21—Schools per ten thousand population in towns

Class, name and civic status of Town*	No. per ten thousand population			
	Higher Secondary/ Inter/PUC/ Junior College	Secondary/ Matriculation	Junior Secondary/ Middle	Primary
1	2	3	4	5
Total				

*To be arranged in alphabetical order.

TABLE 22—No. of Beds in Medical Institutions in Towns

Class, name and civic status of the Town*	No. of beds in medical institutions per 1,00,000 population
1	2
Total	

*To be arranged in alphabetical order.

TABLE 23—Proportion of Slums Population in Towns

Class, name and civic status of the Town*	Proportion of the slums population to total population of the town	Density in slums (per sq.km.)
1	2	3
Total		

*To be arranged in alphabetical order. For Class I & II towns only.

TABLE 24—Most important commodity manufactured, imported and exported in towns

Class, name and civic status of the Town*	Most important commodity		
	Manufactured	Exported	Imported
1	2	3	4

*To be arranged in alphabetical order,

ANNEX—IV

1981 CENSUS—VILLAGE DIRECTORY

Amenities and Land Use

Notes:

1. Items 4 and 11 are additional items which were not covered in Village Directory included in the DCH of 1971 series.
2. Item 4 will be useful as ready reference for analysing the data.
3. Item 10 has been singled out as communications should be spelt out in terms of the distance of the public transport system such as bus or rail or waterway. It is against this background that item 11 has been listed separately.
4. Item 13 has been kept away from other amenities as its non-availability within the village does not involve a further probe into its availability in any other nearly place.
5. The consideration of the Minimum Needs Programme of the Planning Commission necessitated the inclusion of adult literacy class/centre under item 5 and Primary health sub-centre and community health worker under item 6.

   The inclusion of some of the aspects of the Minimum Needs Programme has been considered as by the time 1981 Census is taken, the revised Sixth Five-Year Plan (1980-85) would have commenced.
6. In case villages, we are interested to know the overall infrastructure in terms of amenities, however modest or from whatever source it may have been provided. Thus, the privately run institutions (educational or medical) will also be covered in the Village Directory.

INSTRUCTIONS FOR COMPILATION OF VILLAGE DIRECTORY

The Village Directory particulars in the District Census Handbook (DCH) will be presented taluk/tahsil/police station/development block/island-wise (henceforth referred to as tahsil).

For convenience of reference an alphabetical list of villages in respect of each tahsil should be furnished preceding the village directory of that administrative unit. Since the location codes of the villages in the village directory are to be given in ascending order, the names of the villages will not be arranged alphabetically.

In case a village is treated as an 'outgrowth' of an urban agglomeration, the code number and the name of the village will appear in the Village Directory but no data will be presented with regard to amenities and land use particulars and it will merely be recorded against the name of the village that it is treated as an outgrowth of such and such Town/U.A. In case of such villages where only a part has been included in the U.A. as an outgrowth, the data relating to the portion which has been treated as part of the urban outgrowth will be presented under the U.A. in the Town Directory, while the data relating to the rest of the village will be presented in the usual manner in the Village Directory and necessary explanation to this effect will be given therein.

The villages which have been wholly merged in the town will be retained in the Village Directory, provided they continue to be borne on the jurisdictional lists pending revisional settlement survey in the state. Against such villages in the Village Directory, no data will be presented and it will be merely stated that the village is wholly merged in the specific town. Such type of villages will also be listed for cross reference in the PCA (rural). This will ensure matching of villages figuring in the PCA (rural) and in the Village Directory and will also be in conformity with the revenue or settlement records of the State Government.

The villages treated as census towns (urban) will be listed in the PCA (rural) for cross reference. In order to match information on Village Directory with PCA (rural), such villages will be listed uniformly in the PCA (rural) as well as Village Directory, without providing any data on amenities. The land utilisation data will, however, be given in respect of such areas in a separate Appendix.

In case of village(s) which has wholly been merged with other village(s) pending revisional settlements, the location code and the name of the village which has merged will also be given in PCA (rural) and also in the Village Directory at the appropriate place with the explanatory note to the effect that the village in question has merged in such and such village. The data in respect of the two will be presented together against the village with which the other village has merged, both in the PCA(rural) and Village Directory, to indicate the position after merger.

In case of un-inhabited/depopulated villages, the location code, name and area of the village will be given universally in the PCA(rural) and Village Directory. The columns relating to the amenities and land use pattern, etc. will be left blank and it will be noted against the name of the village that it is uninhabited/depopulated.

At the end of the entries for each tahsil, the totals given in different columns for that tahsil will be an additional advantage.

In the Village Directory the various amenities and other data are to be indicated by codes. A note explaining the codes used in the village directory and explained at relevant places in this circular be given in the beginning of the directory. In the same note the concepts and definitions as prevailing in the district in regard to land use data, etc. may be given.

The following four appendices to the village directory, may be compiled:—

(i) Tahsil/Block/Thana-wise abstract of educational, medical and other amenities

(ii) Land utilisation data in respect of census towns

(iii) Taluk/Block/Thana-wise list of villages where no amenities are available and

(iv) Taluk/Block/Thana-wise list of villages according to the proportion of SC/ST population by ranges

The formats of appendices (i), (ii) and (iv) are enclosed.

Appendix (iii) is only a list of villages where no amenities relating to education, medical, drinking water, P & T, communications, power supply and market/hat are available. However, in some states, the drinking water facility is generally available in the villages. In such cases, a list of villages where no amenity other than the drinking-water is available may be compiled. The heading of this appendix will also be suitably amended to indicate the correct position. It is also possible that in a few villages among those listed in this appendix on the consideration that other than drinking water no other relevant amenity is available, the drinking water facility may also be not available. In that case, these villages will be distinguished by giving asterisk mark and the position explained appropriately.

The first two appendices were also suggested for the Village Directory of 1971 series. The other two appendices have been added this time. The appendix (iii) will be helpful for planning inputs in areas/villages where basic infrastructure is lacking. The appendix (iv) will be helpful for planning of welfare programmes for SC/ST at micro level, particularly in relation to area development oriented programmes.

A brief description of places of tourist interest in different towns of the district will also be given in the analytical note of DCH.

The detailed instructions regarding each column of the Village Directory are as follows:

1. **Location Code No.**

This is necessary with a view to show the identity of the village.

2. **Name of village**

The Village Directory furnished in the DCH for 1971 Census would form the basis for filling up this column. Wherever changes have been effected by notification, such changes will have to be reflected in this column. Forest and other villages not listed in the village list by the Revenue Authorities should also be included in the Village Directory. These would consist of areas classified as villages by the DCO.

3. **Total Area of the Village**

The area of the village as indicated by the state Revenue Department should be furnished in this column indicating clearly if it is in acres, hectares, sq. miles or sq. kms. Area in hectares is preferable. If the area figures are not available, "N.A." may be indicated in this column. If cadastral survey of villages has not been done, estimated area figures of the villages will not be given in this column unless the estimates are fairly reliable as it will not be worthwhile presenting very rough figures in the Village Directory. For the purpose of publication, however, the area of the Villages may be given in hectares and for the town in sq. kms.

4. **Total population and number of households**

This column will be filled up only after the 1981 Census. The number of households will be written in brackets against the total population in the same line.

5. **Educational (amenities)**

It is to be indicated whether within the village exists any of the following types of institution as per the codes given in Brackets.

1. Primary or elementary school (P). Schools upto class IV may be treated as primary or elementary schools. These may include nursery school, kindergarten school, pre-basic, pre-primary school, junior basic school upto class V and primary school upto class IV.

2. Junior secondary or middle school (M). Schools upto class VIII may be treated as junior secondary or middle schools upto the class VIII and junior Madaras upto class VIII.

3. Matriculation or Secondary (H). Schools upto class X may be considered as matriculation or secondary schools.

4. Higher Secondary/Intermediate/pre-university/junior college (PUC) Schools or Colleges upto class XI or XII may be considered in this group. This would cover 10+2 classes whether held in schools or colleges.

If there are composite schools like middle schools with primary classes, or secondary schools with middle classes, these may also be included in the number of primary and middle schools respectively. For example, if in a village there are two primary schools and one middle school with primary classes, the number of primary schools in the village may be given as three and that of middle school as one even though there may be only three educational institutions. So also in case of secondary schools. This may also be explained in the explanatory note to village directory.

It is to be ensured that the data providing agency examines the specific position in respect of each middle, high, higher secondary school or equivalent school before passing on the information. It may not be

presumed in a mechanical manner that each of, say, higher secondary school is limited to higher secondary level and it has no lower level classes like high, middle and primary. On the other hand, it should not be presumed that a higher secondary or middle school has necessarily lower level classes. The relevant agency should first ascertain the position in respect of each such educational institution before furnishing the particulars.

5. College, Any college (graduate level and above) like Arts, Science, Commerce etc.	C
6. Industrial school	I
7. Training school	Tr
8. Adult literacy class/centre	Ac
9. Other educational institutions. These may include Sanskrit Pathshala, Senior basic school, Makhtab, etc.	O

If there are more than one institution of a type in the village, indicate the number within brackets against the abbreviations, e.g., P(3), M(2), H(2), etc.

If no facility is available within the village, a dash (—) will be shown in the column. But next to it in brackets, the distance in broad ranges, viz. -5 kms; 5—10 kms and 10+ kms of the nearest place where the most modest educational facility, viz Primary school is available will be given. There is, however, no objection if at operational level such particulars of the nearest place as name and location where the facility is available are recorded for your internal scrutiny of data.

6. Medical (Amenities)

It is to be indicated whether within the village exists any of the following medical institutions:

Hospital	H
Maternity and child welfare centre	MCW
Maternity home	MH
Child welfare centre	CWC
Health centre	HC
Primary health centre	PHC
Primary health sub centre	PHS
Dispensary	D
Family Planning centre	FPC
T.B. clinic	TB
Nursing home	NH
Registered private practitioner	RP
Subsidised medical practitioner	SMP
Community health worker	CHW
Others	O

If there are more than one institution of a type in the village, indicate the number within brackets against the abbreviations, e.g., H(2), D(3), etc.

In view of a variety of medical amenities for which a number of codes, as indicated above, have already been suggested, it will not be possible to provide too many details under each such amenity. However, all registered medical practitioners—whether Ayurvedic, Unani, Homeopathic or Allopathic are to be covered under the code 'RP'.

It is also clarified that the term 'Community Health Worker' does not refer to workers in extension programmes like Malaria eradication, Agriculture, etc. It refers to only those para-medical personnel who have been trained for dispensing medicines for minor ailments. This scheme was initiated only recently in some states. In case such a Community Health Worker is stationed in one or more of the villages in your state the information may be given accordingly.

If no facility is available within the village, a dash (—) will be shown in the column. But next to it in brackets, the distance in broad ranges, viz 5 kms; 5—10 kms and 10 + kms of the nearest place where the most modest medical amenity like dispensary/community health worker is available will be given.

7. Drinking water (Amenities)

The types of the potable drinking water supply sources available within the village should be indicated by codes as follows:

Tap water	T
Well water	W
Tank water	Tk
Tubewell water	TW
Handpump	Hp
River water	R
Fountain	F
Canal	C
Lake	L
Spring	S
Nallah	N
Others	O
Information not Available	NA

If there is more than one source of drinking water, these may be mentioned.

If no facility is available within the village, a dash (—) will be shown in the column. But next to it in brackets, the distance in broad ranges, viz. 5 kms; 5—10 kms and 10+ kms of the nearest place where the facility is available will be given.

8. Post and telegraph (Amenities)

Please indicate by codes as shown below whether within the village exists the following amenities:

Post Office	PO
Telegraph Office	TO
Post and Telegraph Office	PTO
Telephone Connection	Phone

If no facility is available within the village, a dash (—) will be shown in the column. But next to it in brackets, the distance in broad ranges, viz. —5 kms; 5—10 kms and 10+ kms of the nearest place where the facility is available will be given.

9. **Day or days of the market/hat**

This is to be filled up on the basis of local enquiry. This information will generally relate to the weekly or bi-weekly market and, therefore, the actual day or days of the week on which the market is held may be recorded. It is, however, possible that in some interior villages, particularly the tribal villages, only a monthly or fortnightly market is held. In that case, the relevant column will record 'fortnightly market' or 'monthly market' as the case may be.

If no facility is available within the village, a dash (—) will be shown in the column. But next to it in brackets, the distance in broad ranges viz. —5 kms; 5—10 kms and 10+ kms of the nearest place where the facility is available will be given.

If markets or hats are not held in villages in your state or a region of the state at all, no information need be given and this column may be left blank.

10. **Communications**

For purpose of this column only public transport, like bus, rail and waterway is being considered. It is only to see whether the village is served by any mode of public transport. These will be indicated by the following codes:

Bus	BS
Railway station	RS
Navigable waterway (including river, canal, backwaters, etc.)	NW

If a bus stop or a railway station is located within the territorial jurisdiction of a village, the village may be considered to have been served by such facility even if it is little away from the actual settlement. This will be more relevant for states like Himachal Pradesh, J & K, etc.

If no facility is available within the village, a dash (—) will be shown in the column. But next to it in brackets, the distance in broad ranges viz. —5 kms; 5—10 kms and 10+ kms of the nearest place where the facility is available will be given.

If there is more than one such communications facility, these may be indicated separately by individual codes.

11. **Approach to village**

The approach to village refers to the state of road etc. leading to the village. This is to see whether the village is approachable both in fair and foul weather, and whether it is inaccessible only for some time in the year.

The approach to village is to be indicated by the following codes:

Pucca road	PR
Kaccha road	KR
Navigable river	NR
Navigable canal	NC
Navigable waterway (other than river or canal)	NW

If there is more than one such approach facility, these may be indicated separately by individual codes.

12. **Nearest Town and distance**

The distance is to be given in kms in brackets. This is to be filled in on the basis of local enquiry. The scope of the answer need not be restricted to the town located in the state itself. If the nearest town is located in another state the name of the town and the state may be given. The information in this column may be filled as illustrated below:

Palakonda	(8)
Tekkali	(14)
Agra, U.P.	(7)

13. **Power Supply**

If power is actually available, whatever may be the form of its use, the entry should be in affirmative. It may, however, be indicated that the supply is released only for, say agricultural or any other purpose. If the supply is for all purposes, details may not be given. For this the following codes may be used:

Electricity for domestic purpose	ED
Electricity for agriculture	EAg
Electricity for other purpose like industrial, commercial, etc.	EO
Electricity for all purposes listed above	EA

14. **Staple food**

Staple food, only in terms of grain, and no other food material, of the majority population of the village during the major portion of the year should be recorded in this column, e.g., rice, wheat, jowar, maize, ragi, etc.

If it is difficult to clearly determine a particular grain as the staple food, the combination of grains mainly used as staple food, e.g., rice and jowar, wheat and maize, etc. may be indicated.

15-19. **Land use**

The land use pattern in the Village Directory conforms to the pattern of classification of land use as recommended by the Ministry of Food and Agriculture, Government of India. The Ministry of Food and

Agriculture has recommended the maintenance of records of land use pattern under five categories. These are as follows:

1. Forests
2. Not available for cultivation :
   (a) Lands put to non-agricultural uses
   (b) Barren and unculturable lands
3. Other uncultivated lands excluding fallow lands:
   (a) Permanent pastures and other grazing lands
   (b) Lands under miscellaneous tree and groves not included in the net areas sown
   (c) Culturable wastes
4. Fallow lands:
   (a) Fallow lands other than current fallows
   (b) Current fallows
5. Net area sown

In the village directory format column 15 (Forest) is the same as category 1 above. Columns 16 (Irrigated) and 17 (Unirrigated) give break-up of agricultural land. These are a combination of categories 4 (a+b) and 5 above. Column 18 (Culturable waste) corresponds to category 3 (a+b+c) above. Column 19 (Area not available for cultivation) corresponds to category 2 (a+b).

Since most of the state governments are maintaining their land use statistics in the categories listed above and as information in respect of each category is expected to be separately available, it is hoped that the grouping will not pose much problem for the compilation of the data.

In some states the land use statistics at the village level may not be maintained according to the system recommended by the Ministry of Food and Agriculture. Perhaps in those cases it will be difficult to make the necessary adjustments so as to furnish the data in the form as required in the present format. In case of difficulty it will be better to furnish information according to the concepts and categories recognised by the local authorities. Such cases may, however, be brought to the notice of this office for information.

It would be useful if the figures are given in hectares to keep to the decimal system. But in several states conversion of land use data from local system to decimal system at the village level may pose certain difficulties in addition to the work-load involved. For instance, there may be only a few acres of land in a village under a particular land use. On conversion to the decimal system, the figure will be so insignificant that it would be difficult for the users of the data at the village level to make much use of the same. In view of these difficulties the village level land use data may be furnished according to the system in which the records are actually maintained. At the tahsil level, the data may, however, be furnished both in local system and the decimal system (in hectares).

It is likely that the total of the area figures in columns 15 to 19 may not tally with the total area of the village as collected in column 3. There might be various reasons for these disparities in figures. For instance, waterways are not generally included in the land use statistics in the village. In some states these disparities may be noticed in almost all the villages. It is obvious that any attempt to reconcile the same would be futile. The land use statistics should, therefore, be included in the Village Directory despite the disparities of the figures, but in respect of each district the reasons for the disparities may be ascertained by making reference to the revenue authorities. In the analytical note at the beginning of the Village Directory, the reasons for the disparities may be explained in a general way.

If the land use statistics in the Village Directory are collected in terms of acres, there is no objection to furnish the same in acres provided that it is done in a uniform manner for all the villages.

Where the statistics have been collected in terms of local measures it will be necessary to convert the same either to metric system or to acress in a uniform manner for all the villages in the state.

Information is likely to be available with the village level officials of the Revenue department. In other cases estimates will be made in consultation with the village/block officials. Where the data have been furnished on the basis of the estimation, without support of record, asterisk marks may be given to indicate the same. The units of measurements should be acres, hectares, etc. Whatever units are adopted should be indicated in the respective columns. For the purpose of estimation the following definitions of the terms used in the different columns are suggested.

15. **Forest**

This will include all lands classed as forests under any legal enactment dealing with forests or administered as forests, whether state-owned or private, and whether wooded or maintained as potential forest land. The area of crops raised in the forest and grazing lands or areas open for grazing within the forest should remain included under the forest area. If any portion of such land is not actually wooded but put to some agricultural use, that portion shall be included under the apropriate heading of cultivated or uncultivated land. In some cases there may be instances where patches of land put to agricultural use within statutorily notified forests are considered as forests by the Revenue agency. These may be treated as forests.

16-17. **Irrigated by source and unirrigated (Land use)**

These two columns cover all agricultural land and will include net area sown with crops and orchards or net cropped area and also current and other fallows. The latter would imply all lands which were taken up for cultivation, but are temporarily out of cultivation for a period of not less than a year and more than five years. The columns will not include gross area sown or gross cropped area. Net area sown thus represents the area sown with crops and orchards counting areas sown more than once in the same year only once.

In column 16, if possible, please indicate the extent of irrigated land under different types of irrigation, e.g., canal (1,500 acres), tank (500 acres), wells (50 acres), tubewells (60 acres) etc.

As regards irrigated land, uniform codes in respect of the source should be adopted. These are as follows:

Government canal	GC
Private canal	PC
Well (without electricity)	W
Well (with electricity)	WE
Tube-well (without electricity)	TW
Tube-well (with electricity)	TWE
Tank	Tk
River	R
Lake	L
Waterfall	Wf
Others	O
Total	T

All area under rain-fed crops or under dry rice cultivation should be classified as unirrigated area.

18. **Culturable waste**

This would include all lands available for cultivation whether not taken up for cultivation or taken up for cultivation once, but not cultivated during the five years or more in succession. Such lands may be either fallow or covered with shrubs and jungles which are not put to any use. These may be assessed or unassessed and may be in isolated blocks or within cultivated holdings. Lands under thatching grasses, bamboo bushes and other groves for fuels, etc. which are not included under orchards or forests shall also come under this head. All grazing lands, whether they are permanent pastures and meadow or not, village common and grazing lands within forest areas shall be included in this column.

19. Area not available for cultivation

This column would include land not available for cultivation such as barren, unculturable land and land put to non-agricultural use.

Land put to non-agricultural use stands for all lands occupied by buildings, roads and railways or under water, e.g., rivers and canals and other lands put to uses other than agricultural.

Barren and unculturable lands cover all barren and unculturable lands, like mountains, deserts, etc. Land which cannot be brought under cultivation, except at a very high cost, shall be classed as unculturable, whether such land is in isolated blocks or within cultivated holdings.

For some States/Union Territories in North East India like Manipur, Nagaland, Arunachal Pradesh and Mizoram a different format for land use has been suggested separately. In their case, Appendix II of the Village Directory will also be modified accordingly.

20. **Remarks including any place of religious, historical or archaeological interest**

This is to be filled up on the basis of local enquiry. This column is intended to record particulars of any place of importance and not just to list out all places of workship, etc.

Information on such aspects as the number of copies of newspapers coming in the village and motorcycles/scooters, cars/jeeps and tractors available in the village should also be given. Since this information may take some space the appropriate codes may be given. The number of the items available in the village may also be added against the codes given below:

N— Copies of the newspapers coming in the village.

M— Motorcycles/scooters available in the village.

C— Cars/jeeps available in the village.

T— Tractors available in the village.

The information under the remarks column pertaining to this aspect may be given as illustrated below:

N32 : M2

(Here N 32 represents copies of newspapers, viz. 32, and M2 the number of motorcycles/scooters in the village, viz. 2.)

1981 CENSUS—VILLAGE DIRECTORY

Amenities and Land Use

Location code No.	Name of village	Total area of the village (in hectares)	Total population and number of households	Amenities available (if not available within the village, a dash (—) may be shown in the column and next to it in brackets, the distance in broad ranges viz. -5 kms; 5-10 kms and 10+ kms of the nearest place where the facility is available may be given).					
				Educational	Medical	Drinking water (potable)	Post and telegraph	Day or days of the market/hat, if any	Communications (Bus stop, railway station, water-way)
1	2	3	4	5	6	7	8	9	10

Approach to village	Nearest town & distance (in kms.)	Power supply	Staple food	Land use (i.e., area under different types of land use in acres/hectares rounded to the nearest unit)					Remarks including any place of religious, historical or archaeological interest-
				Forest by source	Irrigated	Unirrigated	Culturable waste (including gauchar and groves)	Area not available for cultivation	
11	12	13	14	15	16	17	18	19	20

APPENDIX (I)—VILLAGE DIRECTORY

Tahsilwise Abstract of Educational, Medical and other Amenities

Name of District :

Sl. No.	Name of Tahsil	E D U C A T I O N A L									
		Primary school		Middle school		Matriculation/ secondary school		Higher Secondary/ PUC/Intermediate/ Junior college		College (graduate and above)	
		Villages	Institutions	Villages	Institutions	Villages	Institutions	Villages	Institutions	Villages	Institutions
1	2	3	4	5	6	7	8	9	10	11	12

EDUCATIONAL					MEDICAL			
Adult literacy class/centres		Others		Villages with no educational facilities	Dispensary		Hospital	
					Villages	Institutions	Villages	Institutions
Villages	Institutions	Villages	Institutions					
13	14	15	16	17	18	19	20	21

MEDICAL							
Maternity and Child Welfare Centre/ Maternity home /Child Welfare Centre		Primary Health Centre/ Health Centre		Family Planning Centre		Primary health sub-centre	
Villages	Institutions	Villages	Institutions	Villages	Institutions	Villages	Institutions
22	23	24	25	26	27	28	29

MEDICAL					DRINKING WATER						
Community health worker		Others		Villages with no medical facility	Tap	Well	Tank	Tubewell	River	Fountain	Canal
Villages	Institutions	Villages	Institutions								
30	31	32	33	34	35	36	37	38	39	40	41

DRINKING WATER			POST AND TELEGRAPH						
Others	More than one Source	Villages with no drinking water facility of any type	P.O.	T.O.	P.T.O.	P.O. & Phone	T.O. & Phone	P.T.O. & Phone	Phone
42	43	44	45	46	47	48	49	50	51

COMMUNICATIONS			POWER SUPPLY	
Bus Stop	Railway station	Navigable waterway	Available	Not available
52	53	54	55	56

APPENDIX (II)— VILLAGE DIRECTORY

Land utilisation data in respect of non-municipal towns (census towns)

District.....

Sl. No.	Name of town and taluk within brackets	Land use (i.e., area under different types of land use in acres/hectares rounded to the nearest unit)					
		Total Area	Forest	Irrigated by source	Unirrigated	Culturable waste (including gauchar & groves)	Area not available for cultivation
1	2	3	4	5	6	7	8

APPENDIX (IV)—VILLAGE DIRECTORY

List of villages according to the proportion of scheduled castes and scheduled tribes to the total population by ranges

A— SCHEDULED CASTES

Tahsil/Taluk.....

Ranges of Scheduled Caste population (Percentages)											
0—5		6—10		11—15		16—20		21—30		31+	
LC No.	Name of villages	LC No.	Name of villages	LC No.	Name of villages	LC No.	Name of villages	LC No.	Name of villages	LC No.	Name of villages
1	2	3	4	5	6	7	8	9	10	11	12

B—SCHEDULED TRIBES

Tahsil/Taluk.....

Ranges of Scheduled Tribes population (Percentages)											
0—5		6—15		16—25		26—35		36—50		51+	
LC No.	Name of villages	LC No.	Name of villages	LC No.	Name of villages	LC No.	Name of villages	LC No.	Name of villages	LC No.	Name of villages
1	2	3	4	5	6	7	8	9	10	11	12

INSTRUCTIONS FOR COMPILATION OF TOWN DIRECTORY

The Town Directory is required to cover all the towns in the district statutorily notified as well as non-municipal or census towns. It will have seven statements viz. statements I-VI and IV-A. The towns are required to be arranged in the alphabetical order for the district. The Town Directory may not cover strictly military areas. It may, however, cover cantonment areas but not strictly military areas or military establishments within the cantonment which are required to be left out. However, basic statistics of the cantonment as a whole could be provided. In the Town Directory, the data on amenities and other aspects may be presented in codes for want of space. The relevant explanations for the codes adopted may be given in the beginning of the directory.

Where an urban agglomeration includes two or more independent towns. the names of the towns constituting the agglomeration may be indicated in the alphabetical arrangements of towns within the district irrespective of whether they form agglomerations or not. Their names should be repeated in the alphabetical order under the name of the agglomeration which naturally would be named after the name of the main town of the agglomeration. The particulars of the constituent units of the agglomeration need not be furnished where they occur separately. In these cases by the side of the name of the town the following may be recorded within brackets.

"(See the name of the main town of the agglomeration)"

The particulars for each constituent town of the agglomeration should be furnished separately where they occur together under the name of the agglomeration. By adoption of this method, it will be possible to get an idea of the particulars of the city agglomeration in total and also severally.

In case of outgrowths which do not qualify to be treated as towns, the particulars obviously will not be separately available. In the case of the towns having such outgrowths an asterisk mark should be placed against their names in the body of the statement to indicate that they have outgrowths which are not separate towns. The directory particulars relating to the outgrowth(s) will be merged with referrent town and will not be shown separately. The population of the outgrowth(s) will also be included in the population of the referent town, as in case of other particulars. The population of the outgrowths will also be taken into account while calculating the sex-ratios, etc. for the referent town. In an appendix/annexure the names of such out-growths should also be furnished.

If the constituent units of an urban agglomeration are mentioned with the agglomeration, it would not be correct to give it a number at all in the column for serial number, because in that case the serial number would not tally with the total number of towns in the state. In fact, while presenting primary census abstract data, these are not given any location code. The agglomeration lines need not be numbered but the constituent units as and when they occur in the alphabetical order may be numbered so that the last number agrees with the total number of towns in the district.

In respect of Statements II, III and VI the relevant column will have to be left blank in the lines relating to agglomeration because these can be given only for the constituent units; but this may not look nice in printing and would in any case require an explanation. To avoid the columns remaining blank it may be written as follows:

"See constituent units"

In the town directory, the data on amenities and other aspects are to be presented in codes for want of space. A note explaining the codes used in the town directory may be given in the beginning of the directory with relevant explanations. The instructions in respect of each statement are as follows:—

STATEMENT I

STATUS AND GROWTH HISTORY

This statement provides some basic data based on the Primary Census Abstract (PCA).

1. **Serial No.**

   Needs no clarification

2. **Class, name and civic administration status of town**

Class has been introduced to facilitate analysis of town directory data at the State and all-India levels. It will be presented according to 1981-Census Population of the core town as follows:

Population	Class
100,000 and above	I
50,000 — 99,999	II
20,000 — 49,999	III
10,000 — 19,999	IV
5,000 — 9,999	V
Below — 5,000	VI

The name of the town should be shown in the column with the correct spellings as adopted in the official records.

The civic administration status of the town as in 1980 should be indicated. The following abbreviations may be used to denote the civic status of town; in case of census town the appropriate code may be given in brackets as illustrated below and it may be

clarified in the introductory note that census towns have no civic bodies :

Municipal Corporation/Corporation	M. Corp.
Municipal Committee/Municipal	
Town Committee	M.C.
Municipality	M.
Municipal Board	M.B.
Municipal Council	M.Cl.
Cantonment Board/Cantonment	C.B.
Notified Area/Notified Area Committee/Notified Committee	N.A.C.
Town Committee/Town Area Committee	T.C.
Town Board	T.B.
Gram Panchayat/Village Panchayat	G.P.
Nagar Panchayat/Town Panchayat	N.P.
Station Committee	S.C.
Sanitary Board	S.B.
Special Area	S.A.
Estate Office	E.O.
Union Committee	U.C.
Census Town	C.T.

The column may be filled in as illustrated:

II	Ambala Cantt.	(C.B.)
V	Begun	(C.T.)
I	Delhi	(M. Corp.)
V	Naraingarh	(N.A.C.)

The change in the civic administration status that may have taken place after the finalisation of the urban frame but before the census enumeration may be indicated in the footnote:

3. Location Code Number

This is necessary with a view to locate the town in the map.

4. Name of the Taluk/Tahsil/Police Station/Development Block/Island H.Q.

This is necessary with a view to locate the town in the appropriate Tahsil/Taluk/Police Station/Development block/Island H.Q. as the case may be.

5. Area (Sq. Kms.)

This is a new column which is introduced to facilitate analysis of town directory data at State and all-India levels.

The area of the town as indicated by the civic body should be furnished in this column for statutorily notified towns and settlement records in respect of census towns.

6. Number of households (1981)

This is a new column introduced in the town directory though it did occur in the PCA. It will also facilitate analysis of the town directory at the State and all-India levels.

This column will include houseless households as well.

7 to 15. Population and growth rate of the town at (different) Censuses (from) 1901-1981

These are to be filled up on the basis of the data in the office of the Directors of Census Operations and old Census Reports. If in a particular year the town did not have urban status, the population figures for the corresponding column need not be filled up and a dash (—) may be noted. This is also true for the growth rate which is to be written below the population figure in the brackets beginning from column 8 onwards. Growth rate has been introduced to know whether the town is growing or not. It will also facilitate analysis of the town directory. It is true that the growth rate of a town has quite often an important component in change of area. For example when intensely populated outgrowths of cities or towns are included in the existing municipal area, sudden spurts in the population are bound to occur. This may be recognised while calculating the growth rate and the same may be explained in the fly-leaf.

16. Density (1981)

This is also a new column introduced to facilitate analysis of the town directory data. Density will be calculated taking into account the area given in column 5 and the population for 1981 given in column 15. It will be presented per sq. km.

17 to 19. Sex ratio 1961-1981

Sex ratio, like area, number of households and density has been introduced to facilitate analysis of town directory data. Columns 17 and 18 can be filled up easily as sex-wise population breakup is available.

STATEMENT II

PHYSICAL ASPECTS AND LOCATION OF TOWNS, 1979

1. Serial No.

No comments.

2. Class and name of town

See comments on class and name given under column 2 of Statement 1.

3 to 5 **Physical aspects—Annual rainfall (in mm): temperature (in centigrade)—Maximum and minimum**

The climatological tables of observatories in India give the annual rainfall and temperature (maximum and minimum). The information is being collected from the Director General, Meterological Survey of India. After the same has been obtained the extracts in respect of the towns in the different States and Union Territories available in the climatological tables of observatories will be circulated among the Directors of Census Operations. In respect of the towns for which information could not be supplied, the Direcors of Census Operations may obtain locally the available information. The appropriate procedure would be to take the periodic averages for the preceding ten years from 1979 or 1978 according to the availability of the data.

If the information is not available in respect of any town, the same may be taken in relation to the nearest town and it be so clarified. This alternative, however, may not be quite suitable and relevant in States like Himachal Pradesh because the topographic situation of the towns very much differ from one another even though the distance between any two particular towns may be small. In such cases it is better to state 'information not available'.

6 to 12 **Name of and road distance (in Kms.) from State H.Q.; District H.Q.; Sub-division/Taluk/Tahsil/Police Station/Development Block/Island H.Q./Nearest city with population of one lakh and more; Railway Station; Bus route; Navigable river/canal (if within 10 Kms.)**

These columns are to be filled up on the basis of local enquiry.

6, 7, 8 and 10 **Name of and road distance (in Kms.) from State HQ; District HQ; Sub-division/Taluk/Tahsil/Police Station/Development Block/Island HQ; Railway Station.**

If the names mentioned in these columns are the same as the referent town itself, distance will be recorded as 'O' (zero).

8. **Sub-division/Taluk/Tahsil/Police Station/Development Block/Island HQ.**

In some States or Union Territories there are talukas/Tahsils as well as revenue sub-divisions consisting of several tahsils. In such cases, if in any State or Union Territory a revenue sub-division is composed of several tahsils falling within its jursdiction, the names of both sub-divisional headquarters and taluk headquarters should be given. The name of the sub-divisional headquarters should be given first and then after an oblique (/) the name of the tahsil headquarters can be given.

9. **Nearest city with population of one lakh and more.**

This column is to be filled up on the basis of 1981 Census population data.

Even if the town has a population of one lakh or more, the name of the nearest city satisfying this clause should also be recorded because it will give an idea as to whether there is a trend of clustering of big cities leading towards the formation of megalopolis.

11. **Bus route**

In case the referent town is enjoying bus route (i.e. road transport) facilities, a mention of the town's name (with distance) would suffice. Names of bus route (or routes) passing through the town need not be recorded. We are also not trying to determine in terms of local conveyance whether it is served by bus route or not.

12. **Navigable river/canal (if within 10 Kms.)**

Name of the navigable river/canal and its distance is to be indicated below. It may be noted that we are interested in such rivers/canals which are navigable and not others located within 10 Kms. of the town. After the name of the river/canal, 'R' for river and 'C' for canal, may be given in brackets to denote whether it is a river or canal as illustrated below:—

"Cauvery (R)-5". In this case, 5 is the distance in Kms. of the navigable river Cauvery from the referent town.

STATEMENT III

MUNICIPAL FINANCE, 1978-79

Data for this statement should be collected not only in respect of statutory bodies but also in respect of non-statutory bodies managing the civic administration of the town, if they have separate budgets and accounts of their own pertaining to the town.

If both have the budgets and shown separately, in case of towns which have statutorily notified urban area as well as adjoining area which has been considered to be a census town because of its urban characteristics (even though the same is not included in the statutorily notified urban area) separate statements will have to be prepared in respect of each category, i.e. in respect of the statutorily notified town and adjoining non-statutorily identified census town.

Where a civic administrative body is not a composite one with its jurisdiction over the city as a whole (for instance, if part of the town is a railway colony whose civic amenities are provided by the railways and part is under municipality) the data should be presented in the same statement independently for each body without any attempt to consolidate the same for all the bodies.

1. **Serial No.**

No comments.

2. Class and name of town

See comments on class and name given under column 2 of Statement I.

3. Civic administration status (in 1980)

See comments on civic administration status under column 2 of Statement I. This column is introduced in this statement to analyse the data on municipal finance by civic status at the State and all-India levels.

4 to 17 Receipts and expenditure (details)

These columns are to be filled up on the basis of local enquiry.

The figures should be in hundreds to save printing space and to simplify the information.

12 & 15 Public safety and Public institutions

Under column 12, the expenditure incurred on 'Public safety' is to cover such items as fire-fighting services, rescue operations during floods and fairs, etc. Likewise, column 15 pertaining to 'Public institutions' requires particulars on expenditures incurred on maintenance of schools, colleges and other institutions like public libraries, museums, etc. The exact items covered, however, may vary from state to state and town to town. The items covered would depend on the practice followed in this regard by each local authority which is expected to maintain the records about the type and extent of services rendered under these heads. You will, therefore, have to go by the records of the relevant local body/municipality and base the figures on expenditure on these two heads accordingly.

STATEMENT IV

CIVIC AND OTHER AMENITIES, 1979

1. Serial No.

No comments.

2. Class and name of town

See comments on class and name given under column 2 of Statement I.

3. Civic administration status (in 1980)

See comments on civic administration status under column 2 of Statement I.

It is a new column introduced in this statement to facilitate analysis.

4. Population

The information will be based on 1981 Census population data. It is intended to measure the amenities in respect of population.

5. Scheduled Caste and Scheduled Tribe population

This will also be based on 1981 Census. It is introduced to know the size of population of the weaker sections of the community in the town.

6. Road length (in Kms.)

The information in this column is required for all kinds of roads. This information will be mostly available from the municipality but for national highways, perhaps, additional information will have to be collected from the Public Works Department.

It is not known whether all the municipalities maintain their records indicating the different categories of roads separately. If information about kuccha and pucca roads is separately available, the same may be indicated while making entries in this column by using the following abbreviations.

Pucca road	PR
Kuccha road	KR

It is not necessary to split up the column into sub-columns with sub-headings 'pucca' and 'kuccha' road. The length of roads maintained by Public Works Department and municipality may be separately indicated if such data are available. Otherwise, the combined road length will do.

7. System of sewerage

Information should be available with the local body. Generally, by sewerage system is implied the network of mains and branches of underground conduits for the conveyance of sewerage to the point of disposal. Sewers that carry only household and industrial wastes are called separate sewers; those that carry storm water from roofs, streets and other surfaces are known as storm water drains, while those carrying both sewage and storm water are called combined sewers. However, in towns which are not provided with such underground sewerage system, it may be mentioned whether it is open surface drain, box drain, sylk pattern drain, etc.

The various types of sewerage/drainage system may be indicated upto two places in order of their importance in the town, one followed by the other, in codes as given below:

Sewer	S
Open surface drains	OSD
Box surface drains	BSD
Sylk drains	SD
Cesspool method	CD
Pit system	Pt

8, 9 and 10 Number of latrines

The information on the number of latrines-water borne, service and others in columns 8, 9 and 10 respectively is required to be collected and presented

in respect of all the latrines in the towns—public as well as private. In case information in respect of private latrines is not available, the data may be given for public latrines only and either in the fly-leaf or by way of a footnote this may be clarified. This information, is, in fact, required for an assessment of the problem of carrying night soil as head loads and the prevalence of service type of latrines. This will help in undertaking programmes on the progressive replacement of service type of latrines by water/flush borne system.

11. Method of disposal of night soil

Information should be available with local body. The various prevalent methods of disposal of night soil are given below with codes:

Head loads	HL
Baskets	B
Wheel barrows	WB
Septic tank latrines	ST
Sewerage	S

The above may be shown up to two places in order of their importance in the town, one followed by the other in codes indicated above.

This column should not be interpreted as relating to the question as to whether the night soil is disposed of in a profitable manner by the municipality or not. This interpretation does not conform to the objective of the column.

The objective of providing this column is to collect information for a special purpose. The government have a programme of stopping the practice or removal of night soil as head-load and also of minimising the use of human labour in the process of disposal of night soil at various stages. The information collected under this column is expected to indicate the magnitude of the problem.

There are three prevalent systems of disposal of human wastes, viz. (i) underground sewerage, (ii) sanitary water flush latrines with individual disposal systems, like septic tank, leaching cess pool and collecting well, and (iii) dry type of latrines with manual scavenging.

The system of underground sewerage provides for the street sewerage with which are connected the sanitary latrines* constructed in the houses having water closets and fitted with flushing cistern (or hand flushing). Through this sewer the faecal matter (stools) is transported without the need for scavenging. This system generally exists in cities and big towns.

Where the streets sewer does not exist these sanitary water flush latrines are connected to a local septic tank with a sub-soil dispersion system or a leaching pit. Where the liquid wastes from the water closet could be disposed of locally in a leaching pit, a septic tank with a soil dispersion system is constructed. This dispersion requires an optimum travel through the pores of the soil which renders the harmful liquid bacterially innocuous by the slow process of filteration through the soil traversed.

Where the soil is impermeable, collecting wells are constructed and the sanitary water flush latrines are connected with them. These wells are cleaned at periodic intervals by a suitable device. The dry type of latrines are of service type latrines from where human excreta is removed by scavengers from house to house, in most cases carrying it on their heads or shoulders or in baskets with handle or wheel barrows. These are then collected in bullock carts or trucks or tractors and trolleys for being carried to the dumping ground.

12 and 13. Protected water supply—Source and capacity of storage systems

In most cases information will be available from the municipality but in some states there is a separate water Supply Department. The following codes may be used:

Overhead tank	OHT
Service reservoir	SR
River infiltration gallery	IG
Borewell Pumping System	BWP
Pressure tank	PT
Tubewell water/Handpump	TW
Tap Water	T
Well Water	W
Tank Water	TK

The first five codes, stated above, relate to the system of "storage" of water in the town and the remaining four codes represent the different "sources" of water supply to the inhabitants of a town. The information on two major sources of water supply will be given in column 12 and on two major sources of storage and capacity against each in litres (in brackets) will be presented in column 13. The term 'capacity' has its usual meaning, namely, the capacity to store/contain.

14. Fire fighting service

Information will have to be collected from the municipality and other local authorities. If the fire-fighting service is available in the town, 'yes' will be recorded in this column.

*A sanitary water flush latrine is a place where deposition of human excreta is affected immediately after defection, without any huma agency having to collect, carry and dispose of it. It is provided with a water closet connected to a flushing cistern. In case cisterns ar not fitted, hand flushing is resorted to.

In case this service is not available the name of the nearest place if in the same district or name of the nearest district if in the same state or other state where available along with distance from the town may be given as illusrtated below:

Agra (5 Kms)

15-19. **Electrification (Number of connections)—Domestic, Industrial, Commercial, Road lighting (points) and others.**

Information will be available in the municipality or the State Electricity Board. In some cities there are separate electric supply corporations from where also the information can be collected.

As regards the precise meaning of the terms in columns 15 to 19, it is found that the same vary from state to state. For instance, in Bihar, domestic service included domestic sets and household appliances and also electric supply for schools, hospitals, temples, mosques, churches and charitable institutions. Commercial supply includes trade or business shops, cinemas, offices, hotels, railway stations, etc. Industrial load is divided into different sub-categories. Among others are included irrigation, agriculture and small-scale industries. Street light service is considered as a separate category.

In Karnataka, supply for private houses, bungalows, clubs, hostels and hospitals run on non-commercial lines, charitable, educational and religious institutions are included under one category. Supplies for shops, offices, railway stations, hotels, restaurants, photographic studios, X-ray installations, advertisements and exterior illumination are under the category of commercial supply. Cinemas are considered under a separate category. Similarly industrial supply is considered separately. Irrigation pumping is considered as a separate category. Separate data are also available for public street lights.

In Kerala, domestic supply refers to bonafide domestic consumers and non-commercial institutions only. Profit-making concerns are not included under this category. Commercial lighting includes display lighting, neon signs, photography, etc. for commercial and non-domestic consumers and street lighting in private colonies. Besides, there are categorisations like cinematography, motion picture studios, general purposes, industrial heating and airconditioning, public lighting, bazar-lanes,etc.

In view of the variations from state to state it would be difficult to provide precise definition of the different headings which would be applicable to all. It is, therefore, suggested that information may be compiled under the different headings as in the form and in the introduction to the compilation, the definition of each heading as valid in the state may be indicated after obtaining the same from the State Electricity Board.

18. **Road Lighting**

Road lighting means the number of street lights that are maintained in the town.

STATEMENT IV-A

CIVIC AND OTHER AMENITIES IN NOTIFIED SLUMS, 1979

This is a new statement on civic and other amenities in notified or recognised slums of Class I and II towns only.

Generally, in cities or towns having slums, the local authority, such as municipality or municipal corporation or even the development authority notifies the recognised slums. It is linked up with the availability of funds from the State Government for slum clearance. It is possible that some of the states or local bodies may not have formally notified slums under their jurisdiction. But in such cases, they may be maintaining a list of such areas which are officially treated as slums. The intention is that the information should be provided in respect of such localities as are officially recognised as slums, whether actually notified or not. Though the magnitude of slum problem is greater in relation to Class I and Class II towns, it is acknowledged that these are also associated with smaller towns including census towns. However, it is appreciated that the collection of data on slums in respect of smaller towns, particularly census towns which do not have such local authorities as municipalities, may be difficult and time-consuming. The information on slums in this statement will, therefore, be compiled in respect of Class I and Class II towns only.

1. **Serial No.**

No comments.

2. **Class and name of town**

See comments on class and name given under column 2 of statement I. The information will be compiled for class I and class II towns only.

3. **Name of slum**

The names of slum(s), if any, will be given in an alphabetical order in separate lines under the town to which they belong.

4. **Area of slum**

The area of each slum will be given in sq. Kms.

5. **Population of slum**

The population figures will be based on 1981 Census.

7-12. **System of Sewerage, number of latrines and Method of disposal of night soil**

These columns will be filled up as per the instructions on columns 7-11 of Statement IV.

STATEMENT V

MEDICAL, EDUCATIONAL, RECREATIONAL AND CULTURAL FACILITIES 1979

1. **Serial No.**

No comments.

2. **Class and name of town**

See comments on class and name given under column 2 of Statement I.

3. **Population**

This column is introduced to facilitate analysis of facilities with reference to population of 1981.

4-5. **Medical facilities-Hospitals/dispensaries/T.B. Clinics/health centres/nursing homes etc. and beds in medical institutions noted in column 4**

Information is expected to be available with district/sub-divisional Medical Officers. Local branch of the Medical Association may also have the relevant information. The institutions run by private doctors are not to be included as the collection of data would be unwieldy and may not be readily available with the local bodies. The collection of data should be limited for those institutions as are run by or aided by Govt./Semi-Govt./local bodies and charitable institutions or social service agencies like the missionaries. Where the family planning centres are attached to hospitals or maternity and child welfare centres or Primary health centres, these may be treated as independent units and counted separately.

It is not necessary ot show maternity and child welfare centre, venereal disease clinic, chest clinic and leprosy clinic separately. These may be indicated along with other medical institutions in column 4. The following codes may be used:

Hospital	H
Dispensary	D
Health Centre	HC
Family Planning Centre	FC
T.B. Clinic	TB
Nursing Home	NH
Others	O

If there are more than one institution of any type indicate within brackets the number of such institutions, e.g., dispensaries (2) nursing homes (7), etc.

Under column 4, the intention is that all types of hospitals/dispensaries etc., whether allopathic or ayurvedic or unani or homoeopathic are covered. We have no objection if these are further distinguished by providing the following additional codes:

A	Ayurvedic
U	Unani
Hom	Homoeopathic

In case of allopathic, no separate code may be given. The information in column 4 on medical facilities may, however, be presented horizontally in the same line as illustrated below:

H_0 (A—1, 2), D (Hom—2, 1, U—1)

Here H(A-1, 2) represents one ayurvedic and 2 allopathic hospitals and D (Hom-2, 1, U-1) represents 2 homoeopathic, 1 allopathic and 1 Unani dispensaries. If a medical facility is not available in the town mention the name of the nearest place, if in the same district or nearest district, if in the same State or other State and its distance from the town where the facility is available in Col. 4. The information on number of beds in such cases will also be provided in Col. 5.

6-9. **Educational facilities-Arts/Science/Commerce Colleges (of degree level and above); Medical Colleges; Engineering Colleges; Polytechnics**

Information is likely to be available with the state education department.

6. The codes that may be used for the column are as follows:

Arts only	A
Science only	S
Arts and Science only	AS
Commerce only	C
Arts and Commerce only	AC
Combined for all Categories—Arts, Science and Commerce	ASC
Law	L

If there are more than one institution of each type, number shall be given against each in brackets.

10. **Recognised shorthand, typewriting and other vocational training institutions**

Information may be available with district Industries Officer and Directorate of Employment and Training.

"Recognised" should mean recognised by some statutory authority like the Education department, Commerce department, Labour department, etc. of the Govt. or semi-Govt. or autonomous bodies, public sector projects like municipality, Hindustan Steel Corporation, etc.

In this column the nature of the institution should also be mentioned. Where the institutions are located just beyond the present boundaries of the town but near the referent town and for all purposes are considered as belonging to the referent town only, such marginal cases should be included in the town directory with an indication of their location in the footnote.

If there are more than one institutions of each type, number shall be given against each in brackets.

The following codes may be used:

Shorthand	SH
Typewriting	Type
Shorthand & Typewriting	Sh Type
Others	O

The vocational institutions like, Applied Art/Painting College, Pharmacy College, B.Ed. College, Teacher's Training Institutes, Music/Dancing School, Nursing School, etc. will be covered under "Otners" group. However, the type of institutions included under "Others" may be spelt out in the introductory note. We are not showing such type of institutions separately as our objective is to focus attention on main educational institutions only in this statement.

11-14. Higher Secondary/Intermediate/PUC (Pre-University College)/Junior College Level/Secondary, Marticulation, Junior Secondary and Middle Schools and Primary Schools

Information is likely to be available with district Education Officer, otherwise, it should be ascertained by local enquiry. The following codes may be used:

Primary School	P
Junior Secondary or middle school	M
Matriculation or Secondary	H
Higher Secondary/Intermediate/ Pre-University/Junior College/'10+2' system whether held in schools or colleges	PUC

Schools upto Class IV may be treated as Primary or elementary schools. These may include nursery schools, kinder garten schools, pre-basic schools, pre-primary schools, junior basic school upto class V and primary school upto class IV.

Schools upto class VIII may be treated as junior secondary or middle schools upto class VIII and junior madrasa upto class VIII.

School upto Class X may be considered as Matriculation or secondary schools.

Schools or colleges upto class XI or XII may be considered in the group of Higher Secondary/Intermediate/Pre-University/Junior College etc. This would cover '10+2' classes whether held in schools or colleges.

If there are composite schools like middle schools with primary classes, or secondary schools with middle classes, these may also be included in the number of primary and middle schools respectively. For example, if in a town, there are two primary schools and one middle school with primary classes, the number of primary schools in the town may be given as three and that of middle school as one even though there may be only three educational institutions. So also in case of secondary or higher secondary schools.

If there are more institutions of a type in the town, indicate the number within brackets against the abbreviations e.g. P(3), M(2), H(2), PUC(4) etc.

15. Adult literacy classes/centres and others (specify)

This column is introduced keeping in view the Minimum Needs Programme of the Planning Commission. In this column, the classes run by regular centres can only be indicated.

This information can be had from the municipality and district Education Officer or by local enquiry. "Others" would mean private academic bodies like Gurukul, etc.

6-15. So far as, the institutions where both day and evening classes are held are concerned, what we are interested is in the number of such institutions in relation to a particular level of education and not the number of shifts. For example, if a college were to run in two shifts and each provides graduate art courses, so far as we are concerned, it is one college (and not two). However, if it handles a different level altogether in each shift it would be two colleges in relation to that college building. For instance, say, if PUC classes are held in one shift and degree in another. Likewise, if in two shifts of a school, classes of different levels are held, these should be shown accordingly.

If an educational facility is not available in the town, mention the name of the nearest place if in the same district or the name of the nearest district if in the same state or other state and its distance from the town where the facility is available.

16. Number of working women's hostels with number of seats

This is also a new column. Considering the increasing employment of women in urban areas, the housing need of single working women has been an important problem.

This information can be had from the State P.W.D. office or Social Welfare Department. In case of private organisations which have set up institutions for working women you may like to explore the possibility whether such data can be available or not.

17-19. Recreational and cultural facilities—Stadia, Cinema, Auditoria/Drama/Community halls

Information is expected to be available with the local municipal authorities. Otherwise, it should be ascertained by local enquiry.

18. Recreational and Cultural facilities/Cinemas

The particulars of the touring cinema talkies of purely temporary nature may be omitted and only the number of permanent cinema theatres may be entered in this column.

19. Recreational and cultural facilities-Auditoria/ Drama/Community halls

Community halls have been added in this column as they are fast becoming a common feature of the urban landscape.

20. Recreational and cultural facilities-Public Libraries including reading rooms

Information will have to be collected from various sources, including district Education Officer, Registrar of Societies, Municipal authorities, etc.

The following codes may be used:

Public Library	PL
Reading Room	RR

STATEMENT VI

TRADE, COMMERCE, INDUSTRY AND BANKING, 1979

1. Serial No.

No comments.

2. Class and name of town

See comments on class and name given under column 2 of Statement I.

3-8. Names of three most important commodities imported and names of three most important commodities exported

In this statement it is not proposed to limit the scope of the commodities to be included either as imports or exports. According to the functional character of the town, in some cases the raw materials of industry may be the most important commodities imported. On the other hand, the finished products of industry may be the most important commodities exported in some towns.

In these columns, commodities for which the town serves only as a transmission centre by importing them for being exported without any processing should not be considered as imported commodities. In case the agricultural produce is brought from the neighbouring villages to the town with this objective, it may not be considered as commodity imported. On the other hand, those commodities brought from outside and processed in the town or in its area of influence and then either locally consumed or exported should be included under the category of imported commodities.

3-5. Name of three most important commodities imported—1st, 2nd and 3rd

Names of important commodities imported may be decided in terms of estimated volume of commodities transacted.

6-8. Names of three important commodities exported—1st, 2nd and 3rd

Names of important commodities exported may be decided in terms of estimated volume of commodities transacted.

In filling up columns 3 to 8, Chambers of Commerce/Merchants Association should be consulted. Sales Tax Office may also give important advice.

9-11. Names of three most important commodities manufactured—1st, 2nd and 3rd

Names of most important commodities manufactured may be considered in terms of the volume of total output of the commodities concerned. The industries department of the state may have the information in most cases. Local Manufacturers Association, if any, may also be consulted. Otherwise, attempt should be made to collect information by local enquiry.

12. Number of banks

Information is available in the "Directory of Bank Offices" published annually since 1975 by the Reserve Bank of India. Attempts are being made to obtain the latest report. On receipt the relevant information will be supplied to the Directors of Census Operations.

13-14. Number of agricultural credit societies and number of non-agricultural credit societies

Information will be available in the office of the Registrar of Cooperative Societies.

13. Number of agriculture credit societies

Information about the different types (service, multipurpose, agricultural produce, marketing co-operative societies) should be reckoned for entry under this column. Agriculture is an important means of livelihood for a number of persons in towns and they are more amenable to organisation under cooperative system. The agriculture credit societies do exist in towns as is borne out by the town directory of 1971 series. This column has also been retained in the town directory of 1981 series for purposes of comparison with the 1971 data to show trends in this regard.

14. Number of non-agricultural credit societies

Consumer cooperative societies, which also allow credits, may be included in this heading. Similarly, where three are credit cooperative societies of certain categories of persons, like teachers, postal workers, etc. These also may be taken into consideration. There are a variety of cooperative societies in a town and for want of space, separate columns for each one of them have not been provided. The number of all such non-agricultural societies will therefore be shown under this column.

1981 CENSUS—TOWN DIRECTORY

STATEMENT I

Status and Growth History

Sl. No.	Class, name and civic administration status of town	Location Code No.	Name of Taluk/ Tahsil/Police Station/ Development Block/ Island HQs.	Area in (sq. Kms.)	Number of households including houseless households (in 1981 census)
1	2	3	4	5	6

Population and growth rate of the town at the censuses of									Density (1981 Census)	Sex ratio		
1901	1911	1921	1931	1941	1951	1961	1971	1981		1961 Census	1971 Census	1981 Census
7	8	9	10	11	12	13	14	15	16	17	18	19

1981 CENSUS—TOWN DIRECTORY

STATEMENT II

Physical Aspects and Location of Towns, 1979

Sl. No.	Class and name of town	Physical aspects			Name of road and distance from (in Kms.)		
		Rainfall (in mm)	Temperature (in centigrade)		State H.Qs.	District HQs.	Sub-Division/ Taluk/Tahsil/ Police Station/ Development Block/Island HQs.
			Maximum	Minimum			
1	2	3	4	5	6	7	8

Name of road and distance (in Kms.) from			
Nearest city with population of one lakh and more	Railway station	Bus route	Navigable river/canal (if within 10 Kms.)
9	10	11	12

1981 CENSUS—TOWN DIRECTORY

STATEMENT III

Municipal Finance, 1978—1979

Sl. No.	Class and name of town	Civic administration states (in 1980)	Receipt (in Rs. '00)			
			Receipt through taxes etc.	Revenue derived from municipal properties and power apart from taxation	Government grant	Loan
1	2	3	4	5	6	7

Receipt (in Rs. '00)			Expenditure (in Rs. '00)						
Advance	Other sources (specify)	Total receipt	General administration	Public safety	Public health and conveniences	Public works	Public Institutions	Others (specify)	Total expenditure
8	9	10	11	12	13	14	15	16	17

1981 CENSUS—TOWN DIRECTORY

STATEMENT IV

Civic and Other Amenities, 1979

Sl. No.	Class and name of town	Civic administration Status (in 1980)	Population	Scheduled Castes and Scheduled Tribes population	Road length in (Kms.)	System of sewerage	Number of latrines		
							Water Borne	Service	Others
1	2	3	4	5	6	7	8	9	10

Method of disposal of night soil	Protected water supply		Fire fighting service*	Electrification (Number of connections)				Others
	Source of supply	System of storage with capacity in litres (in brackets)		Domestic	Industrial	Commercial	Road lighting (points)	
11	12	13	14	15	16	17	18	19

*In case this service is not available in the town mention the name of the nearest place if in the same district or the name of the nearest district if in the same state or other state where available along with distance from the town.

1981 CENSUS—TOWN DIRECTORY

STATEMENT IV-A

Civic and other amenities in notified slums, 1979

Sl. No.	Class* and name of town	Name of slum	Area of slum	Population of slum	Paved roads (in Kms.)	System of sewerage	Number of latrines			
							Private			Community
							Water borne	Service	Others	
1	2	3	4	5	6	7	8	9	10	11

Method of disposal of night soil	No. of tap points/public hydrants installed for supply of protected water	Electrification (No. of connections)		
		Domestic	Road lighting (Points)	Others
12	13	14	15	16

*For Class I and Class II towns only.

1981 CENSUS—TOWNDIRECTORY
STATEMENT V

Medical, Educational, Recreational and Cultural Facilities, 1979

Sl. No.	Class and name of town	Population	Medical facilities*		Educational facilities*			
			Hospitals/ Dispensaries/T.B. clinics etc.	Beds in medical institutions noted in column 4	Arts/Science/ Commerce colleges (of degree level and above)	Medical colleges	Engineering colleges	Polytechnics
1	2	3	4	5	6	7	8	9

Educational facilities—contd.

Recognised shorthand, typewriting and vocational training institutions	Higher Secondary/ Intermediate/ PUC (Pre-university college)/ Junior college level	Secondary/ Matriculation	Junior secondary and middle schools	Primary schools	Adult literacy classes/centres, others (specify)
10	11	12	13	14	15

Working women's hostels with number of seats	Number of recreational and cultural facilities			
	Stadia	Cinema	Auditoria/Drama/ Community halls	Public libraries including reading rooms
16	17	18	19	20

*If a medical or educational facility is not available in the town, mention the name of the nearest place if in the same district or the name of the nearest district if in the same state or other state and its distance from the town where facility is available.

1981 CENSUS—TOWN DIRECTORY

STATEMENT VI

Trade, Commerce, Industry and Banking, 1979

Sl. No.	Class and name of town	Name of three most important commodities imported			Name of three most important commodities exported			Name of the three most important commodities manufactured		
		1st	2nd	3rd	1st	2nd	3rd	1st	2nd	3rd
1	2	3	4	5	6	7	8	9	10	11

Number of banks	Number of agricultural credit societies	Number of non-agricultural credit societies
12	13	14

APPENDIX

Towns showing their outgrowths with population

Sl. No.	Name of the town with location code	Population of core town	Outgrowth	Population of outgrowth
1	2	3	4	5
1.	Town A		(i) (ii) (iii)	
2.	Town B		(i) (ii)	

PRIMARY CENSUS ABSTRACT

Location Code No.	Name of the village/ town/ urban ward	Area of village in hectares & of town/ ward in sq. Kms.	No. of occupied residential houses	No. of households	Total Population (including institutional and houseless population)			Scheduled castes		Scheduled tribes	
					P	M	F	M	F	M	F
1	2	3	4	5	6	7	8	9	10	11	12

Literate and educated persons		Main Workers										Marginal workers	
		Total main workers (I to IX)		Cultivators (I)		Agricultural labourers (II)		Household industry [V (a)]		Other workers (III, IV, V (b), VI to IX)			
M	F	M	F	M	F	M	F	M	F	M	F	M	F
13	14	15	16	17	18	19	20	21	22	23	24	25	26

Non-workers		Persons seeking/available for work	
M	F	M	F
27	28	29	30

REGISTERED

1981 CENSUS
IMMEDIATE

P. PADMANABHA

D.O. No. 15/1/80-Map
Government of India
Ministry of Home Affairs,
The Registrar General, India
2-A Mansingh Road,
New Delhi-110011.
September, 1981

CENSUS OF INDIA 1981—CIRCULAR No. 33

Sub.—Instructions on the preparation of the—Land use and other maps for the State Level Town Directory, 1981

My dear

In this Circular, instructions regarding preparation of maps to be published in the State Level Town Directory, 1981 have been included. During 1971 Census, a comprehensive scheme of landuse pattern maps in different categories of towns was worked out and the landuse maps were published in the State Town Directory of the respective states/union territories.

2. In the State Level Town Directory of 1981, the following maps may be included:—

1. Administrative divisions of the state/union territory.
2. (a) Location and growth of the towns having population 50,000 and above.
   (b) Location and growth of the towns below 50,000 population.
3. Percentage of urban population to total population.
4. Urban landuse maps.

The map on administrative divisions of the respective states/union territories would depict the lowest administrative units with headquarters and names. This would be a reference map.

Two maps are to be incorporated in the Town Directory, wherever large number of towns/UAs are existing in states, one giving location and growth of towns/UAs having population 50,000 & above and the other of towns/UAs below 50,000 so that congestion in reproduction of the maps is minimised. These maps may be represented by square symbol.

The percentage of the urban population to total population may be calculated at the lowest administrative level of tahsil/taluk etc. and data thus obtained may be grouped into suitable categories and plotted by choropleth techniques of the map referred to at serial number 3 above.

Landuse Maps : The urban centres with 50,000 population and above will be taken up for landuse mapping. Besides, some selected towns of low population sizes may also be taken up on the consideration of their importance in local areas, service or economic significance generated by such towns. However, the number should be restricted in such classes.

3. In the process of preparing urban landuse maps, we have to take into consideration certain specific points of elimination/camouflaging of 'vital places' if they come within the jurisdiction of towns/UAs for which landuse maps are to be made. In this connection, I may bring again to your notice my D.O. no. 1/1/79-Map, dated 13th June, 1980 Census of India Circular No. 19, para 4 on page 5 and its related letter No. F-7(15)65/D(GS III), dated 6 July 1966 from Ministry of Defence of which a copy is also enclosed with instruction as Annexure I. I may further draw your attention regarding the precaution to be taken in the depiction of restricted roads circulated vide this office letter No. 1/3/80-Map, dated 18/4/81 in the preparation of urban landuse maps.

4. With this view, "vital areas" have to be grouped in the landuse category subject to its location within the boundary of UA/towns in the appropriate class of the major head without specifying the correct location of nucleous and functioning units without name. To cite a few an example, oil refinery and associated industrial area, railway factories such as coach factory, Diesel locomotive factories etc., heavy machinery factories etc. are to be camouflaged by classifying these in the specific zones of main function in sub-head 2(d) "Other industrial or manufacturing areas" representing the totally of industrial land use. Similarly water works areas servicing the need of the town/UA may be classfied in 3(i) 'other public service areas'. However, large water reservoirs for supplying water to major industrial centres, important power stations etc. may not be given on maps and reclassified as an alternative option.

The detailed land use categories in urban areas are as below with sub-heads for urban agglomerations/towns.

1. **Business Area**

It may include all the activities connected with trade and commerce in a city or town. This may be grouped into the following sub-functions and shown by suitable hatching pattern under the major head "Business Area". Sometimes, due to mixed distribution of sub-heads of business area, it is difficult to identify and hence only business area, may be shown with appropriate hatching in such cases.

(a) Wholesale business (specify grain, cloth, drugs, jewellery, furniture, etc.).

(b) Retail trade business areas (no specific business may be demarcated).

(c) Mixed business/commercial area other than (b) above.

2. **Industrial Area**

Industrial areas into the following sub-functions may be taken into consideration for depicting this category.

(a) Areas of mixed industries.

(b) Areas of specific industries, e.g., chemical industry, cotton textile and rayon industry, oil refineries, railway workshop (if separately established covering large area e.g. workshop at Gorakhpur, diesel locomotive workshop factory at Maduadih, Varanasi).

(c) Areas of small-scale industries.

(d) Other industrial or manufacturing areas.

3. **Public Service Area**

This may include the following service areas:

(a) Municipal Corporation areas dealing with administration, octroi and other associated activities.

(b) Hospitals, dispensaries, maternity and child welfare centres etc.

(c) Banks of all classes, share markets.

(d) Water works.

(e) Miscellaneous public service areas such as important places of worship, dharmasala, sarai, etc.

(f) Mental asylum, leprosy homes, homes for waifs and handicapped, community centres etc.

(g) Big hotels.

(h) Post offices and general post office areas.

(i) Other public service areas.

4. **Educational Area**

(a) All educational institutions like university, colleges, research centres with names of prominent institutions.

(b) Archives, museums or such areas of importance.

(c) Libraries (name libraries of importance).

5. **Recreational Area**

(a) Parks, Zoo aquariums.

(b) Playgrounds, Stadium.

(c) Theatres, cinemas and other associated areas.

(d) Cultural centres like rangsalas/auditoriums, planetariums, art centres, clubs etc.

6. **Residential Area**

(a) Residential Areas.

(b) Slums and associated areas.

7. **Administrative Area**

(a) Courts/Jails.

(b) Government buildings like state assembly, secretariat, Raj Bhavan and other associated areas.

(c) Government offices of all classes excluding offices and areas of public services as grouped in 3(a) to (i).

(d) Circuit House, dak bungalow etc. The name of important building may be given on the map.

8. **Miscellaneous**

This category will include the following areas:

Historical and old monuments, centre, air port or landing strip, sea harbour, cantonments barracks, tanks and reservoirs of importance serving the major industrial centres as referred to above and other 'vital places'.

9. **Open spaces/arable areas/other areas**

(a) Arable areas.

(b) Areas proposed for future development (specify the proposed use, e.g. industrial, residentials and others).

(c) Ravines/derelict areas/brick kilns.

(d) Costal marsh.

(e) Mounds, excavations or similar areas.

(f) Tanks, ponds, lakes, etc.

(g) Roads and railways—according to the symbol shown in the sample maps.

(h) Bus/roadways (private or public) transport area including depots and terminus centres—showing location.

(i) Railway station and yards—by symbols.

(j) River Ghat (used for river transport) by names.

5. The information on landuse classification specified above may be collected on a general scale of 1:8000 or 1:5000 or any suitable scale from the respective state/union territory's Town and Country Planning Department or the respective Local Authorities. The maps collected from the concerned departments need field checking before final drafting of the map as per the above classifications to bring it preferably to the Census date of 1st March, 1981.

6. You may select hatching in view of main areas as well as sub-classifications as given. A few sample maps selecting various towns may be sent to ARG (M) for checking and scrutiny from the point of view of vital significance. The sample maps of your state/

union territory where you have vital places may be sent to him to enable him to scrutinise or modify the classifications in view of these instructions. Towns/ UAs situated along coastline or International border need clearance from appropriate authority of the Govt. of India through this office. All those landuse maps in particular are to be sent to ARG(M) for necessary action.

Please acknowledge receipt.

Yours sincerely,

(P. Padmanabha)

Encl:—As above

(With 5 spare copies).

Shri

Director of Census Operations.

ANNEXURE I

COPY

Letter No. F. 7(15)/65/D (DG III) dated 6th July, 1966 from the Ministry of Defence, New Delhi to the Surveyor General of India, Dehradun.

Subject:—Elimination/camouflaging of vital places in the Survey of India Maps:— Restriction on sale, publication and Distribution of maps.

I am directed to refer to the correspondence ending with your letter No. TS-1143/1534-A, dated the 4th June, 1966, on the above subject to say that the list furnished to you in 1914 and 1955 may continue to be treated as valid. However while making any additions to these lists, the general criteria should be followed, which lay down that non-military installations of security importance would be of the following kinds:—

(a) Important power stations.

(b) Large water reservoirs for supplying major industrial centres.

(c) Petrol and oil tanks and oil refineries.

(d) Civil dockyards.

(e) Important Dams.

(f) Important industries capable of being converted at a short notice to the production of war-material or equipment.

(g) Important railway yards and workshops.

(h) All steel and Heavy machinery Factories.

(i) Petroleum oil and lubricants installations.

(j) Ship building Yards.

(k) Aircraft Building and Repair Workshops and

(l) All installation under the control of the Department of Atomic Energy.

2. As regards military installations, the question of depicting them in maps for open circulation does not arise.

P. PADMANABHA D.O. No. 9/16/80-CD (CEN)
Government of India
Ministry of Home Affairs,
The Registrar General, India
2-A Mansingh Road,
New Delhi-110011.
November 5, 1981.

CENSUS OF INDIA 1981—CIRCULAR No. 34

Subject.—Management of records—Notional Maps and Layout Sketch—regarding.

Third Supplement to Circular No. 16.

My dear

Please refer to annexe to Circular No. 16 enclosed to my D.O. No. 9/16/80-CD(CEN) dated 9th May, 1980 on management of records.

As regards items 1 and 2 on page 3 thereof, it has since been decided that it would be of advantage to keep Notional Maps and Lay-out Sketches together in the same volume, the Notional Map coming first followed by the Lay-out sketch of the concerned enumeration block. As already mentioned in the circular referred to, these Notional Maps and Lay-out Sketches should be got bound and maintained in the Directorates in the form of registers. This may be got bound charge-wise with one volume for each charge. In case the number of Lay-out Sketches and Notional Maps is too large and the binding in one volume is not possible then only the Lay-out Sketches and Notions Maps should be bound in more than one volume. Identification particulars like location code should be indicated clearly on the outer cover of each volume by pasting a silp.

If, however, the work has been completed in your Directorate with the Notional Maps and Lay-out Sketches having been bound separately, it need not be disturbed at this stage. Even if this has been done in the case of one or two districts, the same procedure may be continued for the remaining districts for the sake of uniformity. In other words, the present instructions would apply only if you have not commenced binding the Notional Maps and Lay-out Sketches.

Please acknowledge receipt.

Yours sincerely,

(P. Padmanabha)

Encl: Five Extra Copies.

Shri

Director of Census Operations.

REGISTERED

1981—CENSUS
IMMEDIATE

(P. PADMANABHA) D.O. No. 1/181-SS (Genl.)

Government of India
Ministry of Home Affairs,
The Registrar General, India
2-A Mansingh Road,
New Delhi-110011.

June 19, 1982

CENSUS OF INDIA 1981—CIRCULAR No. 35

Subject:—Presentation of Standard Urban Area data—1981 Census

My dear

I am writing this in continuation of my circular No. 30 dated the 23rd December, 1980, which provides guidelines regarding delineation of the Standard Urban Areas and presentation of the relevant data in Table A-5. We have now received the A-5 Table along with other tables for inclusion in Part II-A from a few states for approval.

2. I find that data have not always been presented according to the guidelines provided. Contrary to the specific instructions contained in para 3 of the aforesaid circular, it is noticed that population data relating to 1961 and 1971 appearing under column Nos. 16 and 17 of the table have been adjusted on the basis of 1981 set up. This should not be done. The reasons for not adjusting the data as per the 1981 Census have already been detailed in the circular referred to above. I may, however, reiterate that for 1981 Census publication this procedure is being deliberately adopted for studying the urbanisation trend within the SUA frame.

3. It is also observed that the urban/rural component units shown under column 2 do not always tally with the list of component units of SUAs approved by me earlier. In some cases the approved units figure in the maps but not in the table.

4. I am spelling out the following guidelines for presentation of relevant data in this regard in an appropriate manner under different circumstances in order to avoid errors in presentation:—

(i) In all such cases where the urban/rural components are appearing in 1981 frame without change their 1961 as well as 1971 population may be reproduced in column Nos. 16 & 17 from the corresponding Table A-V of 1971 without making any adjustment.

(ii) Wherever the town(s)/OG(s) which were included in the 1971 SUA frame have now been merged with some other component town(s) (say to form a corporation or municipality) the 1961 and 1971 population in the columns 17 and 18 appearing in Table A-5 of 1971 may be added to the respective towns to which the town(s) and OG(s) have since been merged before 1981 Census. Per contra, if any town/OG appearing in the 1971 urban frame of the SUA has been dropped from the urban frame of 1981 the same should automatically appear as a rural component in the 1981 SUA frame. The urban population recorded for 1961 and 1971 in respect of such units need not be reflected now in the rural frame as these no longer enjoy the urban status in 1981. The position can be suitably explained either in the fly-leaf of the table or by giving a foot-note at an appropriate place in the table.

(iii) If a rural component of 1971 SUA frame is now covered under urban component as a town or an OG in the 1981 SUA frame, its 1961 and 1971 population appearing in A-V table of 1971 need not be reflected now in the urban frame against these units since these were not enjoying urban status earlier. This would enable the readers to see the data on components of 1981 Census in relation to the components of the 1971 SUA table. This aspect can be explained in an appropriate manner explaining that the relevant units treated as rural components with such and such population in 1961 and 1971 are now covered by the urban components of the SUA of 1981.

(iv) It will be appropriate that in those cases where certain urban components (town(s)/OG(s)) of 1971 SUA frame have now been partly merged with some other town which was already figuring as a component unit in the 1971 SUA frame and partly appear as such in the truncated form in 1981, an attempt should be made to provide the population figures of 1961 and 1971 of the portion merged along with the population of the respective town. The population of the unmerged portion may be shown against the unit (town/OG) concerned. However, in case where the population of the merged portion for the previous decades is not readily available the entire 1961 and 1971 population of such units may be shown against the truncated unit which is already appearing as an urban component in 1981. Likewise, in case of those rural components of 1971 which have now partly merged with some towns or now appear as an OG in the USA frame of 1981 their relevant population for 1961 and 1971 may be shown against the truncated rural units which have not merged and continue in the rural frame for 1981 in the truncated form. This may also be explained appropriately either in the fly-leaf or by giving a foot-note.

(v) In those cases where the new urban/rural components of 1981, not covered by the 1971 SUA frame, the urban population of the new urban component units may be shown under the column Nos. 16 and 17 on the basis of the population of the town recorded in the earlier

censuses through lying outside the SUA frame. Similarly, the rural population of the newly added units in 1981 frame may also be shown for 1961 and 1971 in the rural frame. This may again be suitably explained in the fly-leaf or by giving a foot-note.

(vi) Further, there may be certain special cases where a portion of a village was covered as an urban component town or OG in the 1971 SUA frame but its remaining portion was lying outside the 1971 SUA frame and now the entire village is included in the relevant urban component. In these cases the population of such units for 1961 and 1971 need not be adjusted. The urban population as published in 1971 Table A-V may now be shown under columns 16 & 17 in the 1981 SUA frame. However, in cases of rural components if a portion of the village was lying outside and another portion was treated as a rural component of 1971 SUA and now in 1981 SUA the entire village has become a rural component its 1961 and 1971 population in respect of both the portion may be shown in columns 16 and 17 of 1981 SUA.

5. Further, while presenting the urban component units under column 2 of the table, the independent towns may be indicated by numerical numbers like (1), (2), (3).....and the outgrowths may be shown with Roman Nos. (i), (ii), (iii)..... under the respective towns to which they belong.

6. In order to maintain uniformity of data which are common to Part II-A Tables viz., A-1, A-4, A-5 and PCA it is desirable to ensure the comparability aspect. Therefore, the component units shown in the final table may be tallied with the component units approved for SUA frame as well as with the relevant maps before the final A-5 table is sent to this office for approval.

7. I would like you to give your full attention to these aspects and ensure that the Table A-5 is compiled accurately and expeditiously.

8. Kindly acknowledge receipt.

Yours sincerely,

(P. Padmanabha)

Encl: five spare copies.

Shri

Director of Census Operations,

APPENDIX II

CIRCULARS ISSUED BY THE DIRECTORATE OF CENSUS OPERATIONS, DELHI

Government of India
Ministry of Home Affairs
Office of the Director of Census Operations: Delhi
"Pushpa Bhavan"
Block 'C' Ground Floor
Madangir Road, Chirag Delhi
Dated the, March, 1980

To

The Principal Census Officer
and Other Census Officers,

Subject.—CENSUS CIRCULAR NO. 1—GENERAL BACKGROUND—1981 CENSUS

Sir,

In this first circular in the 1981 Census, I propose to discuss in general the broad aspects of the Census as a whole. The other circulars will provide information on each and every step involved in the population census.

2. The next decennial census of the country (including the Union Territory of Delhi) will be taken in 1981. The reference date for the census has been notified by the Govt. of India as the sun-rise of 1st March, 1981. The Indian Census has the rare distinction of having a long and unbroken series of over a hundred years dating back from 1872 whereby India has built up a rich & proud tradition in census— taking and we are now entrusted with the important task of carrying it forward.

3. The population census and the Houselisting Operations which precede it are major administrative exercise with strong statistical content. It is essential that the objectives of the census are completely met in terms of total coverage, accuracy and timeliness. The entire census operations are time-bound. For the smooth functioning of the census taking it is essential that the time schedule for every item of work is followed scrupulously and thoroughly.

Legal Basis

4. The Census Act (Act 37 of 1948) provides the legal basis of all census activity. A copy of the Census Act is enclosed as Annexure I to this circular. The State Government have already issued certain notifications under the relevant sections of the said Census Act for the purpose of the 1981 Census.

Duties of Census Officers

5. The Director of Census Operations will supervise and direct the census operations in Delhi U.T. The functions and duties of various census officers are broadly indicated below:—

(i) Principal Census Officer/Census Officer

6. In Delhi U.T. the Principal Census Officer is responsible for the entire Census Operations in the urban areas of Delhi Municipal Corporation. All arrangements for the smooth conduct of the Census in this area have to be made by him. He would be assisted by Zonal Asstt. Commissioner who would be responsible for the census taking in various census charges falling in the urban areas of their respective zones. The statement of various census charges in the zones is enclosed as Annexure II.

7. Secretary, N.D.M.C. as City Census Officer would be responsible for the successful conduct of the Census Operation in the N.D.M.C. area. He would be assisted by Asstt. Secretary N.D.M.C. for this purpose. Similarly Executive Officer, Delhi Cantt. as the Census Officer for Cantonment Board area (other than the strictly military areas) and Revenue Assistant as the Census Officer in rural area would oversee the entire census work in their respective areas.

(ii) Charge Officer

8. Charge officer has a very important role in the Census Operations. The selection of supervisors and enumerators will have to be done by the Charge Officer. He has to impart training to supervisors and enumerators and to distribute schedules and other forms to them. He is also responsible for timely collection of records and reporting of provisional population totals on the stipulated dates.

(iii) Supervisor

9. The supervisor is an important link in the Census hierarchy. He has to master the instruction and other aspects of census taking. He will have to closely supervise and guide the work of enumerators under him. He has to do test checkes as instructed by his superiors and ensure that all forms reach the enumerator in sufficient quantity.

(iv) Enumerator

10. The Enumerator forms the backbone of the Census Organisation. The success of the Census, of course, depends on the quality of his work and the timely relay of figures collected by him.

Broad stages of Census Operations

11. Census Operations consist of four distinct stages namley, (1) House-numbering and Houselisting Operations (2) Enumeration (3) Tabulation and (4) Preparation of Census Reports. You will be concerned with the first two stages. The last two stages will be attended to by the Directorate of Census Operations.

Census Calendar

12. A Census calendar has also been drawn out giving time schedule for each specific task to be accomplished and a copy each is enclosed for your record and reference. In a time-bound Operation like population census, the calendar is the most vital and scared documents for regular review and reference with a view to accomplishing all the tasks strictly on schedule.

Need for House numbering

13. A good system of house numbering under which each house can be easily located will be an essential pre-requisite of an efficient census. We have already written for updating the house numbering system and re-numbering in the case in which the original numbering is defective. An early action in this regard will be highly appreciated.

Freezing of Administrative boundaries for 1981 Census

14. In this regard, the Lt. Governor, Delhi has issued a Circular No. E. 10(5)/C/79/Plg. dated 19-9-1979 (copy already endorsed by Delhi Administration) indicating that no changes should be affected in the boundaries of Districts, Tehsils, towns and villages after 1st October, 1979 until the 1981 Census are over. A copy of this circular is also being enclosed herewith. Since there has been no jurisdictional changes in the Administrative boundaries of Delhi Municipal Corporation, New Delhi Municipal Committee and Delhi Catt. and no village has been declared urbanised after 1971 census, we have taken the position as in 1971 and hope that no changes would be affected till the 1981 Census are over.

Selection of Enumerators and Supervisors

15. The agency for houselisting and enumeration would broadly be school teachers supplemented by municipal employees and employees of State Government Offices. Normally 5 enumerators are put under the charge of a supervisor. We would be requiring about 8000 enumerators (including 1600 as reserve) and 1600 supervisors (including 300 as reserve) for the houselisting operations which are to be conducted from 1st September, 1980 in Delhi U.T. The Chief Secretary Delhi Administration has already issued an office memorandum (copy enclosed) in this regard calling upon all the departments to extend full cooperation to the Census Directorate and to supply the list of the employees to this office so that they can be entrusted the duties of the enumerators and supervisors.

At this point, I may emphasize that as the Principal Census Officer/Census Officer of your area, you will almost be the sole driving force for the successful accomplishment of all the Census tasks within your areas and would have to energize the field machinery to carry out the census enumeration most smoothly and efficiently without any omission or overlapping.

Yours faithfully,

Sd/-

(Jagdish Singh)
Dy. Director of Census
Operation : Delhi

THE CENSUS ACT, 1948

Act No. 37 of 1948

An Act to provide for certain matters in connection with the taking of census.

[3rd September, 1948]

Whereas it is expedient to provide for the taking of census in [1]*** India or any part thereof whenever necessary or desirable and to provide for certain matters in connection with the taking of such census;

It is hereby enacted as follows:—

1. **Short title and extent.**—(1) This Act may be called the Census Act, 1948.

[2][(2) It extends to the whole of India [3]***]

Rules of Construction respecting enactments not extending to Jammu and Kashmir. [4]

[4][2. Any reference in this Act to the Indian Penal Code of the Indian Evidence Act, 1872, shall in relation to the State of Jammu[1] and Kashmir, be construed as a reference to the corresponding enactment in force in that State] (45 of 1860) (1 of 1872).

3. **Central Govt. to take Census.** The Central Government may, by notification in the official Gazette, declare its intention of taking a census in the whole or any part of the territories to which this Act extends, whenever it may consider it necessary or desirable so to do, and thereupon the census shall be taken.

4. **Appointment of Census staff.** (1) The Central Government may appoint a Census Commissioner to Supervise the taking of the census throughout the area in which the census is intended to be taken, and Directors of Census Operations to supervise the taking of the census within the several States.

(2) The State Government may appoint persons as census-officers to take, or aid in, or supervise the taking of, the census within any specified local area and such persons, when as appointed, shall be bound to serve accordingly.

(3) A declaration in writing, signed by any authority authorised by the State Government in this behalf, that any person has been duly appointed a census-officer for any local area shall be conclusive proof of such appointment.

(4) The State Government may delegate to such authority as it thinks fit the power of appointing census-officers conferred by sub-section (2).

(5) **Status of census authorities as public servants**

The Census Commissioner, all Directors of Census Operations[5] and all Census-officers shall be deemed to be public servants within the meaning of the Indian Penal Code. (45 of 1860).

1. The words "the Provinces and Acceding States of" were rep. by the A.O. 1950.
2. Subs. *ibid*, for the former sub-section.
3. The words "except the State of Jammu and Kashmir" omitted by Act 22 of 1959 S. 2.
4. Ins. by s. 3 *ibid*. The original s. 2 was omitted by Act 36 of 1957. s. 2 and sch.
5. Subs. for the words Superintendents of Census Operations" by Sec. 3 of the Repealing and Amending Act, 1974. (Act No. 56 of 1974.)

6. **Discharge of duties of census-officers in certain cases.** (1) Where the District Magistrate or such authority as the State Government may appoint in this behalf, by a written order so directs—

(a) Every officer in command of any body of men belonging to the naval, military or air force, or of any vessel of war, of India,

(b) every person (except a pilot or harbourmaster) having charge or control of a vessel,

(c) every person in charge of a lunatic asylum, hospital, workhouse, prison, reformatory or lock-up or of any public, charitable, religious or educational institution,

(d) every keeper, secretary or manager of any sarai, hotel, boarding-house, lodging-house, emigration depot or club,

(e) every manager or officer of a railway or any commercial or industrial establishment, and

(f) every occupant of immovable property wherein at the time of the taking of the census persons are living,

shall perform such of the duties of a census-officer in relation to the persons who at the time of the taking of the census are under his command or charge, or are inmates of his house, or are present on or in such immovable property or are employed under him as may be specified in the order.

(2) All the provisions of this Act relating to census-officers shall apply, so far as may be, to all persons while performing such duties under this section, and any person refusing or neglecting to perform any duty which under this section he is directed to perform shall be deemed to have committed an offence under section 187 of the Indian Penal Code (45 of 1860.)

7. **Power to call upon certain persons to give assistance.** The District Magistrate, or such authority as the State Government may appoint in this behalf for any local area, may, by written order which shall have effect throughout the extent of his district or of such local area, as the case may be, call upon—

(a) all owners and occupiers of land, tenure-holders, and farmers and assignees of land revenue, or their agents.

(b) all members of the district, municipal, panchayat and other local authorities and officers and servants of such authorities, and

(c) all officers and members of staff of any factory, firm or establishment, to give such assistance as shall be specified in the order towards the taking of a census of the persons who are, at the time of the taking of the census, on the lands of such owners, occupiers, tenure-holders, farmers and assignees, or in the premises of factories, firms and other establishments or within the areas for which such local authorities are established, as the case may be, and the persons to whom an order under this section is directed shall be bound to obey it and shall, while acting in pursuance of such order, be deemed to be public servants within the meaning of the Indian Penal Code. (45 of 1860).

8. **Asking of questions and obligation to answer** (1) A census-officer may ask all such questions of all persons within the limits of the local area for which he is appointed as, by instructions issued in this behalf by the State Government and published in the Official Gazette, he may be directed to ask.

(2) Every person of whom any question is asked under sub-section (1) shall be legally bound to answer such questions to the best of his knowledge or belief;

Provided that no person shall be bound to state the name of any female member of his household, and no woman shall be bound to state the name of her husband or deceased husband or of any other person whose name she is forbidden by custom to mention.

9. **Occupier to permit access and fixing of numbers** Every person occupying any house, enclosure, vessel or other place shall allow census-officers such access thereto as they may require for the purposes of the census and as having regard to the customs of the country, may be reasonable and shall allow them to paint on, or affix to, the place such letters, marks or numbers as may be necessary for the purposes of the census.

10. **Occupier of manager to fill up schedule.** (1) Subject to such orders as the State Government may issue in this behalf, a census-officer may, within the local area for which he is appointed, leave or cause to be left a schedule at any dwelling-house or with the manager or any officer of any commercial or industrial establishment, for the purpose of its being filled up by the occupier of such house or of any specified part thereof or by such manager or officer with such particulars as the State Government may direct regarding the inmates of such house or part thereof, or the persons employed under such manager or officer, as the case may be, at the time of the taking of the census.

(2) When such schedule has been so left, the said occupier, manager or officer, as the case may be, shall fill it up or cause it to be filled up to the best of his knowledge or belief so far as regards the inmates of such house or part thereof or the persons employed under him, as the case may be, at the time aforesaid, and shall sign his name thereto and, when so required, shall deliver the schedule so filled up and signed to the census-officer or to such person as the census-officer may direct.

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

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

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

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

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

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

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

(h) any person who trespasses into a census office, shall be punishable with fine which may extend to one thousand rupees and in case of a conviction under part (b) or (c) shall also be punishable with imprisonment which may extent to six months.

(2) Whoever abets any offence under sub-section (1) shall be punishable with fine which may extend to one thousand rupees.

12. **Sanction required for prosecution.** No prosecution under this Act shall be instituted except with the previous sanction of the State Government or of an authority authorised in this behalf by the State Government.

13. **Operation of other laws not barred.** Nothing in this Act shall be deemed to prevent any person from being prosecuted under any other law for any act or omission which constitutes an offence under this Act.

Provided that no such prosecution shall be instituted except with the previous sanction referred to in section 12.

14. **Jurisdiction.** No Court inferior to that of a Presidency Magistrate or a Magistrate of the second class[1] *** shall try, whether under this Act or under any other law, any act or omission which constitutes an offence under this Act.

15. **Records of census not open to inspection nor admissible in evidence.** No person shall have a right to inspect any book, register or record made by a census-officer in the discharge of his duty as such, or any schedule delivered under section 10, and notwithstanding anything to the contrary in the 1 of 1872 Indian Evidence Act, 1872, no entry in any such book, register, record or schedule shall be admissible as evidence in any civil proceeding whatsoever or in any criminal proceeding other than a prosecution under this Act or any other law for any act or omission which constitutes an offence under this Act.

16. **Temporary suspension of other laws as to mode of taking census in municipality.** Notwithstanding anything in any enactment or rule with respect to the mode in which a census is to be taken in any municipality, the municipal authority, in consultation with the Director of Census Operations[2] or with such other authority as the State Government may authorise in this behalf, shall, at the time appointed for taking of any census cause the census of the municipality to be taken wholly or in part by any method authorized by or under this Act.

Grant of statistical abstracts

17. The Census Commissioner or any Director of Census Operations [2]or such person as the State Government may authorise in this behalf may, if he so thinks, fit, at the request and cost (to be determined by him) of any local authority or person, cause abstracts to be prepared and supplied containing any such statistical information as can be derived from the census returns for [3][India or any State], as the case may be, being information which is not contained in any published report and which in his opinion it is reasonable for that authority or person to require.

Power to make rules

18. (1) The Central Government may make rules for carrying out the purposes of this Act.

(2) In particular, and without prejudice to the generality of the foregoing power, the Central Government may make rules providing for that appointment of census-officers and of persons to perform any of the

1. The words 'or a Part B State. A Magistrate corresponding to a Magistrate of the second class" ins. by Act 51 of 1950 S.4 omitted by the Adoption of Laws (No. 3) Order, 1956
2. Subs. for the words "Superintendents of Census Operations" by Sec. 3 of the Repealing and Amending Act, 1974 (Act No. 56 of 1974).
3. Subs. by the A.O. 1950, for "the Provinces of India or Province".

duties of census officers or to give assistance towards the taking of a census, and for the general instructions to be issued to such officers and persons.

No. 1/19/80-Census
Government of India
Ministry of Home Affairs
Office of the Director of Census Operations : Delhi
"Pushpa Bhawan"
Block 'C' Ground Floor,
Madangir Road, Chirag Delhi
New Delhi-110 062.
Dated the

To

The Principal, Census Officer/
Census Officers

Subject :—CENSUS 1981—(CIRCULAR NO. 2) CLASSIFICATION OF RURAL & URBAN UNITS—LISTS OF PLACES TO BE TREATED AS TOWN FOR THE 1981 CENSUS—IN DELHI U.T.

Sir,

It has been the tradition of the Indian Census to present Census data for rural & urban areas separately. Considerable thought has been given to the definition or criteria to be applied for classifying an area as an urban unit. Various views were examined and the Registrar General, India felt that in view of the completion of the Indian situation and regional variations in the infrastructural facilities it would be desirable to adopt the same concept or criteria used in the previous censuses for demarcation of urban areas. The definition of an urban unit as adopted at the 1981 Census is as follows:—

(a) All places with a municipality, Corporation, Cantonment board or notified town area committee.

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

(i) A minimum population of 5000.

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

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

Based on the demographic data available in this office we found that 8 villages namely (1) Mandauli (2) Barwala (3) Rethala (4) Nangloi Jat (5) Palam (6) Mahipalpur (7) Rajokri and (8) Pul Pehlad were eligible to be treated as Census Town. But unlike other municipal area or corporation, Delhi Municipal Corporation has rural area also under its jurisdiction and under section 507 of the Corporation Act, the Corporation with the previous approval of the Central Government may by notification in the official Gazettee, declare that any portion of the rural areas shall cease to be included therein and upon the issue of such notification that portion shall be included in and form part of the urban areas. Similar notification was issued on 3rd June 1966 before the 1971 Census and after that no such notification was issued and as such the position of the rural & urban areas remained as it was at the time of 1971 Census. At the time of 1971 Census, the following three urban units were treated as town in Delhi U.T.:—

(i) Area under New Delhi Municipal Committee

(ii) Area under Delhi Cantonment Board

(iii) Urban area under Delhi Municipal Corporation

To facilitate meaningful comparison with the previous date, the Registrar General, India has decided that only the above mentioned three units be treated as towns for the 1981 Census also and demographic criteria be applied to the villages of Delhi U. T.

As such the following three towns have been taken in Delhi U.T for the 1981 Census:—

1. New Delhi Municipal Committee
2. Delhi Cantonment
3. Delhi Municipal Corporation (Urban)

The receipt of this Circular be acknowledged.

Yours faithfully,
(Jagdish Singh)
Deputy Director of Census Operations: Delhi.

No. 1/19/80-Census
Government of India
Ministry of Home Affairs
Office of the Director of Census Operations : Delhi
"Pushpa Bhawan"
Block-C, Ground Floor, Madangir Road,
Chirag Delhi, New Delhi-62.
Dated the

To

The Principal Census Officer/Census
Officers

Subject:—1981 CENSUS CIRCULAR NO. 3—LOCATION CODE

Sir,

We have already issued two circulars, the first one on the general background of 1981 Census and the second on the classification of rural & urban areas.

1. Subs. for the words "Superintendent of Census operations" by sec 3 of the Repealing and Amending Act, 1974. (Act No. 56 to 1974)
2. Subs. by the A. O. 1950, for "the provinces of India or the province".

2. The purpose of this Circular is to explain the importance and usefulness of Location Code Numbers which are to be entered in each Census Schedule to help in identifying the area to which the Schedule relates. At the 1981 Census, every enumerator will be required to canvass four main schedules namely the Houselist & the Enterprise List during the Houselisting operations in Sept. 1980 and the Household Schedule and the Individual slip during actual enumeration in February-March 1981.

Need for Location Code Numbers:

3. You are aware that every structure, Census house, each enterprise, every household and individual will be listed through various census schedules. It is essential to identify each of these Census schedules with the area to which they relate. For this purpose the minimum details necessary would be the name of the State/Union Territory, district, tehsil and the town or village. It is evident that writing of these details on every sheet would involve a lot of scriptory work. Therefore, an easy method of such identification by allotting Location code to each such unit has been evolved. The location code is a simple device by which every area comprised in any administrative unit in the state/union territory can be identified. A five element location code will be given on each census document in the 1981 census. The system adopted for allotment of such code numbers is explained below:—

Union Territory Code Number:

4. The first element of the location code will be the state/union territory code number. The code number assigned to the Union Territory of Delhi is '28'.

District Code Number:

5. The union territory of Delhi comprises of only one District and its code number is '1' which will form the second element of the location code number.

Tehsil Code Number:

6. There are two tehsils in the Union territory of Delhi which is a single district territory. The two tehsils are Delhi Tehsil and Mehrauli Tehsil and their code numbers are 1 & 2 respectively. The tehsil numbers will constitute the third element of the location code in the rural areas.

Please note that the district and tehsil codes are in arabic numbers.

Towns:

7. In urban areas, the third element of the location code will be the town number. In order to distinguish between towns and villages the code numbers for towns are in Roman figures.

8. As already intimated in Circular No. 2, three towns namely (1) New Delhi Municipal Committee (2) Delhi Cantonment and (3) Delhi Municipal Corporation (urban) have been taken as the towns for the 1981 Census and their codes are given below:—

(i) New Delhi Municipal Committee — I

(ii) Delhi Cantonment — II

(iii) Delhi Municipal Corporation (Urban) —III

9. In the case of towns, the census data will be presented first for the whole town and then for each of its Census Charges. It will be necessary, therefore, to assign a separate code number for each charge. The Census Charge number itself will be the Code Number and it will constitute the 4th element of the location code in the urban areas.

Village:

10. A revenue village is considered as the smallest administrative unit in the rural area for which the basic census data will be presented. The list of villages have been finalized by the revenue authorities and there has been no change in the list since 1971 Census. There are 156 villages (in Delhi Tehsil and 102 villages in Mehrauli Tehsil). Accordingly every village in a tehsil will be given a code number and the serial number will be continued in a tehsil. This is slightly different from the 1971 Census. For the 1981 Census, the villages in each tehsil are arranged in a serpentine manner specially for the purpose of assigning the location code number. Thus taking a map of the tehsil showing the location of various villages, the numbering has been started with the villages in the north-west corner and by proceeding in serpentine manner, keeping to the geographical contiguity down to the south-east point. The code numbers assigned to the census villages would be fourth element of the location code in the rural areas and it will be given in arabic numerals.

Enumerator's block number:

11. Each village and urban charge will be constituted into one or more enumeration blocks. The enumerator's block will be numbered continuously for each Census Charge. If a town or a city contain more than one census charge, the block would be formed charge-wise and numbered continuously in each charge. In the case of rural areas, it is likely that some 'village will be constituted into single block while larger villages may have to be constituted into two or more blocks. In such cases, the villages would have to be arranged according to the location code and blocks numbered continuously for the entire tehsil.

The Location Code:

12. The location code will be developed on the basis of the code numbers assigned to the states/union territory, the district, the tehsil, the village or the town/census charge No. and will also include enumerator's block number. It will be easier to understand the location code number with the help of an example. The location code No. 28/1/1/8 would refer to the 8th village in Delhi tehsil of Delhi district in Delhi U.T.

Similarly the location code like 28/1/III/25 would refer to census charge number 25 of Delhi Municipal Corporation (urban) of Delhi district of Delhi U.T.

13. Thus it will be seen that the whole idea is to ensure that every bit of the area in Delhi U.T. 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 overlapping of areas between the two.

Receipt of this circular may please be acknowledged.

Yours faithfully,

(Jagdish Singh)

Deputy Director of Census Operations: Delhi

No. 1/19/80-Census
Government of India
Ministry of Home Affairs

Office of the Director of Census Operations:Delhi
"Pushpa Bhawan"
Block "C" Ground Floor
Madangir Road, Chirag Delhi
New Delhi.

To

To Principal Census Officer/Census Officers

Subject :—1981 CENSUS CIRCULAR NO. 4—FORMATION OF URBAN AGGLOMERATION

Sir,

In para 2 of my Circular No. 2 dt..., I had indicated about the demarcation of urban areas and the list of towns for Delhi U.T. for the 1981 Census. In the present circular, I am explaining the concept of "Urban Agglomeration" which was also adopted during the 1971 Census.

2. The concept of urban agglomeration was introduced for the first time during the 1971 Census. This was an improvement over the concept of "Town Group" adopted in the 1961 Census. The idea behind the concept of urban agglomeration is to delineate a comprehensive area having continuous urban spread comprising a core town with its urban outgrowth or two or more contiguous towns with the urban outgrowth and to present a comprehensive demographic and socio-economic picture of the agglomerated urban area as a whole.

3. For the 1981 Census, it has been decided to adopt the same concept of urban agglomeration and delineate areas for the urban agglomeration. The data for these areas would be presented separately as was done during 1971 Census.

4. The following are the three possible different situations in which urban agglomeration would be constituted:

(i) a city or town with a continuous outgrowth (the part of the 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 outgrowth as in (i) above and

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

It is important that the basic consideration of contiguity must be satisfied for constitution of urban agglomeration. The area constituting an urban agglomeration may keep on changing from census to census depending upon the changes of the statutory boundaries of main urban unit as well as the extent of the out-growths.

5. At the time of 1971 Census, there was only one urban agglomeration namely Delhi urban agglomeration which constitute of the three towns (1) New Delhi Municipal Committee (2) Delhi Cantonment and (3) Delhi Municipal Corporation (urban) and no rural portion was tagged to it.

6. To delineate the urban agglomerations for the 1981 Census in the light of the framework explained above, a high level meeting was convened by the Registrar General & Census Commissioner of India. To have a better and meaningful comparison, the Registrar General & Census Commissioner of India decided to stick to the 1971 position and have only one urban agglomeration in Delhi for the 1981 Census namely Delhi Urban Agglomeration which would constitute of the same three towns namely (1) New Delhi Municipal Committee (2) Delhi Cantonment and (3) Delhi Municipal Corporation (Urban).

Kindly acknowledge receipt of the same.

Yours faithfully,

Sd/-

(Jagdish Singh)

Deputy Director of Census Operations: Delhi

1981 CENSUS
IMMEDIATE

V. K. BHALLA
DIRECTOR

D.O. No. 1/19/79-Census

Government of India
Ministry of Home Affairs
Office of the Director of Census Operations,
'Pushpa Bhawan', Madangir Road,
Chirag Delhi,
New Delhi.

Dated the

CENSUS OF INDIA 1981—CIRCULAR No. 5

Subject:—HOUSELISTING OPERATIONS—PREPARATIONS FOR

Dear Census/Charge Officer,

I welcome your appointment as Census Officer for the conduct of 1981 Census. Your association with this National Task brings out well the faith and confidence which the Government has reposed in you. I take you as my valuable colleague and look forward for your contribution and co-operation in this massive operation.

Since the Government has notified your appointment in the Delhi Gazettee (Extraordinary) dated May 14, 1980, you become a vital part of the 'Task Force' for this national operation.

The responsibilities devolving upon a census officer are quite heavy. Nevertheless our department would see to it that the task is made as easier and interesting as possible.

As already explained in our circular No. 1, the 'houselisting' operation is the first stage of the 1981 Census and will be undertaken during September 1980.

A Census calendar of the operations has already been sent to you alongwith circular No. 1. However, the relevant portion of the same is reproduced below:—

Sept. 1980

Sept. 1—2	1. Preparation of notional maps and lay-out sketch.
	2. Completion of house numbering in the enumeration blocks.
Sept. 3	1. Checking of lay-out sketch & house numbering by the Supervisors.
Sept. 4—20	1. Completion of filling in of Houselists and Enterprise lists.
	2. Preparation of Duplicate copy of the Houselists.
Sept. 21—22	1. Preparation of Houselists Abstract and Enterprise List Abstract.
	2. Returns of filled in forms to the Supervisors.
Sept. 23- 24	1. Checking of Houselists Abstract and Enterprise List Abstract by the Supervisors.
	2. Preparation of Circle Abstract for Houselist by the Supervisors.
Sept. 25	1. Return of filled in forms by the Supervisors to the Charge Officers.
Sept. 26—28	1. Scrutiny of the filled in schedules.
	2. Preparation of Charge Abstracts.
	3. Return of filled in forms (Blockwise) by the Charge Officers to the Directorate of Census Operations.

During the Houselisting Operations, the following maps/schedules will be prepared/canvassed by the enumerator:—

1.	Notional map	Preparation
2.	Lay-out sketch	
3.	Houselists	Canvassing
4.	Houselist Abstract	
5.	Enterprise lists	
6.	Enterprise lists Abstracts	

We feel that the terminology used in the schedules needs elaboration of concepts and definitions with their practical illustrations. We will, therefore, soon organise training programme for you. In the meanwhile I send herewith a set of following documents with the request that these may kindly be gone through by you as their thorough reading would essentially provide you with a background of the task ahead.

1. Instructions to Enumerators for filling up the Houselist.
2. Instructions to Enumerators for filling Enterprise List.
3. Supervisor: Main functions and duties (Houselisting Operations).

The Administrator of Union Territory of Delhi has recognised the urgency and importance of Census Operations. He has, therefore, been kind enough to issue circulars wherein the Department of Education and other departments have been directed to defer the transfers of Principals and Teachers of schools and other employees till 1981, to facilitate continuance and smooth operations of Census 1981. In addition, orders have also been issued by the Administrator to provide relief to the Census Officials from their normal duties and permit them to attend office late by two hours in the morning and leave office earlier by one hour in the evening. Instructions have also been issued to all the Heads of the Departments and other related organisations urging upon all the officials connected with the 1981 Census to discharge their duties with all sincerity and responsibility. The Administrator has further ordered that the appreciable work done by the officials/employees for Census Operations

should be recorded in the CRs for the year 1980-81. Similarly, the carelessness in this regard is also to be mentioned in their CRs. I am enclosing a copy each of these three orders issued by the Delhi Administration for your information and perusal.

As a Census Officer, you will be responsible for the conduct of Census Operations including its preliminaries in the following areas:

It is essential that the buildings/structures falling under the areas under your charge are properly numbered and Notional Maps of your charges prepared. You may, therefore, make efforts to ensure that all the buildings/structures falling under the areas of your charges are numbered in a systematic order. If some of the areas under your charge have not been numbered by the local agencies like Municipal Corporation of Delhi. N.D.M.C. or Delhi Cantt, you may kindly ensure that this is got done by the concerned agency. The Registrar General, India, has already obtained orders of the Municipal Commissioner who is also Principal Census Officer for getting unnumbered/haphazardly numbered buildings renumbered by the M.C.D. staff. In case of structures/buildings which have been numbered systematically by the Municipal Corporation and any other Local Administrative Agency, these may be adopted and there would not be any need for getting them renumbered. Despite all this, if some Pockets are still left un-numbered or are haphazardly numbered, you would have to get these buildings renumbered systematically by the concerned agency failing which through Enumerators of the Blocks. After this numbering is done, you would kindly get in touch with my office for carving out the enumeration blocks in the areas falling under your charge.

I am writing this with a request that you may kindly acquaint yourself with the task and also go through the enclosed material so that when we organise training programme you are there with the necessary background. I hope you might have also persued census circulars sent by my office earlier.

I would soon get in touch with you regarding training programme and other preliminaries.

Kindly acknowledge receipt.

With Best Wishes

Yours sincerely

Sd/-

(V. K. Bhalla)

Encls: as above.

DELHI ADMINISTRATION: DELHI

No. F. 21/2/79/M&E Dated the 31-5-80

37—1 Census/Delhi/84

To

All Heads of Departments,

All Principals of Schools,

Sub: Special entries in the Annual Report of the concerned Officers/employees engaged in Census Operation 1981.

Sir,

As you are aware the work of Census Operation 1981 has already been taken up. From the month of Sept. 1980 the Houselisting will be started and the actual census would commence from the month of February-March 1981. For this comprehensive programme Government servants such as Tehsildars, B.D.Os, Principals/Head Masters and Teachers of the schools have been deployed on Census duty.

The Govt. expect that all the concerned persons for this purpose should discharge their duties with honesty great interest and responsibility. In this connection it has been decided that the appreciable work done by the officers/employees for Census Operations 1981 should be mentioned in their C.R. for the year 1980-81. Similarly the carelessness in this regard should also be mentioned in their C.R. In this regard Census Office is considering a proposal also to reward the excellent workers by medals or in some other manner.

All the concerned officers/officials may please be informed accordingly.

Yours faithfully

Sd/-

(W. Shaiza)

Chief Secretary

दिल्ली प्रशासन, दिल्ली

संख्या :- एफ 21(2)/79-एम०ई० दिनांक : 31-5-80

समस्त विभागस्यक्ष,

समस्त स्कूलों के मुख्य अध्यापक,

विषय :— जनगणना आयोजन 1981 से सम्बन्धित अधिकारियों/कर्मचारियों के वार्षिक कार्य मूल्यांकन प्रतिवेदनों में विशिष्ट इन्द्राज।

महोदय,

जैसा आपको विदित है, 1981 जनगणना का कार्य हाथ में लिया जा चुका है। माह सितम्बर 1980 में मकान गणना हो रही है और माह फरवरी-मार्च 1981 में वास्तविक जनगणना की जाएगी। इस वहद्र आयोजन

हेतु सरकारी तन्त्र का उपयोग किया जा रहा है और विशेष रूप से सरकारी अधिकारी, तहसीलदार, खण्ड विकास अधिकारी, स्कूलों के प्रधनाध्यापक, मुख्य अध्यापक तथा अध्यापक आदि कार्यकर्ता इस कार्य हेतु नियुक्त किये जा चुके हैं/किए जा रहे हैं।

सरकार इस आयोजन संबन्धित सभी व्यक्तियों से यह अपेक्षा करती है कि वह अपने उत्तरदायित्व का निर्वाह पूर्ण रुचि लेकर निष्ठापूर्वक करेंगे। इस संबंध में यह निर्णय लिया गया है कि जनगणना के कार्य में लगे हुए अधिकारियों/कर्मचारियों के 1980 और 1981 के गोपनीय प्रतिवेदन लिखते समय उनके दूवारा इस क्षेत्र में किये गये सराहनीय योगदान का उल्लेख किया जाये। इसी प्रकार यदि कोई व्यक्ति इस जनगणना से संबन्धित कार्यों के सम्पादन में असावधानी बर्तता है तो इसका भी उल्लेख उसके गोपनीय प्रतिवेदन में किया जाये। जनगणना विभाग इस क्षेत्र में उत्कृष्ट कार्यकर्ताओं को पदक देकर व अन्य रूप से भी पुरस्कृत करने पर विचार कर रहा है।

कृपया अपने अधीनस्थ सभी अधिकारियों/कर्मचारियों को इससे अवगत करा दें।

भवदीय

हा/

(डब्ल्यू शैज़ा)

मुख्य सचिव

DELHI ADMINISTRATION: DELHI

No. F. 21/2/79/M&E Dated the 31-5-80

CIRCULAR

Sub : Census—1981

The Administrator, Delhi is pleased to order that no principals and teachers of schools and employees engaged in Houselisting and Census Operation, specially as a Census Officer, Incharge, Supervisors and Enumerators should be transferred till 1981 to facilitate continuous and smooth operations of Census 1981.

Sd/-

(W. Shaiza)

Chief Secretary

Delhi Administration, Delhi

दिल्ली प्रशासन, दिल्ली

संख्या :– एफ(21)/2/79/एम० ई० दिनांक 31-5-80

परिपत्र

विषय :– जनगणना – 1981

जनगणना 1981 के कार्य में अव्यवस्था एवं रुकावट को दूर करने हेतु दिल्ली प्रशासन यह आदेश देता है कि जनगणना के कार्य करने वाले कर्मचारी एवं अधिकारी खास तौर से जनगणना अधिकारी, कार्यभार अधिकारी, पर्यवेक्षक व प्रगणकों का तथा स्कूलों के अध्यापक/मुख्य अध्यापक का स्थानान्तरण मार्च-अप्रैल 1981 तक की अवधि के लिए नहीं किया जाये।

ह०/

(डब्ल्यू शैज़ा)

मुख्य सचिव

दिल्ली प्रशासन

DELHI ADMINISTRATION: DELHI

No. F. 21/2/79/M&E Dated the 31-5-80

CIRCULAR

Sub: Census 1981

The Administrator, Delhi is pleased to order that Govt. employees, Principals & Teachers deployed as Census Officer, Incharge, Supervisors & Enumerators for houselisting & Census operations in 1981 Census for the Union Territory of Delhi are permitted to attend office late by two hours in the morning & leave office one hour early in the evening.

Sd/-

(W. Shaiza)

Chief Secretary

Delhi Administration, Delhi

दिल्ली प्रशासन, दिल्ली

संख्या :– एफ(21)/2/79/एम ई/ दिनांक 31-5-80

परिपत्र

विषय :– जनगणना - 1981

दिल्ली संघ क्षेत्र में 1981 की जनगणना में जो सरकारी कर्मचारी, स्कूलों के मुख्य अध्यापक व अध्यापक, जनगणना अधिकारी, कार्यभार अधिकारी, पर्यवेक्षक तथा प्रगणक के रूप में मकान सूची व जनगणना का कार्य करेंगे, उनके लिए दिल्ली प्रशासन सहर्ष आदेश देता है कि वह अपनी निर्धारित ड्यूटी के समय में सुबह दो घन्टे देर से उपस्थित हो सकते हैं तथा सांय एक घन्टा जल्दी जा सकते हैं।

हा०/-

(डब्ल्यू शैज़ा)

मुख्य सचिव

दिल्ली प्रशासन

CENSUS IMMEDIATE

V. K. BHALLA IAS
DIRECTOR

D.O. No. 1/19/79-Census
Government of India
Ministry of Home Affairs
Office of the Director of Census Operations : Delhi
"Pushpa Bhawan"
Block-C, Ground Floor, Madangir Road
Chirag Delhi, New Delhi-110062.

Dated the

Sub : Census of India 1981—Circular No. 6 Distribution of Appointment Letters and Training Material.

Dear Charge Officer,

I am sure, you are aware of your appointment as Charge Officer for the 1981 Census which has since been notified in the (extra ordinary) Gazette of Delhi on 14th May, 1980. I am enclosing herewith your appointment letter alongwith the 'Extent Book' of the Charge indicating the block-wise area.

2. I have finalised the appointments of Enumerators and Supervisors in respect of your charge. One extra Enumerator is being provided in each Supervisor's circle as a reserve. Letters of appointment in respect of these Supervisors and Enumerators are enclosed alongwith the annexure indicating the area boundaries of the relevant circle or block.

3. As explained in Circular No. 5 of even number .... dated ..... houselisting is to be conducted during Sept. 1-22, 1980. I am, therefore sending Instructions books for Houselist and the Enterprise List alongwith the relevant blank forms meant for use in training of Supervisors & Enumerators. These letters of appointments may please be served on the respective officials through their heads of institutions/offices immediately and their acknowledgement obtained on the slip attached with the appointment letters. These acknowledgements should invariably be forwarded to the office for record by ..... August, 1980.

4. If you find that any of the active Supervisors or Enumerators have been transferred to a place outside your Charge, kindly report this fact to me indicating full particulars of the transferee and the incoming substitute. This would enable me to arrange for alternative appointment.

5. You are requested to forward a certificate to the effect that the number of Supervisors and Enumerators, actually required for the Houselisting/Enterprise List Operations in your charge are in position. This certificate should reach the Census Officer by ——— August, 1980. A copy of this certificate should also be sent to me.

6. While handing over the appointment letters to Supervisors & Enumerators, you would instruct them to visit the area assigned to them so that they get familiar with the area to be covered by each of them.

7. Necessary training of the Census Officers and the Charge Officers will be arranged in definition and terminology of concept used in Census by this office, for which separate intimation would be sent shortly. The responsibility of imparting thorough training to the Supervisors and Enumerators of the Charge is entirely that of the Charge Officer as well of the Census Officer incharge of the area.

8. On receipt of the list of Supervisors and Enumerators, the Charge Officer should immediately in consultation with the Census Officer, draw a programme of training in August, 1980. The Schedule of training programme be communicated to me well in advance so as to enable me also to associate with it.

9. Kindly acknowledge receipt of this letter and also that of the enclosed material in the proforma of receipt attached. (One copy of the receipt may be retained and the other sent to me).

Yours sincerely

Sd/-
(V. K. Bhalla)

RECEIPT

Received letter No. ———— dated ——— from the Director of Census Operations, Delhi alongwith following documents for Census Charge No. ————for distribution amongst the Supervisor/Enumerator of the Charge :—

(1) Appointment letters for ——— Supervisors.

(2) Appointment letters for ——— Enumerators.

(3) — Copies of Supervisor's main functions & duties.

(4) ———— packets each containing :—

(a) One Instructions Booklet for Houselist.

(b) One Instructions Booklet for Enterprise List.

(c) One form each of Houselist, Houselist Abstract, Enterprise List, Enterprise List Abstract.

(d) A list of Scheduled Castes in Delhi.

Signature of ————
Charge Officer
Designation & full Address————

Dated :————

CENSUS IMMEDIATE

V. K. BHALLA IAS
DIRECTOR

D.O. No. 1/3/79-Census
Government of India
Ministry of Home Affairs
Office of the Director of Census Operations : Delhi
"Pushpa Bhawan"
Block-C, Ground Floor, Madangir Road
Chirag Delhi, New Delhi-110062.

Dated, the 21st July, 1980.

CIRCULAR NO. 7

My dear

I have taken over my new assignment as Director of Census Operations, Delhi, recently and looking forward to avail the first opportunity to see you.

2. I learn that your appointment as Census Officer for Census Operations 1981 has also been notified in the Delhi Gazette on 14th May, 1980. I welcome you as my valuable colleague and wish you all good luck and speed in completion of this task which is of National importance and mammoth dimensions. I am confident that with your all out efforts and cooperation, we will achieve the goal of this time bound programme.

Yours sincerely,

Sd/-

(V. K. Bhalla)

CENSUS IMMEDIATE

V. K. BHALLA IAS
DIRECTOR

D.O. No. 1/19/79-Census
Government of India
Ministry of Home Affairs
Office of the Director of Census Operations : Delhi
"Pushpa Bhawan"
Block-C. Ground Floor, Madangir Road
Chirag Delhi, New Delhi-110062.
Dated the 30-7-80

CIRCULAR NO. 8

Dear Charge Officer,

As you are aware that the census 'Houselisting' programme is to commence w.e.f. 1st September, 1980 and as such it is essential that our Charge Officers and Census Officers are well acquainted with the instructions/procedure on the subject.

We are accordingly fixing up dates for your training in consultation with the Chief Secretary, Delhi Administration and will let you know the programme soon. In the meanwhile, I would suggest that you may kindly formulate a two-round training programme for the Supervisors and Enumerators under your charge. The programme should be so organised that each of the Census Officials receive training twice (in two rounds) and that the entire programme is concluded by 25th August positively. A copy of the finalized training programme may please be sent to me and another to your Census Officer by 5th August 1980, so as to enable the Census Officer and also one of my Officers to associate with this training.

We have, therefore, fixed up a two-day training material alongwith 'Instruction booklets' for your use.

With best wishes,

Yours sincerely,

Sd/-

(V. K. Bhalla)

भारत की जनगणना 1981

सुपरवाइजरों और प्रगणकों का मकान सूचीकरण/गणना प्रशिक्षण कार्यक्रम

नगर का नाम.....लोकेशन कोड नं०.....तहसील का नाम..... लोकेशन कोड नं०.....

चार्ज नं०..... जनगणना अधिकारी का नाम..... चार्ज अधिकारी का नाम.....

प्रशिक्षण कक्षा का संचालन	प्रशिक्षण केन्द्र का स्थान	प्रशिक्षण देने वाले अधिकारी का नाम एवं पदनाम	तारीख	समय	प्रशिक्षण कक्षा में भाग लेने वाले सुपरवाइजरों और प्रगणकों के सर्किल नं० व प्रगणक ब्लाक नं०		
					सुपरवाइजर	प्रगणक	कुल
1	2	3	4	5	6	7	8
प्रथम कक्षा							
दूसरी कक्षा							
तीसरी कक्षा							
चतुर्थ कक्षा							

नोट:—इस फार्म की एक प्रति ठीक प्रकार से भरकर जनगणना निदेशालय, दिल्ली को अग्रिम तौर पर भेज दें ताकि प्रेक्षक को भेजा जा सके।

चार्ज अधिकारी के हस्ताक्षर

तारीख

CENSUS IMMEDIATE
No. 1—26/80-Census

V. K. BHALLA
DIRECTOR

Ministry of Home Affairs
Government of India
Office of the Director of Census Operations: Delhi

"Pushpa Bhavan" Ground Floor,
'C' Block, Chirag Delhi,
Madangir Road, New Delhi
Dated the

CIRCULAR NO. 9

Dear Census/Charge Officer,

As intimated earlier, we have to conduct houselisting operations through out the Union Territory of Delhi, during September 1—22, 1980. It would therefore be better for us if we make ourselves thoroughly familiar with intricacies of this operation including the definitions and concepts.

The operation 'Houselisting' is an essential preliminary to 1981 census which would enable us to locate and identify all places which are occupied or used or which are likely to be occupied or used by the people, as it would be in these places that are account of human habitation is to be taken during the census-1981.

In the houselisting operations, a schedule namely 'Houselist' would be canvassed which would collect certain essential data regarding households. In addition, alongwith houselist, a schedule on economic census 'Enterprise List' will also be canvassed. As a Census Officer, you are required to impart instructions to the Enumerators under you. It is therefore essential that you are well conversant with the procedure.

We have, therefore, xed up a two-day training programme on 7th & 8th August, 1980, in Committee Room, Vigyan Bhavan, New Delhi. The programme would start at 10.30 A.M. on 7th August and at 10.00 A.M. on 8th August. Shri W. Shaiza, Chief Secretary, Delhi Administration, would inaugurate the Training Programme, at 10.30 A.M. on 7th August, 1980. I would request you to kindly make it convenient to attend.

The Houselisting Operations involve certain basic steps such as the preparation of Notional Maps and layout Sketches of the areas assigned numbering of buildings and census houses; filling up 'Houselist' itself; preparation of 'Houselist Abstract' : filling up of 'Enterprise List' and preparation of Abstract of 'Enterprise List'. I have sent separately two instruction booklets (vide circular No. 5 dated 19th/21st July, 1980), one each of houselisting and enterprise list for your use. The training session would be based on the concepts; definitions and illustrations as detailed in these instructions booklets. The booklets also contain filled in model forms on 'Houselist' and 'Enterprise List' which depict various situations we are likely to come across in the field. May I request you to kindly go through these instructions so that it becomes easier for you to participate in the training and to come out with doubts/queries, if any. As the houselisting operations is a process of faithful execution of these instructions, I am sure you would make it convenient to scan through this material.

Kindly confirm your participation in the above programme.

With best wishes.

Yours sincerely,
Sd/-
(V. K. Bhalla)

REGD. AD/
BY SPECIAL MESSENGER

CENSUS IMMEDIATE
No. 1-26/80-Census

V.K. BHALLA
DIRECTOR

Government of India
Ministry of Home Affairs
Office of the Director of Census Operations : Delhi

"Pushpa Bhavan" Ground Floor,
'C' Block, Chirag Delhi,
Madangir Road, New Delhi
dated the

CIRCULAR NO. 9(a)

Dear Charge Officer,

As intimated earlier, we have to conduct houselisting operations through out the Union Territory of Delhi, during September 1-22, 1980. It would therefore be better for us if we make ourselves thoroughly familiar with intricacies of this operation including the definitions and concepts.

The operation 'Houselisting' is an essential preliminary to 1981 Census which would enable us to locate and identify all places which are occupied or used or which are likely to be occupied or used by the people, as it would be in these places that an account of human habitation is to be taken during the Census—1981.

In the houselisting operations, a schedule namely 'Houselist' would be canvassed which would collect certain essential data regarding households. In addition, alongwith houselist, a schedule on economic census 'Enterprise List' will also be canvassed. As a

census officer, you are required to impart instructions to the Enumerators under you. It is therefore essential that you are well conversant with the procedure.

We have, therefore, fixed up a two-day Training Programme on 20th & 21st August, 1980, in Committee Room, F, Ist Floor, Vigyan Bhavan, New Delhi. The programme would start at 10.30 A.M. on 20th August and at 10.00 A.M. on 21st August. I would request you to kindly make it convenient to attend.

The Houselisting Operations involve certain basic steps such as the preparation of Notional Maps and Layout Sketches of the areas assigned, numbering of buildings and census houses; filling-up of 'Houselist' itself; preparation of 'Houselist Abstract', filling up of 'Enterprise List' and preparation of Abstract of 'Enterprise List'. I have sent separately two instruction booklets (vide circular No. 5 dated 19th/21st July, 1980), one each of houselisting and enterprise list for your use. The training session would be based on the concepts; definitions and illustrations as detailed in these instruction booklets. The booklets also contain filled in model forms on 'Houselist' and 'Enterprise List' which depict various situations we are likely to come across in the field. May I request you to kindly go through these instructions so that it becomes easier for you to participate in the training and to come out with doubts/queries, if any. As the houselisting operations is a process of faithful execution of these instructions, I am sure you would make it convenient to scan through this material.

I would also request you to kindly finalise training programme of the Enumerators and Supervisors under your charge and intimate the same to my office, as requested earlier vide circular No. 8 issued by my office. You are also requested to kindly bring alongwith you a copy of the training programme so finalised.

Kindly confirm your participation in the above programme.

Yours sincerely,

Sd/-

(V.K. Bhalla)

V.K. BHALLA
DIRECTOR

CENSUS IMMEDIATE

D.O. No. 1-26/80-Census
Government of India
Tele : 660388 Ministry of Home Affairs
Office of the Director of Census Operations : Delhi
"Pushpa Bhawan"
Madangir Road, Chirag Delhi,
New Delhi-110062.
Dated, the 12th August, 1980.

CIRCULAR No. 10

Dear Charge Officer,

This is apropos to the discussions on 7th & 8th August, 1980 in the Training Seminar at Vigyan Bhavan, New Delhi, I forward herewith a copy each of the following documents, for your information and necessary action.

1. Names and addresses of the Census Officers indicating the charges under them.
2. Copy of circular issued by the Delhi Administration regarding relief from normal duties to the officials deployed for Census.
3. Copy of the circular from Delhi Administration urging upon the officials deployed for census duties to attend the Census work with full devotion and sincerity.
4. Copy of the circular from Delhi Administration to defer transfers of Teachers and other officials engaged in Census work, till conclusion of Census operations (March, 1981).

Kindly acknowledge receipt.

With best wishes,

Yours sincerely,

Sd/-

(V.K. Bhalla)

NAMES AND ADDRESSES OF THE CENSUS OFFICERS INDICATING THE CHARGES UNDER THEM

Sl. No.	Name & Address of the Census Officer	Charge Numbers under the Census Officer	Phone No.
1	2	3	4
	PRINCIPAL CENSUS OFFICER		
	Shri J.N. Singh, Commissioner, Municipal Corporation, Delhi Town Hall, Delhi.		251012 252434

NAMES AND ADDRESSES OF THE CENSUS OFFICERS INDICATING THE CHARGES UNDER THEM

Sl. No.	Name & Address of the Census Officer	Charge Numbers under the Census Officer	Phone No.
	CITY CENSUS OFFICER		
	Shri Ganga Das, Deputy Commissioner (T), Municipal Corporation, Delhi Town Hall, Delhi.	1 to 86 (D.M.C. (U))	250472
	CENSUS OFFICERS		
1.	Shri Khem Chand, Assistant Commissioner, Shahdara Zone, M.C.D., Municipal Corporation, Delhi.	1 to 8	203651
2.	Shri K.D. Tripathi, Assistant Commissioner, City Zone, M.C.D., Minto Road, Delhi.	9 to 19	275455 271963
3.	Shri Onkar Singh, Assistant Commissioner, Pahar Ganj Zone, M.C.D., Sadar Thana Road, Delhi.	20 to 30	519647
4.	Shri R.K. Singh, Assistant Commissioner, Karol Bagh Zone, M.C.D., Tibbia College, Delhi.	31 to 43	522480 518322
5.	Shri V.K. Aggarwal, Assistant Commissioner, Civil Lines Zone, M.C.D., Rajpura Road, Delhi.	44 to 55	228221
6.	Shri X.K. Mahb, Assistant Commissioner, Narela Zone, M.C.D., Narela, Delhi.	56 to 57	89211
7.	Shri P.C. Sharma, Addl. Dy. Commissioner, New Delhi South Zone, M.C.D., Lajpat Nagar, New Delhi.	58 to 64	625975

NAMES AND ADDRESSES OF THE CENSUS OFFICERS INDICATING THE CHARGES UNDER THEM

Sl. No.	Name & Address of the Census Officer	Charge Numbers under the Census Officer	Phone No.
8.	Shri S.S. Harit, Assistant Commissioner, South Zone, M.C.D., Green Park, New Delhi.	65 to 72	669674
9.	Shri B.L. Anand, Assistant Commissioner, West Zone, M.C.D., Rajauri Garden, New Delhi.	73 to 84	593491
10.	Shri S.P. Jain, Assistant Commissioner, Najafgarh Zone, M.C.D., Najafgarh, Delhi.	85 to 86	86458
	CITY CENSUS OFFICER		
1.	Shri K.K. Bhasin, Secretary, New Delhi Municipal Committee, Parliament Street, New Delhi.	1 to 9 (N.D.M.C.)	
	Addl. CENSUS OFFICER		
1.	Shri B.S. Raizada, Deputy Secretary, New Delhi Municipal Committee, Parliament Street, New Delhi.	1 to 9	311006/271
	TOWN CENSUS OFFICER		
1.	Shri Ram Krishan, Executive Officer, Cantonment Board, Cantonment, Delhi.	1 (Delhi Cantt)	
	CENSUS OFFICER FOR RAILWAY AREA		
1.	Shri S.K. Bhardwaj, Divisional Engineer, (Estate) Northern Railway, Divisional Office, Chelmsford Road, New Delhi.	(Railway)	345199
	CENSUS OFFICER FOR RURAL AREAS		
1.	Shri Revenue Assistant, Deputy Commissioner Office, Tis Hazari Courts, Delhi.	1 to 7	252984

DELHI ADMINISTRATION : DELHI
No. F. 21(2)/79/M&E

Dated, the————————

CIRCULAR

Sub: Census—1981

The Administrator, Delhi is pleased to order that Govt. employees, Principals & teachers deployed as Census Officer, Incharge, Supervisors & Enumerators for house-listing & Census Operations in 1981 Census for the Union Territory of Delhi are permitted to attend office late by two hours in the morning & leave office one hour early in the evening.

Sd/-

(W. Shaiza)
Chief Secretary
Delhi Administration, Delhi.

DELHI ADMINISTRATION : DELHI
No. F. 21/2/79/M&E

Dated, the————————

To

All Heads of Departments,
All Principals of Schools

Subject : Special entries in the Annual Report of the concerned Officers/employees engaged in Census Operations 1981

Sir,

As you are aware the work of Census Operation 1981 has already been taken up. From the month of Sept. 1980 the Houselisting will be started and the actual census would commence from the month of February-March 1981. For this comprehensive programme Government servants such as Tehsildars, B.D.Os., Principals/Head-Masters and Teachers of the School have been deployed on Census Duty.

The Govt. expect that all the concerned persons for this purpose should discharge their duties with honesty, great interest and responsibility. In this connection it has been decided that the appreciable work done by the officers/employees for Census Operation 1981 should be mentioned in their C.R. for the year 1980-81. Similarly the carelessness in this regard should also be mentioned in their C.R. In this respect Census Office is considering a proposal also to reward the excellent workers by medals or in some other manner.

All the concerned Officers/Officials may please be informed accordingly.

Yours faithfully,

Sd/-

(W. Shaiza)
Chief Secretary

DELHI ADMINISTRATION : DELHI

No. F. 21/2/79/M&E

Dated, the————————

CIRCULAR

Sub : Census—1981

The Administrator, Delhi is pleased to order that no Principals and teachers of Schools and employees engaged in House Listing and Census Operation, specially as a Census Officer, Incharge, Supervisors and Enumerators should be transferred till 1981 to facilitate continuous and smooth operations of Census 1981.

Sd/-

(W. Shaiza)
Chief Secretary
Delhi Administration : Delhi.

V. K. BHALLA, IAS
DIRECTOR

CENSUS IMMEDIATE
D.O. No. 1/26/80-Census

Ministry of Home Affairs
Office of the Director of Census Operations : Delhi
Tele 660388
663997

"Pushpa Bhawan"
Madangir Road, Chirag Delhi,
New Delhi-110062.

Dated, the————————

CIRCULAR No. 11

Dear Charge Officer,

As indicated in the training Seminar held on 7th and 8th August, 1980 at Vigyan Bhavan, New Delhi, I am giving below the addresses of some of the

officials of the Census Directorate, which would serve as central points for delivering immediate, communications relating to Census work.

1. Sh. R.K. Bhatia,
   C-117, Moti Nagar,
   New Delhi.

2. Sh. Ashrafi Lal,
   D-63, Gali No. 3, Lakshmi Nagar,
   (Near Shiv Mandir at Main Road), Shahdara,
   Delhi.

3. Sh. M.L. Sharma,
   53/27, Ramjas Road, Karol Bagh,
   New Delhi-5.

4. Sh. Harprasad Sarin,
   D/609, Sarojini Nagar,
   New Delhi.

5. Sh. Chhote Lal Rohtagi,
   1787, Bagirath Palace, Chandni Chowk,
   Delhi.

6. Sh. Girish Chand Joshi,
   E/28, Nanak Pura, South Moti Bagh,
   New Delhi.

7. Sh. A.P. Singh,
   Sector I/1082, Ramakrishnapuram,
   New Delhi-22.

8. Sh. Rameshwar Dayal,
   119, Lancer's Road, Jawahar Market,
   Timarpur, Delhi-110007.

9. Sh. Rajender Kumar,
   T-448, Baljeet Nagar, Near West Patel Nagar,
   New Delhi-110008.

10. Sh. Vijay Kumar.
    A-94, Moti Bagh-I,
    New Delhi.

11. Sh. Mahipal Singh,
    1/28, Minto Road,
    New Delhi.

12. Sh. P. S. Gera,
    8/62, Vijay Nagar,
    Double Storey near Kingsway Camp,
    Delhi-9.

The above addresses are being intimated to you so that communications receiving immediate attention could be delivered at appropriate levels cutting down the transmission delays.

As these are residential addresses of my officers, kindly ensure that the delivery messenger does not insist for obtaining signatures from the family members of these officials towards acknowledgement.

With best wishes,

Yours sincerely,

Sd/-

(V. K. Bhalla)

CENSUS IMMEDIATE

V.K. BHALLA, IAS
DIRECTOR

D.O. No. 1/19/79-Census
Government of India
Ministry of Home Affairs
Office of the Director of Census Operations : Delhi.

Tele : 660388
663997

"Pushpa Bhawan"
Madangir Road, New Delhi-110062.
Dated, the

CIRCULAR NO. 12

Dear Charge Officer,

As a follow up action on the decision taken in the Training Seminar held on 7th & 8th August, 1980, at Vigyan Bhavan, New Delhi, I am sending herewith———————copies of the supplement to the instructions for Enumerators on 'Eenterprise List'. You may kindly forward a copy of the same to each of the Supervisors under your Charge.

With best wishes.

Yours sincerely,

(V.K. Bhalla)

CENSUS IMMEDIATE

V.K. BHALLA
DIRECTOR

Tele : 660388
663997

D.O. No. 1/19/79-Census
Government of India
Ministry of Home Affairs
Office of the Director of Census Operations : Delhi
"Pushpa Bhawan"
Chirag Dilli, Madangir Road, New Delhi-62.

Dated, the 19th August, 1980

CIRCULAR NO. 13

Dear Charge Officer,

Now that our Training programme for houselisting is nearing completion, we have to undertake actual field work from September 1-22, 1980 to canvass 'Houselist' and 'Enterprise List' schedules.

2. There are ————Enumeration Blocks in your Charge. We are accordingly sending you the following material for use by the enumerators during this operation.

1. Blank sheets for Notional Maps/Lay-out Sketches
2. 'Houselist' blank forms
3. 'Enterprise List' blank forms
4. 'Houselist' Abstract blank forms
5. 'Enterprise List' Abstract blank forms

I would request you to kindly distribute these blank forms to each enumerator keeping in view the following norms.

1.	Blank sheets for Notional Maps/ Layout Sketches.	2
2.	'Houselist' blank forms	Total 30 in two sets of 15 each for preparation in duplicate
3.	'Enterprise List' blank forms	10
4.	'Houselist' Abstract blank forms	2
5.	'Enterprise List' Abstract blank forms.	2

On having supplied the material as indicated in para 3 to each Enumerator, kindly keep the surplus material with you so as to be able to meet the emergent requirements, in cases where the material runs short with the Enumerator.

In addition, I am also sending you the Identity Cards in plastic covers which will be adorned by the Enumerators & Supervisors when they are in the field. I would request you to kindly ensure that name of each Enumerator and Supervisor is written on the Identity Card before they undertake this work in the field. The plastic covers in red colour are meant for Supervisors and in blue/black for the Enumerators. Acknowledgement forms are also enclosed which may kindly be got signed by the Enumerators at the time of delivery of the requisite material to him.

Two pads of blank charge register forms are also forwarded to you in which necessary entries about the officials deployed in the field may be made and one such pad may be returned to me after the houselisting operation is over.

Yours sincerely,

Sd/-

(V. K. Bhalla)

CENSUS IMMEDIATE

V.K. BHALLA
DIRECTOR

Tele : 660388
663997

D.O. No. 1/19/79-Census
Government of India
Ministry of Home Affairs
Office of the Director of Census Operations : Delhi
"Pushpa Bhawan"
Madangir Road, New Delhi-62.
Dated, the 19th August, 1980.

CIRCULAR NO. 14

Dear Charge Officer,

I am writing this to clarify a situation where the Enumerators may not come across even a single 'Enterprise' in his 'Enumeration Block'. Please take note that in such a situation, the Enumerator is required to attach a blank 'Enterprise List' schedule indicating Nil entries with the 'Houselist' schedules after filling up the identification particulars on the top.

You may further ensure that the Enumerator does not miss the entries of identification particulars of the block in case of such blank schedules.

Incidentally, I may re-emphasize that each and every schedule used by the Enumerator is to be given page number and identification particulars, invariably.

Yours sincerely,

Sd/-

(V. K. Bhalla)

CENSUS IMMEDIATE

V.K. BHALLA
DIRECTOR
Tele : 660388
663997

D.O. No. 1/19/79-Census
Government of India
Ministry of Home Affairs
Office of the Director of Census Operations : Delhi
"Pushpa Bhawan"
Chirag Dilli, Madangir Road, Delhi-62.
Dated, the 29th August, 1980.

CIRCULAR NO. 15

Dear Charge Officer,

The following guidelines are indicated in connection with ensuing Houselisting Operation relating to Embassies/Consulates, High Commissions & Chanceries etc.

1. Embassies, Chanceries, High Commissions etc. will only be House numbered in the normal pattern.
2. The Enumerator on reaching the Mission will contact the Ist or IInd Secretary of the Mission, as the case may be, incharge of the Administration.
3. No details of the Diplomatic staff and their families need be collected by the Enumerator in any manner.
4. Certain limited information as is required in Houselisting, will however be obtained in respect of Non-diplomatic staff and their families residing in the premises of a Mission.
5. The Enumerator will not contact any Household directly, living in the premises of the Mission, but will obtain requisite information through the office of the Ist Secretary.
6. Since the Missions are not to be treated as Enterprise, therefore the Enterprise List is not to be canvassed in respect of the same.

Kindly ensure that the above instructions are strictly followed by the Supervisors and Enumerators detailed in the area falling within a charge of your jurisdiction.

A letter addressed to the First Secretary/Second Secretary of the Mission is enclosed to be passed on to the respective Enumerators.

Yours Sincerely,
Sd/-
(V. K. Bhalla)

CENSUS IMMEDIATE

V.K. BHALLA
DIRECTOR
Tele. No. 660388
663997

D.O. No. 1/19/79-Census
Government of India
Ministry of Home Affairs
Office of the Director of Census Operations : Delhi.
"Pushpa Bhawan"
Chirag Dilli, Madangir Road, Delhi-62.
Dated the 29th August, 1980

Dear Sir,

We are conducting Houselisting Operation the first phase of 1981 Census of India during September, 1980. For this purpose, we have detailed Enumerators and Supervisors throughout the Union Territory of Delhi. During Houselisting each and every structure is to be covered and certain details about the residents/users of such structures are to be collected.

2. However, in case of Embassies and Diplomatic Missions, only non-diplomatic staff and their families staying within the premises of Embassies/Diplomatic Missions would be covered.

3. I should be grateful if you could kindly make it convenient to arrange for furnishing relevant details about the households of the non-diplomatic staff living within the premises of your Mission, to the Enumerator who would visit your Mission during September 1-22, 1980.

4 Thanks for extending cooperation.

Yours sincerely,
Sd/-
(V. K. Bhalla)

The First Secretary,
_____
_____
_____

CENSUS MOST IMMEDIATE

R.K. BHATIA
DY. DIRECTOR
Tele : 660388
663997

No. 1/19/80-Census
Government of India
Ministry of Home Affairs
Office of the Director of Census Operations : Delhi
"Pushpa Bhawan"
Madangir Road, New Delhi-62.
Dated, the 1st September, 1980.

CIRCULAR NO. 16

Dear Charge Officer,

I am writing this to point out one printing mistake which has e roneously taken place on one side of the Blank Form of 'Udyam Suchi Sar' (Enterprise List Abstract) printed in Hindi. I may clarify here that the Blank Form of Udyam Suchi Sar 'contains 19 columns whereas the Form for Udyam Suchi contains 18 columns.

I would request you that all the Blank Forms containing 19 columns may be treated as 'Udyam Such Sar' '(Enterprise List Abstract)' and necessary correction on one side of such forms as may be made as 'Udyam Suchi Sar' i.e. a word Sar may be added after Udyam Suchi.

Kindly bring this to the notice of all Enumerators and Supe visors under your Charge.

Yours Sincerely

Sd/-

(R. K. Bhatia)

CENSUS IMMEDIATE

V.K. BHALLA
DIRECTOR
Tele : 660388
663997

D.O. No. 1/9/79-Census
Government of India
Ministry of Home Affairs
Office of the Director of Census Operations : Delhi
"Pushpa Bhawan"
Madangir Road, New Delhi-110062.

CIRCULAR NO. 17

Dear Charge Officer,

I am enclosing a Notional Map for your Charge (showing the number and the boundaries of enumeration blocks) in red. I am sure this will be of great help to your Supervisors and Enumerators in identifying the area under their respective supervisory circles/ enumeration blocks.

The Map and the boundary of the enumeration blocks is based on the Survey which was started by this office sometime in 1977. It is quite likely that there may be some changes in the actual position of the structures/buildings when the enumerators happen to be in the field in connection with Houselisting Operation.

I would, therefore, request you to instruct the Supervisors/Enumerators to cover each and every structure falling into their enumeration blocks irrespective of the fact that such structures are shown in the Map or not. The idea is to take complete stock of structures and buildings within an enumeration block.

Similarly, there might be some instances where the structures may not be available in the field as shown in the enumeration blocks owing to demolition and restructuring of the buildings.

I am to request that the structures not shown in the Map, but identified and located at the spot should be numbered in accordance with the instructions. (Reference para 28(v) pp 7-8 of instruction Booklet for filling up Houselist).

Like-wise the structures not available in the field, but identified in the Map need not be listed in separate lines. However the reason for non-listing be made clear by making appropriate entries in the remarks column. This would ensure the completeness of coverage.

I may reassert that the Census procedures are based on the physical identification and demarcation of the areas and it is after demarcation that houselisting and enumeration is done by covering each and every structure located with an Enumeration Block.

You would kindly keep the Charge Map in your custody and to be made available to the Supervisors & Enumerators as and when required.

Yours Sincerely,

Sd/-

(V. K. Bhalla)

Encl : Notional Map of the charge showing boundaries of Enumeration Blocks

V.K. BHALLA
DIRECTOR

CENSUS IMMEDIATE

Tele : 660388
663997

D.O. No. 1/19/79-Census
Government of India
Ministry of Home Affairs
Office of the Director of Census Operations : Delhi
"Pushpa Bhawan"
Madangir Road, New Delhi-110062.

CIRCULAR NO. 18

Dear Charge Officer,

You may kindly recall the reference made during Training Seminar held at Vigyan Bhavan, New Delhi regarding preparation of 'Supervisor Circle Houselist Abstract' and 'Charge Houselist Abstract'. These Abstracts are to be prepared by the respective Supervisors and the Charge Officers. The 'Supervisor Circle Abstract' will contain the details by each Enumeration Block whereas the 'Charge Houselist Abstract' will contain the information by each Supervisory Circle. The information in the 'Supervisor Circle Abstract' would be taken from Abstract of the Enumeration Blocks covered under the Supervisory Circle and that of the 'Charge Houselist Abstract' from the Abstract of the Supervisory Circles under the Charge.

Accordingly, I am enclosing————blank forms of 'Supervisor Circle Houselist Abstract' and 4 blank forms of 'Charge Houselist Abstract'. The Supervisor Circle Houselist Abstract' forms may kindly be distributed amongst the Supervisors. The entries in 'Supervisor Ci cle Houselist Abstract' would be made by the Supervisors and you would be required to complete 'Charge Houselist Abstract'. Both these forms are to be filled-in immediately after the conclusion of the Houselisting Operation.

The filled-in documents relating to each Enumeration Block should be tagged and bundled separately for 'Houselist' and 'Enterprise List' and arranged serially in ascending order of the number allotted to Enumeration Blocks. You may kindly keep all the filled-in schedules in your custody after the Operation is over.

It is quite likely that on conclusion of the Houselisting Operation, the Enumerators are left with some blank forms and would also request you to kindly collect all such unusued forms and the Identity Badges alongwith their Plastic covers, issued to the Supervisors & Enumerators.

We would soon let you know for the procedure for return of all the Census documents to this office.

Yours sincerely,
Sd/-
(V. K. Bhalla)

V.K. BHALLA
DIRECTOR
Tele : 660388
663997

CENSUS IMMEDIATE
D.O. No. 1/19/80-Census
Government of India
Ministry of Home Affairs

Office of the Director of Census Operations : Delhi
"Pushpa Bhawan", Chirag Delhi,
Madangir Road,
New Delhi-110062.
September 17, 1980

CIRCULAR NO. 19

Dear Census Officer/Charge Officer,

During my inspection visits in the field, I observed that the Enumerators are not laying due emphasis in canvassing Cols. 4 & 7 and also Col. 11-13 of the Houselist. I may reiterate the importance of canvassing these columns for collecting information relating to the Enterprises being carried out both within a Census House and outside without premises and so also the data about the physically handicapped persons. It is important that the data collected about these items should not only be complete, but must be accurate, else we are likely to lose the validity of the data which the Houselisting Operation is supposed to collect.

I would, therefore, request you to kindly issue specific instructions to your Supervisors and Enumerators not to casually treat the above columns of the Houselist and canvass them in a meaningful manner so that the purpose for which the data are being collected may not be defeated.

I am sure, you would kindly ensure that due attention is given to the items referred above by the officials entrusted with the responsibility in the field.

With kind regards,

Yours sincerely,
(V.K. Bhalla)

MUNICIPAL CORPORATION OF DELHI

Town Hall, Delhi

NO. TCO/80/540

Dated 4-9-80

OFFICE ORDER

Commissioner vide his orders dated 16-8-80 has approved the appointment of the Zonal Assistant Education Officers (assisted by Sr. School Inspectors) as coordinating Officers at the Zonal level to assist the Addl. Dy. Commissioner/Zonal Asstt. Commissioners in the work of Census Operations 1981.

Sd/-
(Ganga Das)
Deputy Commissioner (T).

(BY SPECIAL MESSENGER)

V.K. BHALLA
DIRECTOR
Tele. No. 660388
663997

D.O. No. 1/19/80-Census
Government of India
Ministry of Home Affairs
Directorate Census Operations,
"Pushpa Bhawan",
Madangir Road'
New Delhi-110062
Dated the September 27, 1980

CIRCULAR NO. 20

Dear Charge Officer,

I am sure the operational aspects in the field relating to the canvassing of Houselist and Enterprise List, a programme for which was launched w.e.f. 1st September, 1980 might have been completed in your charge by the time this circular reaches you. You must have exercised close supervision and verification at all levels to ensure complete coverage of all buildings and structures in the area assigned to your charge.

2. Undoubtedly, you must have ensured the preparation and due verification of following documents :

(i) Notional Map for each Enumeration Block under your charge.

(ii) Lay-out sketch for each Enumeration Block under your charge.

(iii) Filled in forms for Houselist (in two sets) for each Enumeration Block alongwith the Houselist Abstract with each set.

(iv) Filled in Enterprise List for each Enumeration Block along with Enterprise List Abstract.

(v) Supervisory Circle's Houselist Abstract for all the blocks under each Supervisor.

(vi) Charge Houselist Abstract by Supervisory Circle falling under the charge.

(vii) Charge Register (in duplicate) showing particulars of Supervisors and Enumerators who were actually deployed in the field.

3. As per schedule fixed earlier, the above listed documents must be available with you by now. Obviously, you should be looking for further instructions from us for the return of all these documents to this Directorate. It has been decided that the Charge Officers would kindly arrange to deposit the above listed census documents along with blank unused forms and the badges for supervisors and enumerators etc., in this office from 10 a.m. to 5 p.m. as per programme given below :—

30th Sept. 1980 (Tuesday).	*DMC (Urban)*	Charge Nos. 19, 23, 24, 27, 45 & 47, 46, 51, 53—57, 64, 75—81, 83 and 84.
	NDMC	Charge Nos.1—9
1st Oct., 1980 (Wednesday).	*DMC (Urban)*	Charge Nos.28—43, 48, 49, 58—63, 65—68, 70—74, 85 and 86.
	DELHI CANTT.	Charge No. 1
3rd Oct., 1980 (Friday).	*DMC (Urban)*	Charge Nos. 1—18, 20—22, 25, 26, 44 & 52, 50, 69 and 82.
	RURAL AREA	Charge Nos. 1—7
	All Charges of Defence Services—including Army, Air Force and Navy. B.S.F. Railways.	

4. A receipt (specimen) is enclosed indicating the order in which the articles will be received at the counter.

5. You are, therefore, requested to kindly arrange the bundles of documents accordingly so as to facilitate checking and receipt at the counter.

6. Transport charges will be paid by this office immediately on the spot, in case of transportation by the hired vehicles.

With best wishes,

Yours sincerely,

(V.K. Bhalla)

Government of India
Ministry of Home Affairs
Office of the Director of Census Operations : Delhi
"Pushpa Bhawan",
Madangir Road,
New Delhi-110062.

Received the following documents from the Charge Officer of Charge No.————Enumeration Block Nos. 1 to ————.

Total No. of Blocks————

Sl. No.	Description of articles/ documents	Quantity received (Pages/Number)
1.	Notional Map	
2.	Lay-out Sketch	
3.	Houselist (2 sets)	

4. Houselists abstract
5. Enterprise List
6. Enterprise List Abstract
7. Supervisor Houselist Circle Abstract
8. Charge Houselist Abstract
9. Charge Register
10. Blank Forms
11. Identity Badges

Signature———————
of recipient

Name of the receiving official &
Designation

Date :———————

No. 1/19/80-Census
Government of India
Ministry of Home Affairs
Office of the Director of Census Operations : Delhi
Room No. 200 to 207
Old Secretariat,
Delhi-110054.
December 2, 1980.

CIRCULAR NO. 21

To

All Census/Charge Officers,
.....
.....
.....

Sir,

I am happy to acknowledge the assistance rendered by you during the Houselisting Operations which were carried out in the Union Territory of Delhi during September, 1980. We are now entering the second and the most important phase of our activity, namely the actual count of population. These operations will be carried out in two stages. The enumeration of the population will be done during the period February 9 to February 28, 1981 and will be followed by a revisional round between March 1 and March 5, 1981 so as to bring the information on population upto-date with reference to the sunrise of 1st March, 1981.

2. We propose to hold an orientation course shortly for the benefit of the Census and Charge Officers who will be responsible for getting the work completed in the areas under their charge. I will soon be writing to you in detail about this and the likely dates on which we will be holding the Training Sessions. Tentatively, we propose to hold the Training in the 3rd or 4th week of December, 1980 i.e. before the schools close for winter vacations. This is expected to be 3 to 4 days session. I am writing this to you in advance, so that you could please get ready for the same. I will send you the necessary material for training in due course.

3. We are now finalizing the selection of Supervisors and Enumerators who will be working under your control. They will in turn have to be trained by you during January/February, 1981 so that they are well equipped for taking up the field work relating to the actual count of population. Details in regard to the Training to be imparted to the Supervisors and Enumerators will have to be worked by you. We will, of course, try to attend as many of such Sessions as possible keeping in view the time constraints and the man-power available with us.

Please acknowledge receipt.

(V. K. Bhalla)
Director of Census Operations, Delhi.

D.O. No. 1/19/80-Census
V. K. BHALLA Government of India
DIRECTOR Ministry of Home Affairs
Directorate of Census Operations : Delhi.
Room Nos. 200-207,
Old Secretariat,
Delhi-110054.
December 8, 1980.

CIRCULAR NO. 22

Dear,

As you are aware the next decennial population Census will be taken in February-March, 1981. The success of such an undertaking of national importance will depend not only on the performance of the administrative heirarchies but also on the involvement of the people of the Union Territory in this massive operation. The people will have to be educated about the aims and objectives of the Census. For this we have been making attempts to utilise the services of various media units in the territory. It will be helpful if we could plan to use the channel of the students also for bringing home the Census message to the people. This could easily be done by the class teachers in their Social Studies classes as well as at the time of prayers, say once a week in the months of January and February, 1981, when the students can be told of the importance of

Census. I am enclosing a brief note which provides information that can serve as talking points for the purpose.

I should be grateful if you could kindly issue instructions to the heads of all the Educational Institutions under the control of the Directorate of Education to take action as requested above, under intimation to us.

Yours sincerely,

(V. K. Bhalla)

Shri Baleshwar Rai,
Director of Education,
Delhi Administration,
Old Secretariat,
Delhi-110054.

NOTE

The next decennial population Census of India which is 12th in the series will be taken during February 9-28, 1981. This will be followed by a revisional round from 1st to 5th March, 1981, so as to bring the information on population up-to-date with reference to the sun-rise of March 1, 1981.

Before a Census of Population is taken, it becomes necessary to locate and identify all places which are or likely to be occupied or used by people. This is done through a houselisting operation. Such operations in Delhi were conducted in September, 1980. The houselists prepared at the time will serve as a frame for the actual count in February-March, 1981.

Population Census is a task of national importance. It provides valuable information about the trends in the population and its various characteristics which are essential for planning. These are indispensable for effective and efficient public administration besides serving the needs of scholars, businessmen, industrialists, planners, electoral authorities etc. The quality of these data would depend upon the cooperation rendered by every citizen by answering the question asked at the time of the actual count correctly and faithfully. Better the quality of the data, better it will serve the needs of the people. It is the responsibility of the students not only to impress this point upon their own family members but also those living in their neighbourhood. They have also to be assured that the information collected under the Census is confidential and no person has a right to inspect any census records and that such, records are not admissible as evidence in any court or criminal proceedings other than a prosecution under the Indian Census Act, 1948, itself. Further that the Census Act gives a legal authority to canvass the Census Questionnaires. The students have thus an important role to play in the Census.

V. K. BHALLA
DIRECTOR

No. 1/19/80-Census
Government of India
Ministry of Home Affairs
Directorate of Census Operations : Delhi
Room Nos. 200-207,
Old Secretariat,
Delhi-110054.
December 8, 1980.

CIRCULAR NO. 23

Dear

As you are aware the next decennial population Census will be taken in February-March, 1981. The success of such an undertaking of national importance will depend not only on the performance of the administrative hierarches but also on the involvement of the people of the Union Territory in this massive operation. The people will have to be educated about the aims and objectives of the Census. For this we have been making efforts to utilise the services of various media unit in the territory. It will be helpful if we could plan to use the Panchayat Secretaries also for bringing home the Census message to the people. This could easily be done by them in the meetings of the Panchayats. Further, the BDOs could be instructed to call meetings of the Village Pradhans in their respective Blocks during the month of January, 1981, to impress upon them the need for cooperation by the people in this important National Work. They may also consider the use of drum beatings in the villages with appropriate announcements regarding Census.

I am enclosing a brief note which provides information that can serve as talking points for the purpose.

I should be grateful if you could kindly issue necessary instructions in this regard under intimation to us.

Yours sincerely,
(V. K. Bhalla)

Shri R. K. Ahuja,
Development Commissioner,
Under Hill Road,
Transport Bhavan,
Delhi.

NOTE

The next decennial Population Census of India which is 12th in the series will be taken during February 9-28, 1981. This will be followed by a revisional round from 1st to 5th March, 1981, so as to bring the information on population up-to-date with reference to the sun-rise of March 1, 1981.

Before a Census of Population is taken it becomes necessary to locate and identify all places which are or likely to be occupied or used by people. This is done through a houselisting operation. Such operations in Delhi were conducted in September, 1980. The houselists prepared at that time will serve as a frame for the actual count in February-March, 1981.

Population Census is a task of national importance. It provides valuable information about the trends in the population and its various characteristics which are essential for planning. These are indispensable for effective and efficient public administration besides serving the needs of scholars, businessmen, industrialists, planners, electoral authorities etc. The quality of these data would depend upon the cooperation rendered by every citizen by answering the questions asked at the time of the actual count correctly and faithfully. Better the quality of the data, better it will serve the needs of the people. It is the responsibility of every citizen to cooperate fully with this national task. The information collected under the Census is confidential and no person has a right to inspect any census record and that such records are not admissible as evidence in any court or criminal proceedings other than a prosecution under the Indian Census Act, 1948, itself. Further that the Census Act gives a legal authority to canvass the Census questionnairs.

V. K. BHALLA IAS
DIRECTOR

CENSUS IMMEDIATE

D.O. No. 1/19/80-Census
Directorate of Census Operations.
Room Nos. 200-207,
Old Secretariat,
Delhi-110054.
December 15, 1980

CIRCULAR NO. 24

Dear Census/Charge Officer,

Please refer to our letter (Circular No. 21) of even number dated December 2, 1980, regarding Training of Senior Level Officers for the ensuing Census. As already intimated, the actual count of population will be taken up from 9th February to 28th February, 1981. This will be followed by a revisional round from 1st March to 5th March, 1981. The success of such an undertaking will depend completely on how well we are able to apply ourselves to this task of great national importance.

(2) We have fixed up a three day training programme from 22nd to 24th December, 1980 at old Secretariat, Delhi. I would request you to kindly make it convenient to attend the same. The Lt. Governor, Delhi will inaugurate the programme at 11.00 A.M. on 22nd December, 1980. You are requested to be in your seats by 10.30 A.M. positively. There will be morning and evening sessions on all the three days between 10.00 A.M. to 5 P.M. The aim of this training would be to apprise you with the forms that will be canvassed during these operations and how to proceed about the same.

(3) In the actual enumeration, the Enumerators are required to canvass a 'Household Schedule' for each household and an 'Individual Slip' for each individual. It is strictly a time bound programme and the work has to be commenced and completed within the dates specified and no deviation is at all possible at any stage.

(4) The Supervisors & Enumerators will be able to perform their duties well only if we are able to train them effectively. As a Census/Charge Officer, you are charged with an important duty of getting the operations through. You are required to impart instructions to the Enumerators and Supervisors under your charge. This can be done satisfactorily if you yourself are well trained in the job and fully conversant with various forms and the procedures to be adopted.

(5) I am sending herewith an instruction booklet for filling up various forms at the time of the actual count. The booklet also contains in the end specimens of filled in forms which depict various situations you might come across in the field. It will be seen from this manual that the concepts and definitions involved in filling of various forms are quite easy and simple. Still I would request you to kindly give a thorough reading to this booklet and get yourself acquainted fully with the instructions contained therein so that you get well equipped for attending the training programme and are also able to come out with any doubts/queries that you may have in this regard. You are requested to bring the instructions book with you at the training seminar.

Yours sincerely,
Sd/-
(V. K. Bhalla)
CENSUS IMMEDIATE

V. K. BHALLA IAS
DIRECTOR

D.O. No. 1/19/80-Census
Directorate of Census Operations
Room Nos. 200-207,
Old Secretariat,
Delhi-110054.
December 20, 1980.

CIRCULAR NO. 25

Dear Charge Officer,

We are now entering the second and the most important phase of Census activity, namely, the organisation of the actual count which will be done from 9th February to 28th February, 1981. This will be followed by a revisional round from 1st March to 5th March, 1981, so as to bring the population data up-to-date with reference to the sunrise of March 1, 1981.

(2) In order to ensure uniformity of work-load amongst the Enumerators who will be entrusted with this task, we have revised the enumeration blocks based on our experience of houselisting conducted during September, 1980. I am enclosing a copy of the 'Extent Book' relating to your Charge indicating the block-wise area and also the particulars of the Enumerators and Supervisors appointed for the population count.

(3) A map showing the boundaries of your Charge and the boundaries of each Enumerator's Block is also enclosed to help you in identifying the area under your charge as also the different Enumerators who will be working with you. One extra Enumerator has been provided in each Circle as a reserve wherever possible.

(4) Letters of appointment in respect of Supervisors and Enumerators under your charge for taking up the population count are also forwarded alongwith

the indication of areas to be covered by each Enumerator/Supervisor. I am also sending herewith Instruction Books as also necessary copies of the mannual and the blank forms meant for use in the training of Supervisors & Enumerators. These letters of appointment alongwith the training material and one copy each of the Instruction Book may please be passed on to the respective officials through their Heads of Institutions/offices immediately and their acknowledgements taken on the slip attached with the appointment letters. These acknowledgements should positively be forwarded to this office for record by 10th January, 1981.

(5) If you find that any of the selected Supervisors or Enumerators has been transferred to a place outside the area falling under your Charge, immediate arrangements should be made for his substitute from amongst the reserve staff. Changes in Supervisors/ Enumerators should be made only in exceptional cases so as to avoid dislocation of work in this strictly time bound programme. Such changes should also be brought to our notice immediately.

(6) You are requested to forward a certificate to the effect that the number of Supervisors and Enumerators actually required for enumeration are in position. This certificate should reach the Census Officer concerned by 15th January, 1981 and a copy of the same should also be sent to us.

(7) While handing over the appointment letters to Supervisors and Enumerators, you should instruct them to visit the area assigned to them so that they get familiar with it.

(8) The responsibility of imparting thorough training to the Supervisors and Enumerators of the Charge is entirely that of the Charge Officer as well of the Census Officer-Incharge of the area. It was observed at the time of training for Houselisting Operations that some of the Census Officers and Charge Officers did not pay the required attention to this important aspect as a result of which the quality of work was adversely affected. We have to be particularly vigilant in this regard in Delhi, which is the seat of the Central Government. There is no scope for any laxity in the matter.

(9) The Charge Officers should, therefore, kindly immediately draw up a training programme from the 1st week of January, 1981 for the Supervisors and Enumerators working in their charge, in consultation with their respective Census Officers. They should explain to them in detail the instructions to be followed at the time of the actual count. Practical training may also be imparted to them when the Supervisors and Enumerators may be asked to fill up at least 10 Household Schedules and Individual Slips in respect of all the members of these households alongwith other relevant forms. Special forms in red have been supplied for this purpose. These have to be used for training only. There should be at least 2 to 3 Sessions at which the training may be imparted.

(10) In order to make the training more effective, the Census workers may be divided into convenient groups. The schedule of training programme be communicated to us well in advance so as to enable us also to associate with it as far as possible.

(11) The Census Officers will have to ensure that every Enumerator/Supervisor has been intensively trained and acquired thorough knowledge of filling up the various forms. The forms filled up by the Supervisors and Enumerators at the time of practical training should be scrutinised and defects observed therein pointed out to them so as to follow correct procedure.

(12) The Charge Officer should also mark the attendance of the enumerators/supervisors in each training class. This will enable him to ensure that all the Enumerators, Supervisors have been fully trained. On completion of the training classes, the Charge Officers will furnish a record of the training in the prescribed form (copy enclosed) to the Census Officer and to the Director of Census Operations, Delhi.

(13) Kindly acknowledge receipt of this letter and also that of the enclosed material in the proforma attached. One copy of the acknowledgement receipt may be returned and the other sent to me.

Yours sincerely,

Sd/-

(V. K. Bhalla)

RECEIPT

Received D. O. letter No. 1/19/80-Census..... dated..... (Circular No. 25) from the Directorate of Census Operations, Delhi along with following documents for Census Charge No..... .....for distribution amongst the Supervisors/Enumerators of the Charge :—

1. Appointment letters for.....Supervisors

2. Appointment letters for.....Enumerators

3. .....Copies of Manual containing duties of Supervisors.

4. ..... Packets each containing :—
   (a) One Instructions Booklet for Enumeration
   (b) One pad of Individual Slip (Red)
   (c) One pad of Household Schedule (Red)
   (d) One form of Enumerator's Abstracts (Red)
   (e) One form of Abridge Houselist (Red)
   (f) A list of Notified Scheduled Castes in Delh

Signature of the
Charge Officer.....
Name in Block letters....
.....
Designation & full.....
Address of the Charge....
Dated..... Officer.....
.....
.....

CENSUS IMMEDIATE

V. K. BHALLA, I.A.S. D.O. No. 1/19/80-Census
DIRECTOR. Directorate of Census Operations, Delhi,
Room Nos. 200-207,
Old Secretariat
Tele. No. 236177 Delhi-110054.
December 31, 1980.

CIRCULAR NO. 26

Dear Charge Officer,

Immediately after the revisional round on 5th March, 1981, we have to take up the compilation of Provisional Results. These results will be compiled from the Enumerators Abstracts and Working Sheets. It would, therefore, be necessary to adhere strictly to the Calendar given in the enclosed sheet, for submission of records and abstracts at various levels. This calls for tight control over the timely filling of documents, preparation of Abstracts and communication of the Abstract totals.

Since the Enumerator will have only one day to prepare his Abstract after the Revisional Round, it is essential that he fills the Working Sheets every day for the households which he has canvassed. The Supervisor will have to check whether the enumerators are filling the Population Record in the Household Schedule and striking totals and whether the totals from the Population Record are being entered in the Working Sheet every day. During the Revisional Round wherever the Enumerator has to correct the Population Record for a household on account of a birth or a death or a visitor, he should correct the totals of the Population record and carry out the corresponding corrections in the Working Sheets. It should be ensured that this procedure is followed by the Enumerators without fail.

The Enumerator will hand over all the documents including the Enumerators' Abstract and the Working Sheets to his Supervisor on *6th March,* 1981 positively. The Supervisor after collecting all these documents from his Enumerator will check whether they are in order and he will then hand them over with an inventory of the documents to his Charge Officer by *7th March* 1981.

The Charge Officer will have 3 days for the preparation of the Charge Abstract for conveying the Provisional Population Results to the Directorate of Census Operations, Delhi by *10th March,* 1981. The Charge Officer will, therefore, have to work out suitable arrangements for collection of the records from all his Supervisors so that no time is lost in reaching the records to the Charge Officers. He should use the Enumerators' Working Sheet itself for preparing the Charge Abstract by using Col. 2 for Block Number instead of Sl. No. of household. He should prepare the Working Sheets in advance by filling in the location particulars of his Charge on top of the form and the block numbers for his charge on each line of the Working Sheet in Col. 2. On receipt of the Enumerators Working Sheets and Abstracts from his Supervisors he will immediately start posting the totals for each block against the block numbers in Col. 2 of the Working Sheet for his charge. After completion of posting of block totals for each characterstics for all blocks of his charge, he should strike the totals of all the columns and post them in the Charge Abstract. The format for the Charge Abstract will be the same as that for the Enumerators Abstract. There will be only one Charge Abstract for the whole Charge irrespective of the number of Additional Charge Officers provided for a Charge. The Charge Officer, should coordinate the work of Additional Charge Officer.

As soon as he strike the totals for his Charge he should communicate the Totals (Population & Literates by Sex) through special messenger to the Directorate of Census Operations, Delhi and on the above address and also communicate these figures on Telephone No. (236177). The form for sending these data is as follows :—

Union Territory		Delhi
Town/Tehsil		.....
Charge No.		.....
Population	Males	.....
	Females	.....
	Total	.....
Literates	Males	.....
	Females	.....
	Total	.....

Signature of the Charge Officer.....

Name in Block Letters.....

.....

Designation .....

Official Address.....

.....

Telephone No.
(if any).....

After preparation of the Charge Abstract and communication of Provisional Totals to the Directorate of Census Operations, the Charge Officers should send all the records including Working Sheets and Charge Abstracts alongwith an inventory of all such

record to the Directorate of Census Operations, Delhi by 12th March, 1981 *positively*. The receipt of this by letter may please be acknowledged.

Yours sincerely,

Sd/-

(V. K. Bhalla)

Provisional Population Totals (*Calendar*)

1.	Revisional Round	1-5 March, 1981
2.	Submission of Enumerator's Abstract and all other records by the Enumerator to the Supervisor.	6th March, 1981
3.	Submission of all records pertaining to his circle by the Supervisor to the Charge Officer.	7th March, 1981
4.	Preparation of Charge Abstract for Provisional Results by the Charge Officer and communication of Charge figures to the Directorate of Census Operations, Delhi, in the standard form.	10th March, 1981
5.	Submission of all the Records including Working Sheets and Charge Abstract along with an Inventory thereof to the Directorate of Census Operations, Delhi.	12th March, 1981.

D.O. No. 1/19/80-Census/
Directorate of Census Operations : Delhi
Room No. 200-207,
Old Secretariat,
Delhi-110 054.
December 30, 1980

V. K. BHALLA, I.A.S.
DIRECTOR
Tele. No. 236177

CIRCULAR NO. 27

Dear Charge Officer,

As you are aware, a 'Degree Holders Technical Personnel Schedule' will also be canvassed during the Census Count. (copy enclosed). The Enumerators will be supplied adequate number of such Schedules. Whenever an Enumerator comes across any Graduate or Post Graduate or any person with a Technical Diploma or Degree, or having a Certificate from the Industrial Technical Institute (I.T.I.), he should issue to such person a 'Degree Holders and Technical Personnel Schedule' and ask the person concerned to fill that Schedule. This filled-in Schedule must be collected by the Enumerator during his Revisional Round between March 1 to March 5, 1981.

While issuing this Schedule, *the Enumerator should note the Location Code on the Schedule.* He should also put a tick mark against question 12 in the Individual Slip for the person to whom he has issued a copy of the Schedule. While collecting this Schedule, he must put a reverse stroke on this tick. This would enable him to have an accurate account of the Schedules issued and received back. The Enumerator is required to furnish a statement in regard to the issue and receipt of such Schedules in the form enclosed. A copy of this form is also included in the Instructions to the Enumerators for filling up the Household Schedules and Individual Slip as Appendix VIII. The Enumerator may be asked to adopt this format while preparing the statement at the time of actual count in February 1981. He should hand over the filled-in Schedule to his Supervisor alongwith the statement referred to above. If however any particular individual in a household says that he has not been able to find time to fill in the Schedule, he may request him to do so immediately and post

(*Office Use Only*)

H. State	SC	M	Sex

	Lvl	Subject	Div
1.			
	Year	Univ.	
2.	Lvl	Subject	Div
	Year	Univ.	
3.	Lvl	Subject	Div
	Year	Univ.	
4.	Lvl	Subject	Div
	Year	Univ.	

Trg.	Year	Durn.	Inst.

Stat	Durn.

	Sect	Orgn.	Work
P			
Pv.			
Pr.			

P	Count	Stay	year

Census of India-1981
Confidential

Location Code

DEGREE HOLDERS AND TECHNICAL PERSONNEL SURVEY

(Please see instructions overleaf)

1. Name:_____ 2. Date of birth:_____
3. Designation & Address:_____
4. Sex*: Male/Female 5. Are you married:* Yes/No 6. Scheduled Caste/Tribe*: Yes/No 7. Home State:
8. *All Academic and Professional Qualifications*:

	Degree Diploma Certificate	Subject	Class or Division	Year of Passing	Course Duration	University/Institution/ Professional Body
				19....		
				19....		
				19....		
				19....		
9.	Training Undergone	Apprentice/others.*		19....		Academic/Industrial/In service*
		Apprentice/others.*		19....		Academic/Industrial/In service*

10. Postgraduate Academic Specialisations :_____
11. Professional Specialisations/Technical Skills through experience :_____
12. Present Status*. Employee/Self Employed/Student/Trainee/Apprentice/Retired Unemployed trying for job/ Unemployed not trying for job/Others. 13. *Duration of present unemployment (if any)* .....*months.*

14.	Employment	Organisation: Name	Organisation: Sector*	Main activity of the Organisation (Enter Serial Number as given **over leaf**)	Nature of your work (Enter Serial Number as given **over leaf**)	Years of: Joining	Years of: Leaving	Total Salary (Rs. p. m.): at entry	Total Salary (Rs. p. m.): last drawn
	Present		Public/Pvt*			19..			
	Previous		Public/Pvt*			19..	19..		
	Fist		Public/Pvt*			19..	19..		

15. Visits abroad for Study, Training & Employment (Exclude all other types of visits).

	Purpose	Country	Duration (months)	Year of Return
(i)				19..
(ii)				19..
(iii)				19..

Signature with date.....✓

*Please tick (✓) appropriate answers in items 4, 5, 6, 9, 12, & 14, For example if female Male/Female

INSTUCTIONS

1. You may fill up this questionnaire if you possess a Degree in Arts, Humanities, Science, Engineering Technology or medicine; Diploma in Engineering, Technology or in any Professional field; or a Certificate from I.T.I.

2. If you are employed or self employed, please give your officer address in Item No. 3

3. Different employments should relate to different organisations served and not the different job held in same organisation in Item No. 14.

4. Total salary in Item No. 14 should include salary and all allowances.

5. **Main Activity of the Organisation (Item No. 14)**

Serial No. — Enter the serial number in the appropriate column in Item 14

1. Agriculture, Forestry & Fishing.
2. Mining & Quarrying.
3. Manufacturing of food and food products.
4. Manufacturing of Textiles, Cotton, Clothes, Jute etc.
5. Manufacturing of Wood, Paper, Leather etc.
6. Manufacturing of Rubber, Plastics Petroleum, Coal and related products.
7. Manufacturing of Chemicals, Chemical Products and Fertilizers.
8. Manufacturing of non-metallic mineral products like Mica, Glass, Refractories.
9. Manufacturing of basic metals & alloys.
10. Manufacturing of metal products excluding engineering and transport equipments.
11. Manufacturing of machinery, machine tools & part except electrical machinery.
12. Manufacturing of electrical machinery, and appliances.
13. Manufacturing of transport equipments & parts.
14. O her manufacturing industry.
15. Generation and Distribution of electricity, gas and water.
16. Construction.
17. Trade and Commerce organisations.
18. Transport, Storage and Communication organisations.
19. Financing, Insurance & Real Estates.
20. Public Administration.
21. Defence.
22. Education.
23. Scientific & Research Services.
24. Medical and Health Services.
25. Other Services.
26. Organisations not classified elsewhere.

6. **Nature of Your Work (Item No. 14)**

Enter the serial number in the appropriate column in Item 14.

1.	Teaching	8.	Testing/Quality Control
2.	Teaching cum Research	9.	Consultation & Professional Practice
3.	Research		
4.	Design & Development	10.	Sales & Marketing
5.	Construction	11.	Management
6.	Industrial Production	12.	Administration
7.	Maintenance	13.	Others

7. **Please do not write "Squares" | | | | provided on the left hand side of the Questionnaire.**

BUSINESS REPLY ENVELOPE

Postage will be paid by Addressee

NEW DELHI G.P.O.
PERMIT No. 272

No Postage necessary if posted in India

Division for Scientific & Technical Personnel, CSIR
CSIR COMPLEX,
PUSA,
NEW DELHI.
PIN: 110012

FIRST FOLD

THIRD FOLD

SECOND FOLD

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 is required as this will be paid by the addressee.

It is again reiterated that before the issue of the Schedule, the Location Code of the Enumerators Block must be recorded on the Schedule. Under no case, the Schedule should be issued without taking this precaution; otherwise at a later stage, it would become difficult to find out as to which Enumeration Block a particular Schedule relates to. This point may be emphasized in the Training Classes being organized by you and Enumerators may be instructed to follow these instructions strictly. The Supervisors may also be asked to ensure their compliance.

Yours sincerely,
Sd/-
(V. K. Bhalla)

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.....

Date : Signature of Enumerator

CENSUS IMMEDIATE

D.O. No. 1/19/80-Census

V.K. BHALLA, I.A.S Directorate of Census Operations
DIRECTOR Room Nos. 200-207,
Tele. No. 236177 Old Secretariat,
238820 Delhi-110054,
January 23, 1981.

CIRCULAR NO. 28

Dear Census/Charge Officer,

Our officers have been going around in the field, to give me a feed-back regarding the training sessions being organised for the benefit of the Supervisors and Enumerators. They have observed that in most of the cases these training sessions are not being attended by the Census Officers and in a few cases the Charge Officers have simply left it to our staff to impart the necessary training. I am afraid, this cannot be deemed to be a healthy development. We had organised a three days' training programme for the Census/Charge Officers in December, 1980 with the hope that this will enable the Census/Charge Officers to handle the training programme independently. You will appreciate that with the manpower and time constraints it will hardly be possible for us to be represented every where. Still I have been deputing my staff to be present at all these sessions. I, would, therefore, again reiterate that more and serious attention may please be paid to this important aspect of field work, namely, training, and each Census Officer should please try to attend as many training sessions as possible and personally ensure that proper training is imparted to all the officials engaged in Census work. It needs emphasis that personal involvement at the senior level would not only provide the needed leadership but result in better quality of field work also. The Charge Officers should also take upon themselves the responsibility of imparting training to the field staff. The help of our representatives can certainly be taken in clarifying doubts about concepts, definitions etc. wherever necessary.

Further, it would be useful if the Charge Officers have a separate meeting with the Supervisors when their supervisory duties can be emphasized upon them and instructions outlined in the Supervisors' Manual gone through in detail. It would also be essential to hold a day's Refresher Training Course for the Supervisors and the Enumerators sometimes between 5th and 8th February, 1981, when the Instructions for the Supervisors & Enumerators can be gone through again in a summary form and the important points to be kept in view during the actual count highlighted by the Census/Charge Officers.

All the Census Officers should inform this Directorate before 3rd February, 1981 *positively* that the training has been imparted to all the Enumerators and Supervisors deployed on the Census work. They may further indicate the date fixed for the Refresher Training Course.

Yours sincerely,
Sd/-
(V. K. Bhalla)

CENSUS IMMEDIATE

D.O. No. 1/19/80-Census

V.K. BHALLA, I.A.S. Directare of Census Operations
DIRECTOR Room No. 200-207,
Old Secretariat,
Tele No. 238820 Delhi 110 054
236177

January 23, 1981.

CIRCULAR No. 29

Dear Charge Officer,

Now that our Training Programme for Enumeration is nearing completion, we have to undertake actual field work from 9th February to 5th March 1981 to canvass the Individual Slips and Household Schedules and other relevant forms prescribed for the purpose.

2. We are sending you the following material for use by the Enumerators during these operations:—

1. Blank sheets for Notional Maps/Lay-out Sketch. .....
2. Filled in A.H.L. with Blank Forms of Section 3. .....
3. Individual Slip Pads. .....
4. Household Schedule Books.....
5. Enumerators' Working Sheets for preparing the Enumerators Abstract. .....
6. Enumerators Abstract Forms .....
7. Degree Holder and Technical Personnel Schedules .....

3. I would request you to distribute these blank forms to each Enumerator working under your charge keeping in view the following norms which have been prescribed for each Enumerator Block.

1. Blank sheets for Notional Map/Lay-out Sketch.	2 Sheets per Block
2. Filled in A.H.L. pertaining to his enumeration block with one Blank Section 3 sheet.	As prepared in respect of the Block concerned.
3. Individual Slips	750 (In convenient pads)
4. Household Schedules	185 (In convenient Pads)
5. Enumerators' Working Sheets for preparing the Enumerators Abstract.	8
6. Enumerator Abstract Forms	2
7. Degree Holders & Technical Personnel Schedules.	100 for urban blocks and 50 for rural blocks.

4. On having supplied the material as indicated in para 3 above, to each Enumerator, kindly keep the surplus material with you so as to be able to meet the emergent requirements in cases where the material with the Enumerators runs short. The Supervisor may also please be instructed to ensure that the field work does not get disrupted due to short supply of any form.

5. The Individual Slip Pads have been given Pad Nos. on the cover page. These may be distributed amongst the Enumerators in sequence of the pad Nos. starting from say Sl. No. 1 to 15 to the Enumerator of Block No. 1 and Sl. No. 16 to 30 to the Enumerator of Block No. 2 and so on. The Household Schedule Books may also be distributed in the same manner. The Enumerators may be instructed to give the Pad No. given on the cover page on each Individual Slip of that pad and Book No. on each form of the Household Schedule. They may be instructed to give the complete Location Code on each Individual Slip and the Household Schedule Form and also on other Schedule/Forms which they are required to use.

6. The Slip No. in each pad and page No. on each form of the household schedule would start from Arabic No. 1 and end with the last slip/form. The Enumerator may be asked to complete these items of work before they actually go to field from 9th February 1981 onwards.

7. In addition, I am also sending you the Identity Badges in plastic covers which will be worn by the Enumerators and Supervisors when they are in the field. The Reserve Enumerators are not to be given any Identity Badges unless they too have been allotted enumeration work. I would request you to kindly ensure that the name and location code of the Enumeration Block for each Enumerator and Supervisor is written on the Identity Badges before the Enumerator/Supervisor starts his work in the field. The plastic covers in red colour are meant for Supervisors and in blue/black for the Enumerators.

8. Acknowledgement forms are also enclosed which may kindly be got signed by the Enumerators at the time of the delivery of the material to them.

9. Four pads of blank Charge Register forms are also forwarded to you in which necessary entries about the officials deployed in the field may be made and one copy be returned to this office after the actual enumeration is over, alongwith the other relevant records.

10. As already indicated during the training programme, the Enumeration Working Sheets and Abstracts Forms will be used for preparation of Charge Abstracts.

11. Please acknowledge receipt.

Yours sincerely,

Sd/-

(V. K. Bhalla)

RECEIPT

Received D.O. letter No. 1/19/80-Census dated..... .....(Circular No. 29) along with following material for Charge No..... for distribution amongst the Enumerators/Supervisors of your Charge.....

1. Blank Sheets for Notional Map/Layout Sketch. .....
2. Filled in AHL with blank forms of Section 3. .....
3. Individual Slip Pads .....
4. Household Schedule Books .....
5. Enumerators working sheets for preparing the Enumerators Abstract. .....
6. Enumerators Abstract Forms.....
7. Degree Holders & Technical Personnel Schedules. .....
8. Identity Badges with Plastic covers. .....
9. Charge Registers .....

Signature of the.....

Charge Officer

Name in Block.....

Letters

Dated..... Designation &.....

full address

of the Charge

Officer.

CIRCULAR NO. 30

Dear Census/Charge Officer,

We are now passing through the most important period of Census activity. The field operations will start from 9th February, 1981- and continue upto 5th March, 1981. We have very little time left and during this period we have to ensure that not only all the Enumerators and Supervisors to be deployed on this work in the area under your charge are fully trained but they are also well-conversant with the physical boundaries of the blocks in which they have to wrok. There should be no ambiguity in this regard so that there is neither any omission nor duplication in coverage. The field staff should be supplied with sufficient quantity of Census forms and schedules for use during these operations. Under no case there should be any disruption in the work for want of requisite forms. We have already supplied to all the Charge Officers sufficient quantities thereof to keep in reserve to enable them to meet emergent or unforseen demands. In case of any difficulty, my office may please be contacted immediately.

2. You may also please like to ensure that the field work positively starts in all the Blocks on 9th February, 1981. The Charge Officer should immediately thereafter send a report to his census Officer indicating that the work in all the Blocks has been started as per schedule. In no case any Block should be left out. The Enumerator should also be instructed to ensure complete coverage of the Blocks assigned to each of them and not leave out any new constructions or 'Juggis' that might have cropped up during the period since the Houselisting Operations were conducted in Delhi. Obviously these will not find a place in the Abridged Houselist supplied to them. Entries in regard to them have also to be made in Section 3 of the Abridged Houselist. Further, the Charge Officer should himself also visit all such areas where new constructions have come up to assure himself that the Enumerator of the Block affected does not require any additional hand to cope up with the increased workload. This is necessary since the whole work has to be completed within a prescribed period of time. Our experience of Houselisting in the case of some Charges so far as adherence to the time limits is concerned has not been a very happy one and we cannot afford to take any

MOST IMMEDIATE

D.O. No. 1/19/80-Census

V. K. BHALLA, I.A.S.
DIRECTOR

Directorate of Census Operations
Room No. 200-207,
Old Secretariat,
Delhi-110054,
February 2, 1981.

Tele. No. 238820
236177

chance this time. I may, therefore, again reiterate that the dates fixed for accomplishment of different jobs can under no circumstance be changed and no deviations in regard thereto on any account will be possible.

3. As per instructions, the houseless population is to be counted during the night of 28th February/1st March, 1981, but before the sun rise of 1st March, 1981. The Charge Officer should make arrangements in advance to ensure that all such persons are covered. In case of concentration of houseless persons in certain Block, help of Enumerators from the reserve list may be taken. For this it would be necessary to have an idea as regard the probable places where such people are found and the like magnitude thereof. This would also enable you to ensure complete coverage of such persons.

4. As per schedule the Enumerator has to hand over all the completed papers to the Supervisor on 6th March, 1981, who in turn will see that these papers reach the Charge Officer positively by 7th March, 1981. The Charge Officer will intimate the provisional Totals to my office latest by 10th March, 1981. He will arrange to send all the records to this office by 12th March positively.

5. I understand that there is some confusion in regard to the physical boundaries of the areas comprising New Delhi Municipal Committee. The boundaries of NDMC area and the important localities covered by it are given in the enclosed sheet. You may like to educate your Supervisors/Enumerators in this regard. For the smooth and efficient conduct of the Census Operations, it is important that there should be no confusion in such matters.

6. The Charge Officer should also inform me about the progress of field work by 15th of February at the latest.

Please acknowledge the receipt of this letter.

Yours sincerely,

Sd/-

(V. K. Bhalla)

N.D.M.C BOUNDARIES

Area bounded by Upper Ridge Road from its junction with Cantt. boundary at Dhaula Kuan upto Dr. Ambedkar Road, Dr. Ambedkar Road upto Panchkuin Road, Panchkuin Road upto Basant Lane, Basant Lane upto New Delhi Railway Station (Railway Lines), Railway Lines upto Tilak Bridge (Mathura Road), Mathura Road upto Wellesley Road, Wellesley Road upto Lodi Road, Lodi Road upto Fourth Avenue, Fourth Avenue upto Ring Railway Line, Ring Railway Line upto Aurobindo Marg, Aurobindo Marg upto Khushak Nala dividing Kidwai Nagar and N.D.S.C.I., Khushak Nala upto Ansari Nagar then along with N.D.M.C. boundary covering Ansari Nagar, All India Institute of Medical Sciences, Safdarjang Hospital, Nauroji Nagar upto Ring Road, Ring Road upto Dhaula Kuan Chowk and then Cantt. boundary the starting point.

LIST OF IMPORTANT LOCALITIES/AREAS COVERED BY N.D.M.C.

1. Connaught Place area
2. Gole Market area
3. Central Sectt. area
4. India Gate area
5. Kaka Nagar
6. Golf Links
7. Lodhi Estate
8. Lodi Colony on the Western side of Fourth Avenue
9. Jor Bagh
10. Kidwai Nagar
11. Ansari Nagar
12. Nauroji Nagar
13. Sarojini Nagar
14. Netaji Nagar
15. R.K. Puram Sec. XIII
16. East Moti Bagh
17. Shastri Niketan
18. Buddha Garden area

V.K. BHALLA,
I.A.S.

DIRECTOR

Tele No. 236177
238820

D.O. No. 1/19/80-Census
Directorate of Census Operations,
Room No. 200-207,
Old Secretariat,
Delhi-110054.
February 5, 1981.

CIRCULAR NO. 31

Dear Census/Charge Officer,

I am writing this letter to you about certain precautions that would require to be taken in regard to the enumeration of JAINS in view of a major religious festival that falls right within the enumeration period. The MAHAMASTABHISHEKHA of Lord Gomateshwara is being celebrated in Karnataka State during this period. This is an extremely important occasion for the Jains. It is understood that a large number of pilgrim specials will be on the move carrying Jain pilgrims from about the beginning of February 1981 till the 20th February, 1981.

As per instructions, if a household leaves the place of normal residence after 9th February, 1981, it can not be enumerated on any other place except his normal place of residence since the household has stayed in the normal place of residence for a part of the period between 9th to 28th February, 1981. At the same time it is probable that when the enumerator visits the household for enumeration, the whole household might have left for pilgrimage between the period 9th February, and the date of the visit of the enumerator. In such cases none may be available for providing information in respect of these households. It is, therefore essential that information about such households be collected during the revisional round *positively* since they would not be covered any where else as they have stayed on their place of usual residence for a part of the period of enumeration.

This point may please be emphasized on your Supervisors and Enumerators.

Yours sincerely,
Sd/-
(V. K. Bhalla)

No. 1/59/81-Census
Government of India
Ministry of Home Affairs
Directorate of Census Operations : Delhi

Tele. No. 236177
238820
Room No. 200-207,
Old Secretariat,
Delhi-110 054.
February, 8, 1981.

ORDER

The Census Operations in the Union Territory of Delhi are commencing on 9th February, 1981 and will continue up to 5th March, 1981. The Directorate of Census Operations is taking necessary steps to ensure total coverage of all areas within the Union Territory of Delhi. These efforts require to be supplemented particularly in regard to the fast growing areas in the suburbs and extremely congested localities of Old Delhi and the Slums. The Registrar General desires that the help of the staff from his office should also be taken for assistance in this behalf. Accordingly each official has been allocated specified areas where they would be required to check whether or not Census Enumerators have covered them. These areas are indicated in the enclosed sheets. The official concerned is required to visit the area allotted to him immediately after the Census Operations have started and thereafter at an interval of 2-3 days till the conclusion of the Census work. Within this period, a report will be sent to the undersigned once on 18th February, 1981 and later on 23rd February, 1981 indicating therein the state of Enumeration Work and areas where this work does not seem to have been done at all or not done in a satisfactory manner. This report should invariably indicate the information on the following points.

(1) Names of the areas/localities visited.
(2) Number of Houses visited in each locality.
(3) Whether copmlete enumeration has been undertaken in respect of these households.

For this, two self addressed post cards are enclosed. These may be used for intimating the progress to the undersigned.

It must be kept in view that this effort is totally independent and separate from the activities of normal enumeration work. There should be no attempt on the part of these officials to contact the Census Enumerators or Supervisors or to remonstrate or interfere with this work.

(V. K. Bhalla)
Director of Census Operations,
Delhi.

No. 2/5/75-DCO-III
Govt. of India
Ministry of Home Affairs
Office of the Director of Census Operations
Room No. 200 to 207,
Old Sectt. Delhi.
Dated 12-2-1981

CIRCULAR

It is for information of all Departments in the Delhi Administration that the following telephone Nos. have been installed in the Directorate Census Operations.

S. No.	Name of the Officer	Telephone Nos.	
		Office	Residence
1.	Sh. V. K. Bhalla Director of Census Operations.	238820	388576
2.	Sh. S. S. S. Jaiswal Deputy Director of Census Operations.	236177	616027
3.	Sh. Asharfi Lal Asstt. Director of Census Operations. (Admn.)	236189	
4.	Sh. M.L. Sharma Asstt. Director of Census Operations, (Tech).	236184	

(Asharfi Lal)

Asst. Director of Census Operations, Delhi.

V. K. BHALLA, I.A.S.
DIRECTOR

D.O. No. 1/19/80-Census

Directorate of Census Operations,
Room No. 200-207,
Old Secretariat,
Delhi-110054.
February 13, 1981.

Tele. No. 236177
238820

CIRCULAR No. 32

Dear Sir,

The Census Enumeration work in Delhi has been started w.e.f. 9th February, 1981 and will continue up till 28th February, 1981. This will be followed by a revisional round from 1st to 5th March, 1981 so as to bring the population data up-to-date with reference to the sun-rise of 1st March, 1981.

During the course of the Census, a Household Schedule will be filled in, in respect of each household and an Individual Slip in respect of each individual. So far as the Institutional Households, such as Hostels, Boarding House, Messes etc. are concerned, the warden or the Manager or the Supervisor who has the administrative responsibility, is regarded as the Head of the Household and is recorded as such. All the inmates of the Institution will be treated as part of the same household and will be considered as unrelated members. One household schedule will be filled in, in respect of each such household and an Individual Slip for each member of the Household.

I should be grateful if you could extend necessary co-operation to the Census Enumerator when he calls on you for filling in the Census Schedules. This is necessary to ensure that all the people living in different Hostels attached to the educational institutions in the Union Territory of Delhi are fully covered. I should be grateful for your personal indulgence in the matter.

With regards,

Yours sincerely,
Sd/-
(V. K. Bhalla)

1. The Warden
   Hindu College Hostel,
   Delhi University Campus,
   Delhi.
2. The Warden
   Kirori Mal College Hostel,
   Delhi University Campus.
3. The Warden
   Indraprashta College, Hostel,
   Alipur Road,
   Delhi.
4. The Warden
   Miranda College Hostel,
   Delhi University Campus,
   Delhi.
5. The Warden
   Shri Ram College of Commerce, Hostel,
   Delhi University Campus,
   Delhi.
6. The Warden
   Hans Raj College, Hostel,
   Delhi University Campus,
   Delhi.
7. The Warden
   Post Graduate Women's College Hostel,
   33, Rajpura Road,
   Delhi.
8. The Warden,
   Daulat Ram College (Women's) Hostel,
   Delhi University Campus,
   Delhi.
9. The Warden
   Ramjass College Hostel,
   Delhi University Campus,
   Delhi.

10. The Warden
St. Stephen's College Hostel,
Delhi University Campus,
Delhi.

11. The Warden
International Student's Hostel,
Delhi University Gwyer Hall,
Mall Road, Delhi.

12. The Warden
Lady Shri Ram College Hostel,
Delhi University,
Lajpat Nagar, New Delhi.

13. The Warden
I.I.T. Hostel,
Haus Khas, New Delhi.

14. The Warden
Delhi Public School Hostel,
Mathura Road, New Delhi.

15. The Warden
Modern School Hostel,
Barakhamba Road,
New Delhi.

16. The Warden,
I.T.I. Hostel,
Nizamuddin, New Delhi.

17. The Warden
Pant Polytechnic Hostel,
Okhla, New Delhi.

18. The Warden
I.T.I. Pusa Gate, (Hostel),
New Delhi.

19. The Warden
I.T.I. Hostel,
Subzi Mandi, Delhi.

V. K. BHALLA, I.A.S. D.O. No. 1/19/80-Census
DIRECTOR Directorate of Census Operations
Room No. 200-207,
Tele. No. 238820 Old Secretariat,
236177 Delhi-110054.
February 16, 1981.

CIRCULAR NO. 33

Dear Census/Charge Officer,

I have been going around in the field to have a feed back regarding the progress of census work in the diffrent areas. I feel that it is necessary for each Charge Officer to have a regular contact with his Supervisors who in turn may meet all the enumerators working under their control at least every alternate day so that a proper control over the conduct of the field work could be exercised. During these meetings the slips being filled by the enumerators can be looked into for correctness as also the filling-in of working sheets. The enumerator is supposed to transfer the entries from the individual slips to the household schedules daily and after striking out the totals at the end of each household schedule to the working sheet. The latter process is also to be completed daily. This should invariably be checked both by the Charge Officers as well as Supervisors during their field visits. It may not be necessary to emphasize again that this is strictly a time bound programme and the entire enumeration work has to be completed efficiently before 1st March, 1981. Thereafter the revisional round will be taken up from 1st to 5th March, 1981. The timely completion of the work is the personal responsibility of each Census/Charge Officer.

The receipt of this circular may please be acknowledged.

Yours sincerely,
Sd/-
(V. K. Bhalla)

V. K. BHALLA, I.A.S.
DIRECTOR D.O. No. 1/19/80-Census
Tele. No. 238820 Directorate of Census Operations
236177 Room No. 200-207,
Old Secretariat,
Delhi-110054.
February 19, 1981.

CIRCULAR NO. 34

Dear Charge Officer,

It is time now that we make an immediate review of the progress of Census work in the area under your charge. In the normal course at least 50% of this work should have been completed by now and we have hardly 10 days during which the entire field work has to be completed. We must, therefore, ensure that the work does not run into arrears. Perhaps for you alone, it may not be possible to minutely check the work of all the enumerators although I am sure your Supervisors are having regular contacts with

the Enumerators and are reporting the progress to you daily.

2. We have had discussions recently as to how best we could have a complete monitoring of the progress of work in the field. Although the whole responsibility of getting the operations through successfully in your charge lies on you and you alone, it is felt that it will be helpful if you could also depute one of your senior colleagues who could also be entrusted with the task of checking the work of all the enumerators as well as reviewing their progress. You may instruct your enumerators to see him in batches of 20 each on different days when they could meet him along with their supervisors and the Census records which they have filled in so far. This official may check the work of 20 enumerators everyday so that all the enumerators in the Charge can be covered in a period of 5-6 days. The whole checking process in the Charge has to be completed within 5-6 days i.e. before 25*th February positively*. Equally important is the fact that all the blocks are fully covered and no person is left out of the enumeration process.

3. The Charge Officer should himself also visit some households in a number of blocks and check whether all the members therein have been listed in the Household Schedule and Individual Slips in respect of them filled in.

4. The checking process should comprise the following steps:—

(i) Please see whether necessary amendments have been carried out in Section 2 of the Abridged Houselist. Similarly check that Section 3 of the Abridged House list has been filled in for new houses/households. Cases where Section 2 of the Abridged Houselist remains completely unaltered or Section 3 of the Houselist is blank would indicate that the enumerator has not updated the abridged Houselist.

(ii) Please check that Household Schedules and the Individual Slips have been filled in correctly and no columns have been left blank. Particular attention may be given to the questions on economic activity, birth place, migration and fertility.

(iii) Please check whether the Degree Holder and Technical Personnel Schedule has been issued to all graduates or post-graduates or those with a technical diploma or degree and those with certificates from the Industrial-Training Institutes (I.T.Is.). This can be verified from a tickmark against Q. No. 12 of the Individual Slip.

(iv) Please check up that the information in the Individual Slips, so far filled, has been transferred to the Household Schedules and totals struck at the end of each such Household Schedule.

(v) Please check that the entries in the Working Sheets have been made in respect of all the Households covered so far.

5. (vi) The person deputed to check the work of the enumerators should submit a daily report to you indicating the number of blocks he has covered on a particular day along with particulars of the enumerators and his observations in regard to the above points. Copies of these reports should immediately be sent to me as soon as these are received by you. The whole checking process should be completed by 25*th of February* positively and the entire field work of enumeration completed by 28*th February*, 1981.

6. (vii) As already explained above there will be one such person per charge and he will be paid an honorarium of Rs. 50/- for doing this work. In the Charges where one or more Additional Charge Officers have been appointed they can also be asked to do this checking in addition to the one officer who will be specifically appointed for the purpose. The Addl. Charge Officer will not, however, be entitled for any honorarium for doing this checking work since this will be a part of his normal duty for which he is already entitled to the payment of honorarium. The payment of honorarium to the person appointed to do this checking work will be subject to the satisfactory accomplishment of the work entrusted to him and a verification from the Charge Officer to the effect that he has satisfactorily checked the work of each enumerator on the points listed above.

In order to enable us arrangements for payment of honorarium to these officials, his name, designation and address may please be communicated to me immediately.

7. (viii) The person appointed for checking work will have again to check the work of all the enumerators between the period 25th February to 4th March. He will again report all the points listed above and also indicate that the revisional round in all the blocks has been carried out correctly and according to schedule.

Yours sincerely,
Sd/-
(V. K. Bhalla)

V. K. BHALLA, I.A.S.
DIRECTOR

No. 1/19/80-Census
Directorate of Census Operations, Delhi.
Tele. No. 238820
236177
Room No. 200-207,
Old Secretariat,
Delhi-110054.
February 20, 1981.

CIRCULAR NO. 35

Dear Charge Officer,

It has been reported that in some cases the enumerators have not been giving the 'Degree Holders & Technical Personnel Schedule' as prescribed under

the instructions. It should again be emphasized on the enumerators that they must issue a 'Degree Holders & Technical Personnel Schedule' to all graduates or post-graduates or those with technical diploma or degree or those with a certificate from the Industrial Training Institute. While distributing this Schedule the enumerator should also note the Location Code on the Schedule. This is a must; otherwise at a later stage it will be difficult to ascertain as to which block or State a particular Schedule belongs to.

The receipt of this letter may please be acknowledged.

Yours sincerely,
Sd/-
(V. K. Bhalla)

V. K. BHALLA, I.A.S.
DIRECTOR

No. 1/19/80-Census

Directorate of Census Operations, Delhi
Tele. No. 238820
236177
Room No. 200-207,
Old Secretariat,
Delhi-110054.
February 20, 1981.

CIRCULAR NO. 36

Dear Charge Officer,

We are collecting short profiles of the Enumerators, Supervisors and Charge Officers who might have functioned in the 1951, 1961 and 1971 Censuses and are also engaged in 1981 Census. We would like to make a special mention of the services rendered by such persons in our Census Reports. I should, therefore, be grateful if you could kindly provide information in regard to such persons in the form prescribed below :—

(1) Name and present designation with complete address.

(2) Capacities in which worked at the different Censuses. These may be given separately for each Census. Areas in which they worked during these Censuses may also be indicated. separately for each Census.

(3) Any distinctions such as Medals, Commendation Certificates etc. received.

2. Further there may be some persons who might have worked in 1961 and 1971 Censuses and also engaged with the work in 1981 Census. Similar particulars in regard to them may also kindly be furnished.

This may please be treated as URGENT.

Yours faithfully,
Sd/-
(V. K. Bhalla)

V. K. BHALLA, I.A.S.
DIRECTOR

No. 1/19/80-Census

Directorate of Census Operations, Delhi,
Tele. No. 238820,
236177
Room No. 200-207,
Old Secretariat,
Delhi-110054.
February 20, 1981.

CIRCULAR NO. 37

Dear Charge Officer,

I hope by now you must have been able to locate the areas where the Houseless population is likely to be found in the blocks under your charge and also taken steps to ensure that these people are not missed when counting of such persons has to be done on the night of February 28/March 1, 1981. They are most likely to be found on the road sides, pavements, in hume pipes, under stair cases, platforms and even in the open. You have to ensure that all such persons are fully covered. It is just possible that in some of the blocks, there may be large number of houseless persons whom your enumerator may not be able to enumerate single handed in one night. In such cases, you may have to provide him extra assistance since this has to be one night enumeration. A particular watch has to be kept on the Nomadic population also. These people will also be covered on the night on 28th February. It has, however, to be ensured that such persons have not been enumerated elsewhere.

2. While enumerating the Houseless population, it will be necessary to enter the details of all Houseless households in Section 3 of the Abridged Houselist. Every such Houseless household will have to be entered serially in Section 3 of the Abridged Houselist after all the Census Houses have been entered. For these households only '—' will be entered in columns 2, 3 & 4 and '0' is to be put up in column 5 in Section 3 of the Abridged Houselist. Sl. Nos. in column 1 & 7 will run continuously for these households also. However, the Sl. No. of the Household for these Houseless households will have a prefix '0' separated by a dash (—) e.g. 0-5, 0-6, 0-7 and so on in column 7. The name of the Head of the Houseless household will appear in column 6 as usual.

3. Instructions in regard to the enumeration of Houseless Population have also been given in paragraphs 154 to 156 of the Booklet (Instructions to Enumerators for filling up the Household Schedule and Individual Slip). Similarly, instructions as regard filling in of section 3 in respect of such households

are given in paragraph 18 of Appendix I in the Booklet. These paragraphs may please be read thoroughly in order to enable you to have a comprehensive idea about the procedure for counting the Houseless population.

4. It must be kept in view that as in the case of other households a Household Schedule will be filled up for each Houseless household also. The manner of filling is already explained in paragraphs 1 to 52 of the Instructions' Booklet. While filling up Household Schedule Part I in respect of Houseless households, questions 6, 7, 8, 9 and 10 will not be filled up and only a cross (×) mark will be put up against each of these questions. Part II of the Population Record of the Household schedule and Individual Slips (both parts) will of course filled in respect of all such Houseless households, as is being done in the case of others. In the case of Houseless Households, however '0' is invariably to be written against 'Type of Household' on the top of the Household Schedule Part I. Similarly Sl. No. of the Houseless Household should be written both in the Household Schedule and Individual Slip at the appropriate places with a prefix 'O' separate by a dash (—).

5. Separate Working Sheets will be used for entering the details of the Houseless Households for preparation of Enumerators Abstract. Detailed instructions in regard to the filling up of Working Sheets have already been given in paragraphs 181 to 184.1 of the Booklet.

6. I have already addressed a communication to the Commissioner of Police Delhi to instruct all the Station Officers to provide you Police assistance whenever there is a need for the same. We must take proper precautions to ensure that no unpleasant incident occurs while counting such Houseless persons. You may like to approach the Station House Officer of the area under your Charge in this regard.

Yours sincerely,
Sd/-
(V. K. Bhalla)

V. K. BHALLA, I.A.S.
DIRECTOR
Tele No. 238820 : 236177
236189 : 236184

D. O. No. 1/19/80-Census
Directorate of Census Operations, Delhi,
Room Nos. 200-207,
Old Secretariat,
Delhi-110054.
February 22, 1981.

CIRCULAR NO. 38

Dear Charge Officer,

Kindly refer to my Circular No. 34 dated February 19, 1981 in which I have outlined certain steps which should be taken by you to have a complete monitoring of the progress of work in the field. In this letter I have also suggested that you may assign the duty of checking the work of the enumerators to a responsible colleague who will be paid an honorarium of Rs. 50/- for this work. I hope you have taken necessary steps in this regard and will let me know the name of the person so appointed along with his designation immediately.

The Government is very anxious that none is left out during the course of Census enumeration. At the same time it is essential to ensure that there is no duplication. Particular care has to be taken of the houseless people on the night of 28th February.

Since the time left at our disposal is very short and we equally share your anxiety to complete the work within the scheduled date, we felt that it will be advantageous if we could have a daily feed back from you with regard to the work in the field. I am therefore deputing Shri ..... to see you along with this letter. Apart from the check which the official referred to in Circular No. 34 would exercise on the work of the enumerators Shri..... ...will also look into the schedules and census forms filled in by the enumerators in the area under your charge. The batch of about twenty enumerators per day whose work is being checked by your official may also be directed to meet our representative in your office and shown him the filled in schedules and census forms. The report of the official appointed by you to check the work of the enumerators may also be handed over to our representative who will make arrangements to pass on these reports to us daily.

Our representative is being deputed simply to give us a daily feed back. He is in no way a substitute for the official you have appointed for checking the work nor does it in any way absolve you of the responsibility of getting the operations through successfully in your charge. This responsibility is entirely yours.

Yours sincerely,
Sd/-
(V. K. Bhalla)

CONFIDENTIAL
CENSUS IMMEDIATE

V. K. BHALLA, I.A.S.
DIRECTOR
Tele : 238820

D. O. No. 1/19/80-Census
Directorate of Census Operations, Delhi,
Room Nos. 200-207,
Old Secretariat,
Delhi-110054.
February 23, 1981.

CIRCULAR NO. 39

Dear Charge Officer,

It has been the tradition to recognise good work performed in the Census by award of suitable medals.

However, as you will appreciate, the awarding of Census medals and associated certificates will necessarily have to be on a limited scale and can be given only to such of the functioneries who perform excellent work in the field. Apart from these few persons, a very large number of people would have also performed commendable work, which also should not go unrecognised. It is proposed to issue Commendation Certificates along with an entry in the Annual Confidential Report in the case of all such persons who perform work of excellent quality in the Census, but are not awarded a Census medal.

I shall be grateful if you could forward to me the names of such functionaries in regard to whom you feel that their performance during 1981 Census was of a high quality. This information may be sent to me immediately after the completion of enumeration, but not later than 31st March, 1981 so that we can write to their departments for recording an appreciation of their work in their A.C.R.

Yours sincerely,
Sd/-
(V. K. Bhalla)

V. K. BHALLA, I.A.S. D. O. No. 1/19/80-Census
DIRECTOR Directorate of Census Operations, Delhi,
Room Nos. 200-207,
Old Secretariat,
Delhi-110054.
February 23, 1981.

CIRCULAR NO. 40

Dear Charge Officer,

Kindly refer to our Circular No. 26 dated 31st December, 1980 regarding the compilation of Provisional Population Results. I enclose a copy thereof again for your information. It is a must that you kindly strictly adhere to the time limits prescribed therein for the submission of the Census records at various levels and the preparation of the Provisional Population Totals and relaying the figures to us. The standard form in which the Provisional Population Totals are to be conveyed to us has also been indicated therein. This may be followed for the purpose.

2. I may emphasize again that there can be no deviation in the time limits prescribed for the purpose and the Provisional Population Totals should be conveyed to us immediately after these have been compiled at your end. In no case they should be delayed beyond 10th March. This is the outer date which cannot be extended in any case. I shall very much appreciate if you could arrange to send these results to us even before 10th March, 1981. These results can be coveyed to us on any of the Telephone numbers :—

238820, 236177, 236189 and 236184

This should also be followed by a written communication in the form prescribed for submission of these results through a special messenger at our office address given above.

The receipt of this letter may please be acknowledged.

Yours sincerely,
Sd/-
(V. K. Bhalla)

CENSUS IMMEDIATE

V. K. BHALLA, I.A.S. D.O. No. 1/19/80-Census
DIRECTOR Directorate of Census Operations, Delhi,
Tele. No. 238820 Room No. 200-207,
236177 Old Secretariat,
Delhi-110054.
December 31, 1980.

CIRCULAR NO. 26

Dear Charge Officer,

Immediately after the revisional round on 5th March, 1981, we have to take up the compilation of Provisional Results. These results will be compiled from the Enumerators Abstracts and Working Sheets. It would, therefore, be necessary to adhere strictly to the Calendar given in the enclosed sheet, for submission of records and abstracts at various levels. This calls for tight control over the timely filling of documents, preparation of Abstracts and communication of the Abstract totals.

Since the Enumerator will have only one day to prepare his Abstract after the Revisional Round, it is essential that he fills the Working Sheets every day for the households which he has canvassed. The Supervisor will have to check whether the enumerators are filling the population Record in the Household Schedule and striking totals and whether the totals from the Population Record are being entered in the Working Sheet every day. During the Revisional Round wherever the Enumerator has to correct the Population Record for a household on account of a birth or a death or a visitor, he should correct the totals of the Population record and carry out the corresponding corrections in the Working Sheets. It should be ensured that this procedure is followed by the Enumerators without fail.

The Enumerator will hand over all the documents including the Enumerators' Abstract and the Working Sheets to his Supervisor on *6th March*, 1981 positively. The Supervisor after collecting all these documents from his Enumerator will check whether they are in order and he will then hand them over with an inventory of the documents to his Charge Officer by *7th March*, 1981.

The Charge Officer will have 3 days for the preparation of the Charge Abstract for conveying the Provisional Population Results to the Directorate of Census Operations, Delhi by *10th March*, 1981. The Charge Officer will, therefore, have to work suitable arrangements for collection of the records from all his Supervisors so that no time is lost in reaching the records to the Charge Officers. He should use the Enumerators' Working Sheet itself for preparing the Charge Abstract by using Col. 2 for Block Number instead of Sl. No. of household. He should prepare the Working Sheets in advance by filling in the location particulars of his Charge on top of the form and the block numbers for his charge on each line of the Working Sheets in Col. 2. On receipt of the Enumerators Working Sheets and Abstracts from his Supervisors he will immediately start posting the totals for each block against the block numbers in Col. 2 of the Working Sheet for his charge. After completion of posting of block totals for each characteristics for all blocks of his charge, he should strike the totals of all the columns and post them in the Charge Abstract. The format for the Charge Abstract will be the same as that for the Enumerators Abstract. There will be only one Charge Abstract for the whole Charge irrespective of the number of additional Charge Officers provided for a Charge. The Charge Officer, should coordinate the work of Additional Charge Officer.

As soon as he strikes the totals for his Charge he should communicate the Totals (Population & Literates by Sex) through special messenger to the Directorate of Census Operations, Delhi and on the above address and also communicate these figures on Telephone No. (236177). The form for sending these data is as follows:—

Union Territory		Delhi
Town/Tehsil		.....
Charge No.		.....
Population	Males	.....
	Females	.....
	Total	.....
Literates	Males	.....
	Females	.....
	Totals	.....

Signature of the Charge Officer.....

Name in Block Letters.....

.....

Designation.....

Official Address.....

Telephone No..... (if any)

After preparation of the Charge Abstract and communication of Provisional Totals to the Directorate of Census Operations the Charge Officers should send all the records including Working Sheets and Charge Abstracts alongwith an inventory of all such record to the Directorate of Census Operations, Delhi by 12th March, 1981 positively. The receipt of this letter may please be acknowledged.

Yours sincerely,
Sd/-
(V. K. Bhalla)

Provisional Population Totals (Calendar)

1.	Revisional Round	1-5 March, 1981
2.	Submission of Enumerators' Abstract and all other records by the Enumerator to the Supervisor.	6th March, 1981
3.	Submission of all records pertaining to his circle by the Supervisor to the Charge Officer.	7th March, 1981.
4.	Preparation of Charge Abstract for Provisional Results by the Charge Officer and communication of Charge figures to the Directorate of Census Operations, Delhi, in the standard form.	10th March, 1981.
5.	Submission of all the Records including Working Sheets and Charge Abstract along with an Inventory thereof to the Directorate of Census Operations, Delhi.	12th March, 1981.

V. K. BHALLA, I.A.S.
DIRECTOR
Tele. No. 238820/236189
236177/236184

Directorate of Census Operations, Delhi
Room No. 200-207,
Old Secretariat,
Delhi-110054.
February 23, 1981

CIRCULAR NO. 41

Dear Charge Officer,

Kindly refer to our Circular No. 37 dated 20th February, 1981 regarding enumeration of Houseless

people. I feel that in the blocks where there is a concentration of such persons, you may require the use of petromax for lighting purposes. It will be desirable to hire the required number of such lamps wherever necessary. This would be necessary in those cases where there are no lighting arrangements. We will have no objection to reimburse to you the hiring charges on a Certificate from you regarding the expenses incurred on this account.

Yours sincerely,
Sd/-
(V. K. Bhalla)

V. K. BHALLA, I.A.S.
DIRECTOR

Tele. No. 238820/236177
236184/236189

D.O. No. 1/19/81/Census

Directorate of Census Operations: Delhi
Room No. 200-207,
Old Secretariat,
Delhi-110054

February 27, 1981.

CIRCULAR NO. 42

Dear Charge Officer,

Kindly refer to the last para of my Circular No. 26 dated 31st December, 1980, wherein it has been requested that after preparation of the Charge abstract and communication of Provisional Population Totals, the Charge Officer should send all the records to the Directorate of Census Operations, Delhi by 12th March *positively*. These records are to be sent at "Pushpa Bhawan", Madangir Road, New Delhi.

These records should be arranged for each Enumeration Block separately and tied up in bundles. There should be one bundle for each Enumeration Block. Each bundle will contain the following documents in respect of the Block:

1. Notional Map.
2. Lay-out Sketch.
3. Filled-in and up-dated Abridged Houselist.
4. Filled in Household Schedule Books.
5. Filled in Individual Slip Pads.
6. Working Sheets for Enumerators Abstracts.
7. Enumerators Abstract.
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.
10. Blank Household Schedules and Blank Individual Slip Pads.
11. Blank Degree Holder and Technical Personnel Schedules.

These records should be accompanied by an Inventory of the documents pertaining to that Block.

In addition, the Charge Officer has to submit a Charge Abstract alongwith his Working Sheet and one copy of the Charge Register indicating the final list of the officials who have worked as Enumerators and Supervisors. He has also to furnish a record of the Training classes held for the field staff in the form prescribed for the purpose. This form was enclosed with our Circular No. 25.

Further all the Training material including the instructions booklets used as well as un-used, red slips pertaining to Individuals as well as Households and the Identity Badges, appointment letters issued to the enumerators as well as supervisors should also be returned to this Directorate in a separate bundle. In no case any paper pertaining to the Census is to be left with the Enumerators/Supervisors and with you.

As per Time Schedule prescribed for relaying of these records, the Enumerators are required to hand over all the documents to the Supervisors by 6th March. The Supervisors may be asked to check up before receiving the records from the Enumerators that the Enumerators have indicated the identification particulars such as Location Code, the Slip Number, Pad Number, Serial Number of the Household on the different schedules filled-in by them. In cases where this has not been done, the Enumerator may be asked to fill in these particulars before taking charge of these records. In any case, it must be ensured that these records are passed on to the Supervisors on 6th March positively who must ensure their submission to you by 7th March.

Transportation charges will be paid by this Office immediately on the spot in case of transportation by hired vehicles. Incidentally 12th March, 1981 is outer date you can send these records to us even earlier than that. Arrangements are being made to receive these from 10th March onwards.

Yours sincerely,
Sd/-
(V. K. Bhalla)

V. K. BHALLA, I.A.S.
DIRECTOR
Tele. No. 238820/236177
236184/236189

D. O. No. 1/19/81/Census
Directorate of Census Operations, Delhi
Room No. 200-207,
Old Secretariat,
Delhi-110054
February 26, 1981.

CIRCULAR NO. 43

Dear Charge Officer,

Recently there have been some complaints that the enumerators have not been recording the answers in regard to the question on Mother-tongue correctly. I should be grateful if you could impress upon all the enumerators to faithfully record the answers given by the respondents in regard to the Mother-tongue and the language mainly spoken in the Household. Under no circumstance any attempt be made to associate any language with any religious group. Whatever answers are given by the respondent, must be recorded as such.

This may please be treated as *URGENT*.

Yours sincerely,
Sd/-
(V. K. Bhalla)

V. K. BHALLA, I.A.S.
DIRECTOR
Tele. No. 238820 : 236177
236184 : 236189

D. O. No. 1/19/81/Census
Directorate of Census Operations, Delhi,
Room No. 200-207,
Old Secretariat,
Delhi-110054
March 3, 1981.

CIRCULAR NO. 44

Dear Charge Officer,

Kindly refer to Circular No. 27 dated 30th December, 1980. It was explained therein that whenever an Enumerator comes across any Graduates or Post-graduates or any person with a Technical Diploma or Degree or having a Certificate from the Industrial Technical Institute (ITI) he should issue to such person "Degree Holders and Technical Personnel Schedule" and ask the person concerned to fill that Schedule. This filled in Schedule must be collected by the Enumerator during the Revisional Round between March 1 to March 5, 1981.

It has come to our notice that in some cases the Enumerators have not cared to pass on the 'Degree Holder and Technical Personnel Schedule' to the eligible persons. It is emphasized again that in such cases this Schedule can be passed on to the eligible persons during the Revisional Round itself. It is only in exceptional cases where an Individual in a household says that he has not been able to find time to fill in the Schedule he should be asked to do so immediately and post it at the nearest Post Office or a Letter Box. The people should be encouraged to hand over the Schedule to the Enumerators during the Revisional Round itself.

It is hoped that before the issue of the Schedule, the Location Code of the Enumerators' Block has invariably been recorded on the Schedule. I had emphasized this point again in my Circular No. 35 dated 20th February, 1981.

Yours sincerely,
Sd/-
(V. K. Bhalla)

CONFIDENTIAL
IMMEDIATE
Tele. No. 238820
660388

No. 1/55/80-Census
Government of India
Directorate of Census Operations, Delhi
Old Secretariat,
Delhi-110054.
July 4, 1981.

CIRCULAR NO. 45

To

All The Charge Officers,
Delhi/New Delhi.

Sir,

I am to invite a reference to our Circular (No. 39) of even number dated 23rd February, 1981 regarding award of Census Medals to such of the functionaries who performed excellent work in the field, and to say that we will like to have the names of only two Enumerators in each Charge one of whom could be awarded a Silver Medal and the other a Bronze Medal. Specific recommendations in this regard may please be made. So far as the other good workers are concerned, it is proposed to issue two Commendation Certificates to them. In their case a good Annual Confidenial Report can also be given.

This information may be supplied to us urgently, so that we may finalise the list of persons to whom these medals will be awarded. The necessity for issue of this Circular has arisen because most of the Charge Officers have given the names of more than two enumerators for award of Medals.

Yours faithfully,
Sd/-
(V. K. Bhalla)
Director

APPENDIX III

VARIOUS FORMS AND SCHEDULES USED AT THE TIME OF HOUSELISTING OPERATIONS AND ACTUAL COUNT

CENSUS OF INDIA 1981

HOUSELIST

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 etc.....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													
0													
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.

CENSUS OF INDIA 1981

(ECONOMIC CENSUS)

ENTERPRISE LIST

1. State/Union Territory .....Code No.....
2. District .....Code No.....
3. Tehsil/Taluka/P.S./Dev.Block/Circle etc. .....Code No.....
4. Village/Town .....Code No.....
5. Name or No. of Ward/Mohalla/Hamlet .....Code No.....
6. Enumerator's Block No .....
7. C.D. Block .....Code No.....
8. Rural/Urban .....Code No.....

Line number of Houselist (col. 1 of HL)	Census house No. (col. 3 of HL)	Sl. No. of enterprise (col. 4 of HL)	Sl. No. of enterprise (col. 7 of HL)	Description of activity of enterprise	Code	Classification of enterprise (agri-1, non-agri-2)	Nature of operation (perennial-1, seasonal-2)	Type of ownership*	Social group of owner (SC-1, ST-2, others-3)	Power/fuel used for activity**	Number of persons usually working daily: Non-agricultural enterprises (Code 2 in col. 5) — Total (including unpaid workers): Males	Females	Total	Hired: Males	Females	Total	Agricultural enterprises (Code 1 in col. 5): Total (including unpaid workers)	Hired	Remarks
1	1(i)	2	3	4	4(i)	5	6	7	8	9	10	11	12	13	14	15	16	17	18
Total	X X	[a]	[a]	X X X	X	[b]	[b]	[b]	[b]	[b]			[c]			[c]		[c]	X X X

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

ature of Supervisor .....Date .....

[a] Count number of entries and give total.

[b] Count number of entries with code 1 and give total.

[c] Count number of entries and give total in the brackets.

*Type of ownership—private-1, cooperative-2, central govt-3, state govt-4, local body-5. others-6,

**Power/fuel used for activity — without power-1, electricity-2, coal/soft coke/wood-3, petrol/diesel-4, gas-5, anima power-6 others-7.

Annex. 2

Total No. of Enterprise List Pages..

CENSUS OF INDIA 1981
(ECONOMIC CENSUS)

ENTERPRISE LIST ABSTRACT

1. State/Union Territory..... Code No.....
2. District..... Code No.....
3. Tehsil/Taluka/P.S./Dev. Block/Circle etc..... Code No.....
4. Village/Town..... Code No .....
5. Name or No. of Ward/Mohalla/Hamlet..... Code No.....
6. Enumerator's Block No.....
7. C.D. Block..... Code No.....
8. Rural/Urban..... Code No.....

Page no. of Enterprise List [EL]	Total No. of enterprises		Total no. of agri. enterprises [col. 5 of EL]	Total number of enterprises				Total number of persons including unpaid workers usually working in non-agricultural enterprises			Total no. of non-agri. enterprises [figure within brackets of col. 12 of EL]	Number of hired persons usually working in non-agricultural enterprises			No. of non-agri. enterprises with hired employment [figure within brackets of col. 15 of EL]	Total no. of persons usually working in agricultural enterprises		No. of agri. enterprises with hired employment [figure within brackets of col. 17 of EL]
	with premises [col. 2 of EL]	without premises [col. 3 of EL]		perennial [col. 6 of EL]	owned by: private [col. 7 of EL]	owned by: SC [col. 8 of EL]	without power [col. 9 of EL]	Males [col. 10 of EL]	Females [col 11 of EL]	Total [col. 12 of EL]		Males [col. 13 of EL]	Females [col 14 of EL]	Total [col. 15 of EL]		Total including unpaid workers [col. 16 of EL]	Hired [col. 17 of EL]	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19
Total																		

Checked and found correct

Signature of Enumerator .....date .....

Signature of Supervisor .....date .....

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/S T/D/R/B/I/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 14 B (C/AL/HHI/OW) / No in 14B (H/S T/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 14 A 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)

CENSUS OF INDIA 1981

HOUSEHOLD SCHEDULE

Book No.....CONFIDENTIAL

Part I : Household Particulars

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 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) | Ekra (9) | Others (0) .....

(b) ROOF | Grass, leaves, reeds, thatch, wood, mud, unburnt bricks or bamboo (1) | Tiles, slate or hingle (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) .....

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 '0'

†Consult list supplied to you.

If not belonging to S.C./S.T., put cross (X) in the box.

MALE

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	Marital status	Name of Scheduled Caste/Tribe, if any		Literacy		Entry in 14A	
			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 in individual slip

Compiler.....

(a) Enter total after counting number for entries

Record

	MALE								FEMALE													
	Entry in 14 B		Entry in 15 A				Whether seeking or available for work		Name of Schedule Caste/Tribe, if any		Literacy		Entry in 14 A		Entry in in 14 B		Entry in 15 A				Whether seeking or available for work	
Serial 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

(a) Enter total after counting number of entries

Checked and found correct

Supervisor.....

Signature of Enumerator.....

43—1 Census/Delhi/84

IMPORTANT INSTRUCTIONS

1 Record location code on each schedule and form, etc.

2 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 up date the Population Record.

13 Cover households which have shifted to your block after your first visit but before sunrise **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.

APPENDIX IV
NOTIFICATIONS ISSUED AT THE TIME OF 1981 CENSUS

PLANNING DEPARTMENT
NOTIFICATION

Dated the 20th September, 1979

No. F. 10(5)/C/79/Plg.—In exercise of the powers conferred by sub-section (1) of section 6 of the Census Act, 1948 (XXXVII of 1948), the Lt. Governor is pleased to appoint the following authorities competent to issue direction under the aforesaid section in the Union Territory of Delhi in connection with 1981 Census Operations:

(i) Director of Census Operations, Delhi

(ii) All Additional District Magistrates.

By order:
K. S. BAIDWAN,
Special Secretary (Planning)

PLANNING DEPARTMENT
NOTIFICATION

Dated the 20th September, 1979

No. F. 10(5)/C/79/Plg.—In exercise of the powers conferred by sub-section (2) of Section 4 of the Census Act, 1948 (XXXVII of 1948), the Lt. Governor is pleased to appoint the following Officers as Census Officers as designated in column (3) of the Schedule below within the areas specified against each to take or aid in, or supervise the taking of the 1981 Census Operations in the Union Territory of Delhi.

SCHEDULE

Sl. No.	Authority	Designation	Areas
1.	Municipal Commissioner, Delhi Municipal Corporation.	Principal Census Officer.	Urban Area under the jurisdiction of Delhi Municipal Corporation.
2.	Secretary, New Delhi Municipal Committee.	City Census Officer	Area under the jurisdiction of the New Delhi Municipal Committee.
3.	Executive Officer, Delhi Cantt.	Town Census Officer	Area under the jurisdiction of Cantonment Board.
4.	Revenue Assistant, Delhi.	Census Officer	Rural Area (excluding urban area) under the control or three local bodies, Military Areas & Railway Areas.

By order :
K. S. BAIDWAN,
Special Secretary, (Planning)

PLANNING DEPARTMENT
NOTIFICATION

Dated the 20th September, 1979

No. F. 10(5)/C/79/Plg.—In exercise of the powers conferred by section 12 of the Census Act, 1948 (XXXVII of 1948), the Lt. Governor is pleased to authorise the District Magistrate, and all the Additional District Magistrates in respect of the areas of their respective jurisdiction in the Union Territory of Delhi to sanction prosecution under the said Act, in connection with 1981 Census Operations.

By order:
K. S. BAIDWAN
Special Secretary (Planning)

PLANNING DEPARTMENT
NOTIFICATION

Dated the 20th September, 1979

No. F. 10(5)/C/79/Plg.—In exercise of the powers conferred by sub-section (4) of section 4 of the Census Act, 1948 (XXXVII of 1948), the Lt. Governor is pleased to delegate to the Director of Census Operation & the Deputy Director of Census Operations, Delhi the powers of appointing Census Officers in connection with the 1981 Census Operations in the Union Territory of Delhi.

By order:
K. S. BAIDWAN,
Special Secretary (Planning)

PLANNING DEPARTMENT
NOTIFICATION

Delhi, the 14th May, 1980

No. F. 10(5)/C/79/Plg.—In pursuance of the provisions of sub-section (3) of section 4 of the Census Act, 1948 (XXXVII of 1948) the Lt. Governor, Delhi is pleased to authorise the Census Officers appointed by Notifications No. F. 10/(5)/C/79/Plg. dated 19-9-79 and 14-5-1980 and the Deputy Director and Director of Census Operations, Delhi to sign declaration of appointment in respect of Supervisors and Enumerators within their respective areas for the 1981 Census Operations, in the Union Territory of Delhi.

By order:
W. SHAIZA
Special Secretary (Planning)

PLANNING DEPARTMENT

NOTIFICATION

Delhi, the 14th May, 1980.

No. F. 10 (5)/C/79/Plg.—In exercise of the powers conferred by sub-section (2) of Section 4 of the Census Act, 1948 (XXXVII of 1948), the Lt. Governor is pleased to appoint the following Officers as Census Officers/Charge Officers as designated in column (3) of the Schedule below within the areas specified against each to take or aid in or supervise the taking of the 1981 Census Operations in the Union Territory of Delhi.

SCHEDULE

S. No.	Authority	Designation	Census Charge No.	Area
1	2	3	4	5
A.	Deputy Municipal Commissioner (T) Municipal Corporation Delhi.	City Census Officer	1 to 86	Urban Areas under the jurisdiction of Delhi Municipal Corporation.
B.	Assistant Commissioner, Shahdara Zone (M.C.D.)	Census Officer	1 to 8	As given below;
	1. Principal, Govt. Boys, Sr. Sec. School, Shahdara.	Charge Officer	1	The area bounded by Railway Line from its junction with Railway Road Shahdara upto U.P. Border, Border upto Urban boundary covering Seemapuri; Dilshad Colony, Jhilmil Tiharpur and Saboli upto Loni Road, Loni Road upto its junction with G.T. Road and G.T. Road upto its junction with Railway Road and Railway Road upto the starting point.
	2. Principal, Govt. Boys Sr. Sec. School, Seelampur.	Charge Officer	2	The area bounded by Railway Line from its junction with Jamuna Bridge at G.T. Road upto over Bridge at Railway Road, Shahdara, Railway Road upto G.T. Road, G.T. Road upto its junction with Loni Road, Loni Road upto Urban Boundary at Babarpur village, Urban boundary at Babarpur village upto Wazirabad Road, covering Maujpur and Ghonda excluding village Babarpur, Wazirabad Road upto Wazirabad Bridge at Jamuna excluding village Garhi Mendu along Eastern Bank of Jamuna upto the starting point.
	3. Principal, Govt. Boys, Sr. Sec. School, B. R. Shahdara.	Charge Officer	3	The area bounded by Railway Line from its junction with Ring road (Shahdara) upto Northern boundary of Vishwas Nagar then covering Vishwas Nagar, Lahari Colony and village Karkar Doman, Pandav Nagar, Kasturba Nagar, Jhilmil Colony upto National Highway, National Highway upto Railway Line upto the starting point.

4. Principal, Govt. Boys Sr. Sec. School, No. 1, Gandhi Nagar.	Charge Officer	4	This Charge covers ward No. 9 of Shahdara Municipal Zone which includes Gandhi Nagar; Kailash Nagar and Seelampur village.
5. Principal, Govt. Boys Sr. Sec. School, Gita Colony.	Charge Officer	5	This Charge covers the Ward No. 10 of Shahdara M.C. Zone which includes Raghubar Pura No. 1 & 2, Poorvi Seelampur, Mahila Colony, Raj Garh, Jheel Khurenja, Geeta Colony and Colonies upto Ganda Nala near Krishan Kunj.
6. Principal, Govt. Boys Sr. Sec. School, Mandavli.	Charge Officer	6	The area bounded by Ganda Nale from its junction with Patparganj Road upto Jamuna Bundh, from Jamuna Bandh upto National Highway, National Highway upto Patparganj Road, and Patparganj upto the starting point.
7. Principal, Govt. Boys Sr. Sec. School, Krishan Nagar.	Charge Officer	7	The area bounded by Road No. 57 from its junction with Railway Line near Prit Nagar, the Road No. 57 upto its junction with Railway Line near East Azad Nagar, the Railway Line and through an imaginery line covering Shankar Nagar, West Azad Nagar, Krishan Nagar excluding the portion of Jheel Khuraeja upto its junction with Patparganj Road, the Patparganj Road upto its junction with Railway Line, (near officers Coop. House Building Society) the Railway Line upto the starting point.
8. Principal, Govt. Boys Sr. Sec. School, Kalyanpuri.	Charge Officer	8	The area bounded by Patparganj Road from its junction with Railway Line upto Kotla Road, Kotla Road upto the road dividing Kalyanpuri & Trilokpuri then along this road upto Hindon Canal along Hindon Canal upto urban Boundary of village Gazipur covering Gazipur Cattle Farm and Village Gazipur upto Railway Line, and railway line covering village Hasanpur, Vinod Nagar and village Mandoli Fazalpur upto the starting point.
(II) Assistant Commissioner, City Zone, Minto Road.	Census Officer	9 to 19	As given below :
9. Principal, Govt. Boys Sr. Sec. School, No. 1, Mori Gate.	Charge Officer	9	The area bounded by Church Mission Road upto its junction with Bazar Chandni Chowk, Bazar Chandni Chowk upto its junction with Esplanade Road, Esplanade Road upto its junction with Khas Road, Khas Road upto its junction with Darya Ganj Road at Subhash Marg, Darya Ganj Road upto its junction with Nala near Masjid at Ring Road, Nala upto Jamuna River, Jamuna River upto Jamuna Bridge, Railway Line upto over Bridge at S.P. Mukerjee Marg and Mukerjee Marg upto the starting point at Church Mission Road.

S. No.	Authority	Designation	Census Charge No.	Area
1	2	3	4	5
			10	North-City Well upto Phoota Gate at Hamilton Road. Hamilton Road upto Iis Hazar Bridge, West-Railway Line upto Lahori Gate Bridge, South Bazar Khari Baoli from Lahori Gate Bridge, East Church Mission Road upto S.P. Mukerjee Marg upto Dufferin Bridge upto Hamilton Road, Hamilton Road upto Ram Bazar upto City Wall at Nicholson Road.
10.	Principal, Rohtagi A.V. Hr. Sec. School, Nai Sarak.	Charge Officer	11	D.M.C. Ward No. IV. North-Chandni Chowk from its junction with Esplanade Road upto Gali Paranthe wali. West-Gali Paranthe Wali, Kinari Bazar, Katra Khushal Rai, Gali Masjid Khajoor, Chatta Shahji upto Chowri Bazar. South-Chowri Bazar from its junction with Chatta Shahji upto the Road running to the South of Jamma Masjid along the Road upto Esplanade Road. East Esplanade Road upto Bazar Chandni Chowk.
			12	The area bounded by Nai Sarak from its junction with Bazar Chandni Chowk upto Chawri Bazar, Chawri Bazar upto its junction with Chatta Shahji, Chatta Shahji Gali Masjid Khajoor and Katra Khushal Rai upto Kinari Bazar, Kinari Bazar upto its junction with Gali Parathe Wali upto its junction with Chandni Chowk Bazar, Chandni Chowk upto the starting point.
11.	Principal, Dao Dayal Higher Sec. School, Naya Bans, Khari Baoli, Delhi.	Charge Officer	13	D.M.C. Ward No. VI North Bazar Chandni Chowk from Nai Sarak upto Bazar Khari Baoli, Bazar Khari Baoli upto Bazar Naya Bans. West-Bazar Naya Bans and Bazar Lal Kuan upto Chawri Bazar at Hauz Qazi. South-Chawri Bazar from Hauz Qazi upto Nai Sarak, East-Nai-Sarak.
12.	Principal, Atma Ram Sanatan Dharam Hr. Sec. School, Ajmeri Gate.	Charge Officer	14	D.M.C. Ward No. VII. North-Bazar Khari Baoli from Naya Bans to Railway line at Lahori Gate Bridge. West-Railway Line from Lahori Gate upto Desh Bandhu Gupta Road at Ajmeri Gate Bridge. South-Desh Bandhu Gupta Road upto Bazar Ajmeri Gate, Bazar Ajmeri Gate upto Hauz Qazi. East-Bazar Lal Kuan from Hauz Qazi upto Bazar Naya Bans and Naya Bans upto Bazar Khari Baoli.

13. Vice Principal, Govt. Secondary School, Zeenat Mahal, Kamla Market.	Charge Officer	15 D.M.C. Ward No. VIII North-Bazar Sita Ram from its junction with Bazar Turkman Gate upto its junction with Bazar Ajmeri Gate at Chowk Hauz Qazi West-Bazar Ajmeri Gate from Chowk Hauz Qazi upto city Wall at Ajmeri Gate. South City Wall from Ajmeri Gate upto Turkman Gate. East-Turkman Gate Bazar upto its junction with Sita Ram Bazar.
14. Principal, Govt. Boys, Hr. Sec. School, Kabli Gate.	Charge Officer	16 D.M.C. Ward No. IX. North-Road running to the south of Jama Masjid from Bazar Matiya Mahal upto Chawri Bazar and Chawri Bazar upto Bazar Sita Ram at Chowk Hauz Qazi. West-Bazar Sita Ram upto Turkman Gate Bazar Turkman Gate Bazar upto Bazar Chitli Qabar. South-Junction of Bazar Turkman Gate and Bazar Chitli Qabar. East-Bazar Chitli Qabar and Bazar Matiya Mahal upto Jama Masjid.
15. Principal, Jain Hr. Sec. School, Darya-Ganj.	Charge Officer	17 D.M.C. Ward No. X North Bazar Katra Bangash from its junction with sir Saiyad Ahmed Road upto Bazar Chitli Qabar and Bazar Chitli Qabar upto Bazar Matiya Mahal. West Bazar Chitli Qabar from Bazar Matiya Mahal upto Bazar Turkman Gate upto City Wall. East-Bazar Delhi Gate from Delhi Gate upto Sir Saiyad Ahmed Road South-City Wall upto Bazar Delhi Gate at Delhi Gate.
16. Principal, Ramjas Hr. Sec. School No. 1, Darya Ganj.	Charge Officer	18 D.M.C. Ward No. XI North-Nala from River Jamuna upto Ring Road and then along Darya Gan Road from its junction with Ring Road upto Netaji Subhash Chander Marg and along Khas Road from Netaji Subhash Chander Marg upto Esplanade Road then by the Road running to the South of Jama Masjid upto Bazar Matiya Mahal. West-Bazar Matiya Mahal upto Bazar Chitli Qabar and Bazar Chitli Qabar upto Bazar Delhi Gate. South-Bazar Delhi Gate from Bazar Chitli Qabar upto Delhi Gate and Jawahar Lal Nehru Marg from Delhi Gate upto Jamuna via Kacha Path Beyond Raj Ghat Power Station East-River Jamuna.
17. Principal, Govt. Boys Sr. Sec. School, Rouse Avenue.	Charge Officer	19 The area bounded by Railway Line from Over Bridge at Desh Bandhu Gupta Marg upto New Railway Bridge at River Jamuna Beyond Ring Road. River Jamuna upto Raj Ghat Power Station (including Raj Ghat Power Station) via Kacha Path from Raj Ghat Power Station upto Jawahar Lal Nehru Marg, Jawahar Lal

S.No.	Authority	Designation	Census Charge No.	Area
1	2	3	4	5
				Nehru Marg upto Delhi Gate, Zere Fasil Road from Delhi Gate upto Asaf Ali Road at Turkaman Gate, Asaf Ali Road upto L.I.C. Building at 16-B, Zere Fasil Road from LIC building upto its junction with Desh Bandhu Gupta Marg at Ajmeri Gate, Desh Bandhu Gupta Marg upto the starting point.
(III)	Assistant Commissioner, Paharganj Zone.	Census Officer	20 to 30	As given below :—
18.	Vice Principal, Govt. Hr. Sec. School, Bara Hindu Rao, Delhi.	Charge Officer	20	The area bounded by Railway Line (from Tis Hazari Bridge) upto Lahori Gate Bridge at Sadar Bazar upto its junction with Pahari Dhiraj Marg at Chowk Bara Tooti, Pahari Dhiraj Marg upto its junction with Rani Jhansi Road, Rani Jhansi Road upto its junction with Delhi Cloth Mills Road (Bahadur Garh Road), Delhi Cloth Mills Road (Bahadur Garh Road) upto its junction with Railway Line at Double Phatak Road, at Kishan Ganj, Railway Line upto over Bridge at Old Rohtak Road (Ras Behari Marg), Old Rohtak Road (Ras Behari Marg) upto its junction with Azad Market Road, Azad Market Road upto Railway Line at Tis Hazari Bridge.
19.	Principal, Govt. Sr. Sec. School, Qutab Road.	Charge Officer	21	North-Sadar Bazar from Lahori Gate Bridge upto Sadar Thana Road (Hoshiar Singh Marg) at Chowk Bara Tooti West Sadar Thana Road from Chowk Bara Tooti its junction with Idgah Road South-Idgah Road upto its junction with Qutab Road and then along Imaginary Line upto Railway Line East-Railway Line upto Lahori Gate Bridge.
20.	Principal, Hira Lal Jain Hr. Sec. School, Sadar Bazar.	Charge Officer	22	North-Pahari Dhiraj Marg from its junction with Rani Jhansi Road at Bara Hindu Rao upto Sadar Thana Road at Chowk Bara Tooti. East-Sadar Thana Road (Hoshiar Singh Marg) Chowk Bara Tooti upto its junction with Idgah Road. South-Idgah Road upto its junction with Rani Jhansi Road. West-Rani Jhansi Road upto its junction with Sadar Thana Road.
21.	Principal, D.C.M. Boys Sr. Sec. School, Kishan Ganj.	Charge Officer	23	North-Delhi Cloth Mills Road (Bahadur Garh Road) from its junction with Rani Jhansi Road upto Double Phatak Road (Gaoshala Marg). West-Double Phatak Road (Gaoshala Marg) upto its junction with New Rohtak Road. South-New Rohtak Road upto its

		junction with Faiz Road. East-Faiz Road upto its junction with Rani Jhansi Road and Rani Jhansi Road upto its junction with Delhi Cloth Mills Road (Bahadur Garh Road).
22. Principal, Govt. Boys Sr. Sec. School, Pahar Ganj.	Charge Officer	24 North-From Over Bridge at Desh Bandhu Gupta Marg along Desh Bandhu Gupta Marg upto its junction with Chitra Gupta Marg West-Chitra Gupta Marg upto its junction with Punchkuian Marg. South-Punchkuian Marg from its junction with Chitra Gupta Marg upto Basant Lane. East-Basant Lane upto its junction with Main Bazar Pahar Ganj and then upto Railway Line through an imaginary Line including New Delhi Railway Station and Railway Line upto Over Bridge at Desh Bandhu Gupta Road.
23. Principal, Nav Shakti Vidya Mandir, Hr. Sec. School Pushpa Bhavan, Ara Kashan Road Pahar Ganj.	Charge Officer	25 North-Idgah Road from its junction with Railway Line through an Imaginary Line upto Munde Walan Marg (Sadar Thana Rd) West-Munde Walan Marg (Sadar Thana Road) upto Desh Bandhu Gupta Marg at Pahar Ganj Police Station. South-Desh Bandhu Gupta Marg upto Over Bridge at Qutab Marg. East-Railway Line upto its junction with Idgah Road through an Imaginary Line.
		26 The area bounded by Faiz Road from its junction with Idgah Road upto Link Road (Dr. Ambedkar Marg) Link Road and Punchkuian Road upto its junction with Chitra Gupta Road, Chitra Gupta Road and Sadar Thana Road upto its junction with Idgah Road and Idgah Road upto the starting point.
24. Principal, Govt. Boys, Sr. Sec. School, Padam Nagar.	Charge Officer	27 The area bounded by Railway Line from Over Bridge at Ras Behari Marg (Old Rohtak Road), upto Kali Dass Marg (Gadodia Road), Kali Dass Marg (Gadodia Road) upto Western Jamuna Canal, Western Jamuna Canal upto Azad Marg, Azad Marg upto Ras Behari Marg, and Ras Behari Marg upto the starting point.
25. Principal, Govt. Boys Sr. Sec. School, No. 1, Roshanara Road.	Charge Officer	28 The area bounded by Rani Jhansi Road from its junction with Azad Market Road upto its junction with G.T. Road at Chowk Sabzi Mandi, G.T. Road upto Tis Hazari Bridge, Tis Hazari Bridge upto Azad Market Road and Azad Market Road upto its junction with Rani Jhansi Road.
		29 The area bounded by G.T. Road from its junction with Rani Jhansi Road upto its junction with Roshanara Road at Clock Tower, Roshanara Road upto its junction with Harphool Singh Road, Harphool Singh Road and Outer Boundary of Roshanara Garden (excluding

S.No.	Authority	Designation	Census Charge No.	Area
1	2	3	4	5
				Roshanara Garden) through an Imaginary Line upto Railway Line, Railway Line upto its junction with Rani Jhansi Road and Rani Jhansi Road upto G.T. Road.
	26. Principal, Govt. Boys Sr. Sec. School, Gulabi Bagh.	Charge Officer	30	The area bounded by Western Jamuna Canal from its junction with Kali Dass Marg (Gadodia Road) upto its junction with Sabzi Mandi Railway Station Road, Railway Station Road upto its junction with Azad Road. Azad Road upto its junction with Ras Behari Marg (Old Rohtak Road) Ras Behari Marg (Old Rohtak Road) upto its junction with Rani Jhansi Road at Azad Market Chowk, Rani Jhansi Road upto Railway Over Bridge (Pul Bangash), Railway Line upto its junction with Kali Dass Marg, Kali Dass Marg upto its junction with Western Jamuna Canal.
(IV)	Assistant Commissioner, Karol Bagh Zone, Tibbia College.	Census Officer	31 to 43	As given below :—
	27. Principal, Govt. Boys (Sindhi) Sr. Sec. School, Rajindar Nagar.	Charge Officer	31	The area bounded by Upper Ridge Road from its junction with Pusa Road upto its junction with Shanker Road, Shanker Road upto its junction with Pusa Road and Pusa Road upto its junction with Upper Ridge Road.
			32	The area bounded by Upper Ridge Road from its junction with Shanker Road upto Delhi Cantt. boundery beyond the Rifle Range. Rifle Range Fencing upto Pusa Fencing at Toda Pur Village, through an imaginary line (excluding Toda Pur Village), Pusa Fencing upto Dr. K.S. Krishnan Marg, Dr. K. S. Krishnan Marg upto its junction with Upper Shanker Road, Shanker Road upto its junction with Upper Ridge Road (New Rajinder Nagar).
	28. Principal, Govt. Boys Sr. Sec. School, Naraina.	Charge Officer	33	The area bounded by Dr. K. S. Krishnan Marg (Link Road) from Pusa Gate Chowk upto its junction with Wireless Fencing through an Imaginary Line covering village Toda Pur upto Delhi Cantt. Boundary Delhi Cantt. Boundary upto Ring Railway, Ring Railway upto Rewari Railway Line, Rewari Railway Line upto Diversion Road, Diversion Road upto Pusa Fencing through an imaginary line, Pusa Fencing upto the Starting Point at Pusa Gate.
			34	The area bounded by Rewari Railway Line from over Bridge at Ring Road upto its junction with Ring Railway,

		Ring Railway upto Delhi Cantt. Boundary at Village, Naraina, Delhi Cantt. Boundary covering village Naraina upto Ring Road and Ring Road upto Over Bridge at Rewari Railway Line.
29. Principal, Govt. Boys, Sr. Sec. School, Karol Bagh.	Charge Officer	35 The area bounded by Ajmal Khan Road from its junction with Desh Bandu Gupta Marg upto its junction with Military Road, Military Road upto its junction with New Rohtak Road, New Rohtak Road upto its junction wi h Gadodia Road (Kali Dass Marg) at Sarai Rohilla, Gadodia Road upto Railway Line, Railway Line upto its junction with Double Phatak Road Double Phatak Road and Ajmal Khan Road upto the Starting Point at Desh Bandhu Gupta Road.
		36 The area bounded by New Rohtak Road from its junction with Faiz Road upto Ajmal Khan Road, Ajmal Khan Road upto its junction with Pusa Road. Pusa Road, upto its junction wi h Faiz Road and Faiz Road upto the starting point.
30. Principal, Govt. Boys Sr. Sec. School, Dev Ngar.	Charge Officer	37 The area bounded by Desh Bandhu Gupta Road from its junction with Ajmal Khan Road upto Military Road, Military Road upto its junction with Military Fencing, Military Fencing and Road running east of East Patel Nagar upto Pusa Road covering Pershad Nagar, Rajinder Place, Pusa Road upto its junction with Ajmal Khan Road and Ajmal Khan Road upto its starting point.
31. Principal, Govt. Boys Sr. Sec. School, No. 32, West Patel Nagar.	Charge Officer	38 The area bounded by Patel Road from its junction with New Pusa Road upto Railway line upto its junction with Military Fencing through an imaginary line, Military fencing covering Delhi Milk Scheme. Prem Nagar, Baljit Nagar, West Patel Nagar and East Patel Nagar upto the road running to the North of Block No. 48 to 49 East Patel Nagar, this road upto New Pusa Road and New Pusa Road upto its junction with Patel Road.
32. Principal, Ramjas Hr. Sec. School, No. 2, Anand Parbat.	Charge Officer	39 The area bounded by the Railway line from its junction with the New Rohtak Road upto Sarai Rohilla Phatak at Gadodia Road, Gadodia Road upto its junction with New Rohtak Road, New Rohtak Road upto its junction, with Military Road, Military Road upto Military Fencing Military Fencing upto Railway Line through an imaginary line covering Anand Parbat Military area and Kala Pahar, Railway Line upto New Rohtak Road.
33. Principal, Govt. Boys Sr. Sec. School, Ranjit Nagar.	Charge Officer	40 The area bounded by Patel Road from Pusa Gate upto Railway Phatak near Shadipur Depot, Railway Line upto

S.No.	Authority	Designation	Census Charge No.	Area
1	2	3	4	5
				Diversion Road Diversion Road upto Pusa Fencing, Pusa Fencing upto Pusa Institute Road excluding Pusa Institute and this Road upto the starting point at Pusa Gate.
	34. Principal, Govt. Boys Sr. Sec. School, Sarai Rohilla.	Charge Officer	41	This area bounded by Railway Line from its junction with Kali Dass Marg (Gadodia Road) upto Najafgarh Drain, Najafgarh Drain upto Western Jamuna Canal, Western Jamuna Canal upto Kali Dass Marg (Gadodia Road) and Kali Dass Marg upto the starting point.
			43	The area bounded by Najafgarh Drain from its junction with Railway line upto its junction with Western Jamuna, Canal Western Jamuna Canal upto its junction with Kali Dass Marg (Gadodia Road) Kali Dass Marg (Gadodia Road) upto its junction with Railway Line, and Railway Line upto its junction with Najafgarh Drain.
	35. Principal, Govt. Boys Sr. Sec. School, Rampura.	Charge Officer	42	The area bounded by Najafgarh Drain from its junction with Rohtak Road upto its junction with Western Jamuna Canal, Western Jamuna Canal upto its junction with Ring Road, Ring Road upto its junction with Rohtak Road, upto its junction with Najafgarh Drain.
V.	Assistant Commissioner, Civil Lines Zone.	Census Officer	44 to 55	As given below:—
	36. Principal, Govt. Model Sr. Sec. School, No. 2, Ludlo Castle) Alipur Road.	Charge Officer	44	North: Mall Road from its junction with River Jamuna at an imaginary point behind Kashmere Gate, then along City Wall upto its junction with Ram Bazar at Nicholson Road. West: Ram Bazar upto Hamilton Road, Hamilton Road upto Dufferin Bridge. Dufferin Bridge upto Shama Pershad Mukerjee Marg. South: Shama Parshad Mukherjee Marg upto Over Bridge at Jamuna Bazar, then along Railway line upto Jamuna Bridge. East: Jamuna River.
			52.	The area bounded by Mall Road from its junction with Sham Nath Road (Alipur Road) upto its junction with Upper Ridge Road. Upper Ridge Road covering Hindu Rao Hospital upto its junction with Hamilton Road at Subzi Mandi Chowk, Hamilton Road upto Phoota

		Gate, City Wall from Phoota Gate upto Ring Road, Ring Road upto Jamuna River through an imaginary line, Jamuna River upto junction of Ring Road and Magazine Road near Gurudwara at Water Pumping Station Chandrawal. Magazine Road upto its junction with Sham Nath Road (Alipur Road) Sham Nath Road (Alipur Road) upto the starting point.
37. Principal, Govt. Boys Sr. Sec. School No. 2 Roop Nagar.	Charge Officer	45 The area bounded by Roshanara Road from its junction with G.T. Road at Clock Tower upto its junction with Malka Gang Road, Malka Ganj Road upto its junction with G.T. Road and G.T. Road upto its junction with Roshanara Road at Clock Tower.
		47 The area bounded by Upper Ridge Road from its junction with G.T. Road at Subzi Mandi Chowk upto Mall Road, Mall Road upto its junction with Najafgarh Drain, Najafgarh Drain upto the boundary Wall of University Staff Qrs., the boundary wall upto to Satyawati Marg Satyawati Marg upto its junction with Bungalow Road, Bungalow Road upto its junction with Malka Ganj Road, Malka Ganj Road upto its junction with G.T. Road and G.T. Road upto its junction with Upper Ridge Road at Subzi Mandi Chowk.
38. Principal Govt. Boys Sr. Sec. School, No. 3 Roop Ngr.	Charge Officer	46 The area bounded by G.T. Road from its junction with Najafgarh Drain upto its junction with the boundary wall of Maurice Nagar, the boundary wall of Maurice Nagar upto its junction with Satyawati Marg and Bungalow Road, Bungalow road upto its junction with Malka Ganj Road, Malka Ganj Road upto its junction with Roshanara Road, Roshanara Road upto its junction with G.T. Road and G.T. Road upto Najafgarh Drain.
39. Principal, Govt. Boys Sr. Sec. School, Vijay Nagar.	Charge Officer	48 The area bounded by G.T. Road from its junction with Karnal Road at Azad Pur upto Najafgarh Drain, Najafgarh Drain upto its junction with Mall Road, Mall Road and Karnal Road upto its junction with G.T. Road.
40. Principal, Govt. Boys Sr. Sec. School No. I Guru Tegh Bhadur Nagar.	Charge Officer	49 The area bounded by Karnal Road from its junction with Prince Road at Model Town upto Najafgarh Drain, Najafgarh Drain upto its junction with Bandh, covering Nirankari Colony, Dheer Pur Village and Radio Station via Kachha Path upto Prince Road, Prince Road upto its junction with Karnal Road.
41. Principal, Govt. Boys Sr. Sec. School No. 1, Model Town	Charge Officer	50 The area bounded by G.T. Road from its junction with Bandh near Addarsh Nagar upto Karnal Road, Karnal Road upto its junction with Prince Road, at Model Town, Prince Road via Kachha Path upto its junction with Bandh and Bandh upto its junction with G.T. Road.

S. No.	Authority	Designation	Census Charge No.	Area
1	2	3	4	5
	42. Principal, Govt. Boys Sr. Sec. School, Timarpur.	Charge Officer	51	The area bounded by Mall Road from its junction with Najafgarh Drain at Hakikat Nagar upto its junction with Magazine Road, Magazine Road upto its junction with Minto Road, Minto Road upto its junction with Jamuna River, Jamuna River covering Water Pumping Station Wazirabad through an imaginary line upto Najafgarh Drain covering Water Pumping Station Qrs. upto its junction with Mall Road.
	43. Principal, Govt. Boys Sr. Sec. School No. 2, Shakti Nagar.	Charge Officer	53	The area bounded by G.T. Road from its junction with Roshanara Road at Clock Tower upto its junction with Najafgarh Drain, Najafgarh Drain upto its junction with Railway Line, Railway Line upto its junction with Road behind Roshanara Garden covering Roshanara Garden in it, this road upto its junction with Goenka Road. Goenka Road upto Roshanara Road and Roshanara Road upto its junction with G.T. Road.
	44. Principal, Govt. Boys Sr. Sec. School Rana Pratap Bagh.	Charge Officer	54	The area bounded by G.T. Road from its junction with Najafgarh Drain upto Haider Pur Road at Village Peepal Thalla, Haider Pur Road upto its junction with Railway Line, Railway Line upto its junction with Najafgarh Drain, Najafgarh Drain upto its junction with G.T. Road.
	45. Principal, Govt. Boys Sr. Sec. School Ashok Vihar Phase II	Charge Officer	55	The area bounded by Najafgarh Drain from its junction with Western Jamuna Canal upto its junction with Railway Line, Railway Line upto its junction with Ring Road, Ring Road upto its junction with Western Jamuna Canal and Western Jamuna Canal upto its junction with Najafgarh Drain.
VI.	Asstt. Commissioner, M.C.D. Narela Zone	Census Officer	56 to 57	As given below:
	46. Principal, Govt. Boys Sr. Sec. School, M.L. Narela.	Charge Officer	56	Narela Town (Old N.A.C. Narela)
	47. Principal, Govt. Boys Sr. Sec. School No. II Lawrance Road.	Charge Officer	57	The area bounded by Railway Line from its junction with Ring Road then alongwith Railway Line upto Road going to DESU Colony (excluding village Shahi Pur) The road going between DESU Colony and Village Shalimar upto Western Jamuna Canal then alongwith Western Jamuna Canal upto Haider Pur Road, Haider Pur Road upto Road No. 42 (excluding village Preetam

			Pura), Road No. 42 through an imaginary Line covering with Sainik Vihar, Shakti Vihar, Harsh Vihar and P. & T. Society Houses upto Ring Road, Ring Road upto the starting point.
VII. Assistant Commissioner, New Delhi, South Zone, Lajpat Nagar.	Census Officer	58 to 64	As given below:
48. Principal, Govt. Boys Sr. School, Jangpura.	Charge Officer	58	The area bounded by Railway Line from New Railway Bridge at Jamuna River upto Tilak Bridge, Mathura Road (from Tilak Bridge) upto its junction with Ring Road at Hari Nagar Ashram, Ring Road upto Jamuna River through an imaginary line near Maharani Bagh (excluding Maharani Bagh), Jamuna River upto the starting point.
49. Principal, Govt. Boys Sr. School, No. 2, Lodi Road.	Charge Officer	59	The area bounded by Lodi Road from its junction with Mathura Road Nizamuddin Police Station upto Fourth Avenue (First Road leading to Lodi Colony) Fourth Avenue upto Khushak Nala, Khushak Nala upto its crossing with Railway Line, Railway Line upto over bridge at Mathura Road and Mathura Road upto the starting point.
50. Principal, Govt. Boys Sr. Sec. School, No. 2 Lajpat Nagar.	Charge Officer	60	The area bounded by Link Road from its junction with Ring Road at Mool Chand Hospital upto Railway Phatak, Railway Line from Railway Phatak upto Over Bridge at Mathura Road (covering Housing Factory), Mathura Road upto its junction with Ring Road and Ring Road upto the Starting Point at Mool Chand Hospital.
51. Principal, Govt. Boys Sr. Sec. School, Defence Colony.	Charge Officer	61	The area bounded by Link Road (Lala Lajpat Rai Marg) from its junction with Ring Road at Mool Chand Hospital upto Mehrauli Road, (Aurobindo Marg), Mehrauli Road upto Khushak Nala near Super Bazar Market, Khushak Nala upto Nala dividing Kidvai Nagar, N.D.S.E.I. this Nala upto Ring Road and Ring Road upto the starting point.
52. Principal, Tech. School, Okhla.	Charge Officer	62	The area bounded by Railway Line from Over Bridge at Ring Road (Near Sri Niwas Puri) upto Railway Phatak at Chirag Delhi Road (at Okhla Industrial Area), Chirag Delhi Road upto Kalka Ji Mandir (excluding Kalka Mandir), from Kalka Ji Mandir along proposed Road upto Badar Pur, Qutab Road, Badar Pur Qutab Road upto Haryana Border covering urbanised village Badar Pur, Jasola, Madanpur Khadar, Sarai Julena etc. upto River Jamuna at Okhla, River Jamuna upto Ring Road through

S. No.	Authority	Designation	Census Charge No.	Area
1	2	3	4	5
				an imaginary line near Maharani Bagh (including Maharani Bagh, Ring Road upto the starting point.
	53. Principal, Govt. Boys Sr. Sec. School, Sri Niwas Puri.	Charge Officer	63	The area bounded by Railway Line from Over Bridge at Ring Road near Sri Niwas Puri upto Railway Phatak at Kalka Ji Road, Kalka Ji Road upto its junction with Link Road (Lala Lajpat Rai Marg) Link Road upto its junction with Ring Road at Mool Chand Hospital and Ring Road upto the starting point.
	54. Principal, Govt. Boys Sr. Sec. School, Andrews Ganj.	Charge Officer	64	The area bounded by Link Road from its junction with Ring Road at Mool Chand Hospital upto its junction with Kalka Ji Road, Kalka Ji Road upto its junction with Aurobindo Marg (Mehrauli Road), Aurobindo Marg (Mehrauli Road) upto the Road dividing Yusuf Sarai and All India Institute of Medical Sciences leading to Gautam Nagar upto Dry Nala, Dry Nala dividing N.D.S.E. Part II and All India Institute of Medical Sciences upto its crossing with Ring Road, Ring Road upto its starting point.
VIII.	Assistant Commissioner, South Zone, Green Park.	Census Officer	65 to 72	As given below:
	55. Principal, Govt. Boys Sr. Sec. School, Malvia Nagar.	Charge Officer	65	The area bounded by Chirag Delhi Road (to Malviya Nagar) from its junction with Aurobindo Marg (Mehrauli Marg) upto Badarpur Qutab Road (excluding village Lado Sarai) Badarpur Qutab Road upto its junction with Madan Giri Road, Madan Giri Road upto its junction with Chirag Delhi Road, Chirag Delhi Road upto the starting point at Aurobindo Marg (Mehrauli Marg.)
	56. Principal, Govt. Boys Sr. Sec. School, No. 2, Kalkaji.	Charge Officer	66	The area bounded by Madan Gir Road from its junction with Chirag Delhi Road upto its junction with Mehrauli-Badarpur Road covering J.J. Colony Khanpur and Village Khanpur then along with Mehrauli-Badarpur Road covering retired personnel quarters, Dekshinpuri upto Air Force Qrs. then through an imaginary line covering Dekshinpuri Extension and temporary huts behind it (excluding Greater Kailash II and Masjid Moth) upto Chirag Delhi Road and Chirag Delhi Road upto the starting point.
	57. Principal, Govt. Boys Sr. Sec. School, Madan Gir.	Charge Officer	67	The area bounded by Chirag Delhi Road from its junction with road going to Okhla Industrial Area at Kalkaji

			Mandir upto Badarpur-Mehrauli Road. And then alongwith Badarpur Mehrauli Road covering village Tuglakabad and its extension upto Air Force Quarters, then through an imaginary line covering Tara Apartments, Janta Quarters, DDA Flats, Kalkaji, Greater Kailash II and Masjid Moth upto Chirag Delhi Road.
58.	Principal, Govt. Boys Sr. Sec. School, No. II, Moti Bagh.	Charge Officer	68 The area bounded by Ring Road from its junction with Rao Tula Ram Marg upto Delhi Cantt. boundary at Dhaula Kuan, Delhi (Cantt) boundary upto its junction with Parallel Ring Road upto Palam near village Basant Nagar, Parallel Ring Road upto its junction with Rao Tula Ram Marg and Rao Tula Ram Marg upto its junction with Ring Road.
59.	Principal, Govt. Boys Sr. Sec. School, R.K. Puram, Sec. VII.	Charge Officer	69 The area bounded by Ring Road from its junction with Swami Viveka Nand Marg upto its junction with Rao Tula Ram Marg, Rao Tula Ram Marg upto its junction with Parallel Ring Road, Parallel Ring Road upto its Junction with Swami Viveka Nand Marg, Swami Viveka Nand Marg upto its junction with Ring Road.
60.	Principal, Govt. Boys Sr. Sec. School, R.K. Puram, Sec. II	Charge Officer	70 The area bounded by Ring Road from its junction with Mohammed Pur Village Marg upto its junction with Swami Viveka Nand Marg, Swami Viveka Nand Road upto its junction with Parallel Ring Road, Parallel Ring Road upto its junction with Mohammed Pur Village Marg, Mohammed Pur Village Marg upto the starting point.
61.	Principal, Govt. Boys Sr. Sec. School, Nauroji Nagar.	Charge Officer	71 The area bounded by Mohammed Pur Village Marg from its junction with Nala dividing Nauroji Nagar and Safdarjang Enclave upto Parallel Ring Road, Parallel Ring Road upto Mehrauli Road, Mehrauli Road upto NDMC boundary at Yusaf Sarai, NDMC boundary covering Krishan Nagar, Safdarjang Enclave along Nala dividing Nauroji Nagar and Safdarjang Enclave upto Mohammed Pur Village Marg.
62.	Principal, Govt. Boys Sr. Sec. School No. 2, Mehrauli.	Charge Officer	72 The area bounded by Parallel Ring Road from its junction with Mehrauli Road upto Delhi Cantt. boundary beyond Basant Nagar, then covering urbanised villages Basant Nagar, Ber Sarai, Jia Sarai, Katwaria Sarai, Ladha Sarai, Krishan Garh alias Chhan and Mehrauli upto Mehrauli Road including Qutab Minar, Mehrauli Road upto Parallel Ring Road near I.I.T.
IX.	Assistant Commissioner, West Zone, Rajouri Garden,	Census Officer	73 to 84 As given below:
63.	Principal, Govt. Boys Sr. Sec. School, Karampura.	Charge Officer	73 The area bounded by Railway line from Railway Phatak New Rohtak Road upto Najafgarh Drain, Najafgarh

S. No.	Authority	Designation	Census Charge No.	Area
1	2	3	4	5
				Drain upto Nala between Moti Nagar and Karam Pura, Nala upto Najafgarh Road, Najafgarh Road upto its junction with Patel Road, upto Railway Phatak near Patel Nagar Railway line upto Railway Phatak at New Rohtak Road.
64.	Principal, Govt. Boys Sr. Sec. School, No. II, Shakurpur.	Charge Officer	74	The area bounded by Rohtak Road from its junction with the urban boundary of Multan Nagar upto its junction with Ring Road at General Store Chowk, Ring Road upto the Northern boundary of Shakurpur J.J. Colony, through an imaginary line covering J.J. Colony Shakur Pur, Mahindra Park, Rani Bagh, Sant Nagar, Rishi Nagar, Ordn. Depot and Multan Nagar upto the starting point.
65.	Principal, Govt. Boys Sr. Sec. School, Ramesh Nagar.	Charge Officer	75	The area bounded by Patel Marg from its junction with Railway Phatak (near Delhi Milk Scheme) upto Najafgarh Road, Najafgarh upto its junction with Ring Road, Ring Road upto Railway over bridge, Railway line from over bridge upto the starting point.
66.	Principal, Govt. Boys. Sr. Sec. School, No. I, Rajouri Garden.	Charge Officer	76	The area bounded by Ring Road from its junction with Najafgarh Road upto Railway over bridge, Railway line from over bridge upto Jail Road at Delhi Cantt. boundary, Jail Road upto its junction with Najafgarh Road, Najafgarh Road upto starting point.
67.	Principal, Govt. Boys Sr. Sec. School, 'B' Block, Janak Puri.	Charge Officer	77	The area bounded by Jail Road (Shahid Bhagat Singh Marg) from its junction with Najafgarh Road (Shivaji Marg) upto its junction with Railway line (Delhi Cantt. Boundary), Railway Line upto its junction with Pankha Road, Pankha Road upto its junction with dividing Road at D.E.S.U. Colony, Dividing Road (between Block C & Tihar Jail, Block B & C and Block A & B) upto its junction with Najafgarh Road (Shivaji Marg) covering Block D and Tihar Jail, Najafgarh Road (Shivaji Marg) upto the starting point.
68.	Principal, Govt. Boys Sr. Sec. School, 'C' Block, Janak Puri.	Charge Officer	78	The area bounded by dividing Road from its junction with Najafgarh Road (Shivaji Marg) between Block A & B Block, B & C and Tihar Jail & Block C upto its junction with Pankha Road (covering Block A & C), Pankha Road and through an imaginary line upto its junction with Najafgarh Road (Shivaji Marg) covering Bram Puri & Part of Uttam Nagar, Najafgarh Road (Shivaji Marg) upto the starting point.

69. Principal, Govt. Boys. Sr., Sec. School, Punjabi Bagh.	Charge Officer	79 The area bounded by Rohtak Road from its junction with Najafgarh drain upto the Eastern boundary of village Madipur and then along the eastern and southern boundary of Madipur upto its junction with Road No. 33 of Punjabi Bagh Extension and then along Road No. 33 upto its junction with Najafgarh Drain, from Najafgarh Drain upto the starting point.
70. Principal, Govt. Boys Sr. Sec. School, Madipur.	Charge Officer	80 The area bounded by Rohtak Road from its junction with eastern boundary of village Madipur upto Road No. 1 of Paschimpuri and then along with Road No. 1 through an imaginary line covering State Bank Colony Sunder Vihar, Mir Bagh, upto its junction with Najafgarh Drain, from Najafgarh Drain upto its junction with Road No. 33 (Punjabi Bagh Ext.) and then along with Road No. 33 (Punjabi Bagh Ext.) upto its junction with Southern boundary of V. Madipur and then along with Southern and Eastern boundary of V. Madipur upto the starting point.
71. Principal, Govt. Boys Sr. Sec. School, No. II Moti Nagar.	Charge Officer	81 The area bounded by Ring Road from its crossing with Najafgarh Drain upto Najafgarh Road (at Raja Garden), Najafgarh Road upto the Nala running in the East of Moti Nagar, Nala upto Najafgarh Drain, Najafgarh Drain, upto the starting point.
72. Principal, Govt. Boys Sr. Sec. School, No. I, Tagore Garden.	Charge Officer	82 The area bounded by Ring Road from its junction with Najafgarh Road upto Najafgarh Drain, Najafgarh Drain upto over bridge at Jawala Heri Road, from over bridge to Khayala Road (covering village Khayala). Khayala Road upto Najafgarh Road, Najafgarh Road upto the starting point.
73. Principal, Govt. Boys Sr. Sec. School, No. II, Tilak Nagar.	Charge Officer	83 The area bounded by Khayala Road from its junction with Najafgarh Road upto Najafgarh Drain (excluding Khayala village) Najafgarh Drain upto its junction with Road leading to Major Bhupinder Singh Nagar, Major Bhupinder Singh Nagar Marg upto the Najafgarh Road, Najafgarh Road upto the starting point.
74. Principal, Govt. Boys Sr. Sec. School, No. I, Tilak Nagar.	Charge Officer	84 The area bounded by Najafgarh Road from its junction with Major Bhupinder Singh Marg upto the Urban boundary at village Hastasal along this boundary covering a part of Uttam Nagar, J.J. Colony Hastasal upto Najafgarh Drain, Najafgarh Drain upto Kacha path near village Keshopur, then covering village Keshopur, Manohar Nagar, Harijan Colony, Krishan Park, Mahabir Nagar, Ganesh Nagar along Major Bhupinder Singh Marg upto the starting point at Najafgarh Road.

S. No.	Authority	Designation	Census Charge No.	Area
1	2	3	4	5
X.	Assistant Commissioner, Najafgarh Zone.	Census Officer	85 to 86	As given below:—
	75. Principal, Govt. Boys Sr. Sec. School, No. I, Najafgarh.	Charge Officer	85	Najafgarh (former area of N.A.C. Najafgarh) and V. Hailat Pur and V. Musudabad.
	76. Principal, Govt. Boys Sr. Sec. School, Mangolpuri.	Charge Officer	86	The area bounded by Railway line from its junction with Outer Ring Road then along with Outer Ring Road covering Block C (excluding village Mangolpur Kalan & Village Mangolpur Khurd) and Block H & Y upto Nangloi drain, Nangloi Drain (excluding village Sultan Majra) upto the Railway Line, Railway Line upto the starting point, thus covering entire Mangol Puri.
B.	Sh. B.S. Raizada, Deputy Secretary, New Delhi Municipal Committee.	Additional Census Officer	1-9	Area under the jurisdiction of New Delhi Municipal Committee.
	77. Sh. Mohinder Kumar, Enforcement Officer (Health) Room No. 101, N.D.M.C. Town Hall, New Delhi.	Charge Officer		The area bounded by Minto Road from Over Bridge upto Western Part of Connaught Circus, Western Part of Connaught Circus upto its junction with Curzon Road, Curzon Road upto its junction with Welselly Road, Welselly Road upto its junction with Mathura Road (Near Oberoi Inter-Continental), Mathura Road upto Railway Line at Tilak Bridge and Railway Line upto Minto Bridge.
	78. Sh. M.M. Nishchal, Supdt. Room No. 104, N.D.M.C. Town Hall, New Delhi.	Charge Officer	2	The area bounded by Railway Line from Minto Bridge upto N.D.M.C. boundary at the Crossing of Basant Marg and Chelmsford Road, Basant Marg upto Panchkuin Road, Panchkuin Road upto its junction with Mandir Marg, Mandir Marg upto its junction with Peshwa Road, Peshwa Road upto its junction with Market Road covering Gole Market, Market Road upto Irwin Road covering G.P.O. Irwin Road upto Western Part of Connaught Circus, Western Part of Connaught Circus upto Minto Road, Minto Road upto Railway Line at Minto Bridge.
	79. Sh. R.N. Malhotra, Enforcement Officer (Health) Room No. 101, N.D.M.C. Town Hall, New Delhi.	Charge Officer	3	The area bounded by Upper Ridge Road from its junction with Dr. Ambedkar Marg (Link Road) upto its junction with Sardar Patel Marg (Kitchener Road) at Dhola Kuan, Sardar Patel Marg and Wellingdon Crescent upto South Avenue at Teen Murti Chowk, South Avenue covering Rashtrapati Bhawan upto its junction with

		North Avenue, upto Irwin Road, excluding G.P.O. Irwin Road upto its junction with Market Road, Market Road upto Peshwa Road, Peshwa Road upto junction with Mandir Marg, Panchkuin Road and Dr. Ambedkar Marg upto its junction with Upper Ridge Road.
80. Sh. Sri Krishnan, Supdt., Tech. Const. Div. No. 1, Vidyut Bhawan, New Delhi.	Charge Officer	4 The area bounded by Irwin Road from its junction with Connaught Circus at Rivoli Cinema upto its junction with North Avenue, North Avenue upto Church Road, Church, Church Road and Freeman Avenue upto Dalhousie Road, Dalhousie Road upto its junction with Raj Path, Raj Path upto its junction with Curzon Road Curzon Road upto its junction with Cannaught Circus, Connaught Circus upto its junction with Irwin Road at Rivoli Cinema.
81. Sh. V. P. Aggarwal, Supdt. Room No. 104, N.D.M.C. Town Hall, New Delhi.	Charge Officer	5 The area bounded by Wellesely Road from its junction with Raj Path upto Mathura Road at Oberoi. Mathura Road upto Lodhi Road, Lodhi Road upto Safdarjung Road, Safdarjang Road upto Teen Murti Marg, Teen Murti Marg upto South Avenue, South Avenue upto Dalhousie Road, Dalhousie Road upto its junction with Raj Path and Raj Path upto its junction with Wellesely Road.
82. Sh. M.L. Joshi, Supdt., Room No. 104, N.D.M.C. Town Hall, New Delhi.	Charge Officer	6 The area bounded by Qutab Road (Aurobindo Marg) from its junction with Ring Railway at Safdarjung Air Port upto its junction with Lodhi Road, Lodhi Road upto its junction with Fourth Avenue, Fourth Avenue upto its junction with Khushak Nala, Khushak Nala upto its junction with Ring Railway and Ring Railway upto its junction with Qutab Road (Aurobindo Marg).
83. Sh. A. C. Kharbanda, Supdt., Tech. M.W. Div. Aurangzeb Lane, Vidyut Bhawan, New Delhi.	Charge Officer	7 The area bounded by Ring Railway from its junction with Aurobindo Marg (Mehrauli Road) upto its junction with Khushak Nala, Khushak Nala and Sub Nala upto X-Avenue Sarojini Nagar, then covering Sarojini Nagar Block. AB, DG. GI and Scindia Potteries upto M-Avenue, M-Avenue and Mohd. Pur Village Marg upto Nala dividing Nauroji Nagar & Safdarjung Enclave. Nala upto Ring Road (Factory Road) then along N.D.M.C. boundary covering Safdarjung Hospital, All India Institute of Medical Sciences and Ansari Nagar via Nala upto Ring Road. Nala dividing. Kidwai Nagar and N.D.S.E. upto Khushak Nala, Khushak Nala upto Aurobindo Marg (Mehrauli Road), Aurobindo Marg upto Ring Railway.
84. Sh. L.C. Sharma, Sub. Supdt., Tech. M.W. Div. Aurangzeb Lane, Vidyut Bhawan, New Delhi.	Charge Officer	8 The area bounded by Khushak Nala from its junction with Ring Railway upto X-Avenue, Road leading to Govt. Hr. Sec. School, upto M-Avenue, M-Avenue upto

S. No.	Authority	Designation	Census Charge No.	Area
1	2	3	4	5
				Brig. Hoshiar Singh Marg, Imaginary line from the junction of Brig. Hoshiar Singh Marg and L-Avenue upto Ring Railway and Ring Railway upto Khushak Nala.
	85. Sh. Vijay Mangla, Supdt., Tech. Distribution North Div. Vidyut Bhavan, Aurangzeb Lane, New Delhi.	Charge Officer	9	The area bounded by Ring Road from its junction with Sardar Patel Marg (Kitchner Road, at Dhaula Kuan upto its junction with M-Avenue, M-Avenue upto its junction with Ring Railway through an imaginary line, Ring Railway upto its junction with (Mehrauli Road) Aurobindo Marg, Aurobindo Marg upto its junction with Safdarjung Road, Safdarjung Road upto its junction with Teen Murti Marg, Teen Murti Marg and Wellingdon Crescent upto its junction with Sardar Patel Marg (Kitchner Road) Sardar Patel Marg upto its junction with Ring Road at Dhaula Kuan.
C. CANTONMENT BOARD AREA				
	86. Shri N.P. Dubay, Pension Supdt., Office of the Cantonment Board, Delhi Cantt.	Charge Officer	1	Area under jurisdiction of Cantonment Board.
D. RURAL AREA				
	Delhi Tehsil			
	87. Tehsildar, Delhi Tehsil	Charge Officer	1	1. Lampur 2. Bankner, 3. Bhorgarh 4. Kureni 5. Tikri Khurd 6. Singhola 7. Singhu 8. Hamidpur 9. Tajpur Kalan 10. Akbarpur Majra 11. Palla 12. Qallakpur 13. Jhangla 14. Sunger Pur 15. Fatehpur Jat 16. Tigipur 17. Bakhtwar Pur 18. Bankauli 19. Khampur 20. Shahpur Garhi (Shahpur) 21. Razapur Kalan 22. Sanoth 23. Ghoga 24. Daryapur Kalan 25. Hareoli 26. Ochandi 27. Mungeshpur 28. Qutab Garh 29. Katewra 30. Bazidpur Thakran 31. Nangal Thakran 32. Bawana 33. Iradat Nagar alias Naya Bans 34. Holambi Khurd 35. Holambi Kalan 77. Naharpur 78. Pitampura 79. Yakutpur 80. Sahipur 81. Haiderpur 82. Shanjarpur 83. Mukandpur 84. Kamalpur 85. Jharoda Majra Burari Total No. of villages 44.
	88. Block Development Officer, Alipur Block, Delhi.	Charge Officer	2	36 Alipur 37. Zindpur 38. Hiranki 39. Mohd. Pur Ramzanpur 40. Tihari Daulat Pur 41. Ibrahimpur 42. Garhi Khasru 43. Mukhmelhur 44. Bodhpur Bijapur 45. Khera

			Kalan 46. Khera Khurd 47. Pooth Khurd 48. Sultanpur Dabas 49. Chand Pur 50. Budhanpur 51. Salahpur Majra 52. Khor Jat 53. Khor Punjab 54. Chatesar 55. Jonti 56. Garhi Rindhala 57. Lad Pur 58. Kanjhawala 59. Mohd. Pur Majri 60. Kasala 61. Warwala 62. Pansali 63. Pehladpur Bangar 64. Sahibabad Daulatpur 65. Kankar Khera 66. Shamapur 67. Siraspur 68. Nangli Poona 69. Qadipur 70. Salempur Majra Burari 71. Badarpur 72. Pur 73. Burari 74. Libaspur 75, Bhalswa Jahangirpur 76. Badli, Total No. of villages **41**.
89. Block Development Officer, Shahdara Block, Delhi.	Charge Officer	3	86. Wazirabad 87. Gopalpur 88. Jagatpur (Burari) 89. Sabapur 90. Baqiabad 91. Saadat Pur Musalmanan 92. Saadatpur Gujran 93. Sherpur 94. Garhi Mendu 95. Khajoori Khas 96. Beharipur 97. Qarawal Nagar 98. Dayalpur 99. Jiwanpur alias Johripur 100. Khampur Dhani 101. Mustafabad 102. Mirpur Turk 103. Tukhimir pur 104. Ziauddin pur 105. Jafarabad 106. Babarpur 107. Gokalpur 108. Mandauli 109. Shakarpur Baramad 110. Shamaspur 111. Gharonda Neemka Bangar alias Patpar Ganj 112. Kotla 113. Gharonda Neemka Khadar 114. Chilla Saroda Khadar 115. Chilla Saroda Bangar 116. Dallo Pura 117. Kondli 118. Gharoli Total No. of villages **33**.
90. Block Development Officer, Najafgarh Block, Najafgarh.	Charge Officer	4	119. Tikri Kalan 120. Nizampur Rasidpur 121. Saoda 122. Gheora 123. Jafarpur alias Hiran Kudna 124. Bakarwala 125. Bapraula 126. Nangli Sakrawati 127. Dichaon Kalan 128. Neelwala 129. Jharoda Kalan 130. Surakhpur 131. Mitraon 132. Khera 133. Roshanpura alias Dichaon Khurd 134. Dindar Pur 135. Kharkhari Nahar 136. Surera 137. Kair 138. Mundhela Khurd 139. Mudhela Kalan 140. Jafarpur Kalan 141. Khera Dabar 142. Sherpur Deri 143. Ujwa 144. Shamaspur Khalsa 145. Bagar Garh 146. Isapur 147. Qazi pur 148. Malikpur Zer Najafgarh 149. Daryapur Khurd 150. Goman Hera 151. Jhuljhuli 152. Sarangpur 153. Dhansa 154. Ghalibpur 155. Raota 156. Deorala Total No. of villages **38**.
Mehrauli Tehsil			
91. Block Development Officer, Kanjawala	Charge Officer	5	1. Madanpur Dabas 2. Rasool pur 3. Ranikhera 4. Mubarakpur Dabas 5. Begum pur 6. Poot Kalan 7. Kirari Suleman Nagar 8. Nithari 9. Mundka 10. Tilangpur Kotla 11. Ranhola Shafipur 12. Qamruddin Nagar 13. Nangli Jat 14. Sultanpur Majra 15. Mangholpur Khurd 16. Rithala 17. Mangholpur Kalan 18. Garhi Piran 19. Jawala Heri 20. Nangloi Sayed 21. Nilothi 22. Hastsal 23. Razapur Khurd 24. Nawada Mazra Hastsal 25. Matola 26. Mirzapur 27. Bindapur 28. Dabri 29. Sagarpur 30. Nasirpur. Total No. of villages **30**.

S. No.	Authority	Designation	Census Charge No.	Area
1	2	3	4	5
92.	Tehsildar, Mehrauli Tehsil	Charge Officer	6	31. Palam 32. Lohar Heri 33. Kakrola 34. Goela Khurd 35. Tajpur Khurd 36. Qutab Pur 37. Ambar Hai 38. Toughanpur 39. Bagrola 40. Shahupur 41. Shahbad Mohd.pur 42. Pochanpur 43. Dhul Siras 44. Chhawala 45. Rewla Khampur 46. Paprawat 47. Khar Khari Jatmal 48. Khar Khari Rond 49. Pind Wala Kalan 50. Pind Wala Khurd 51. Daulat Pur 52. Hasanpur 53. Asalatpur Khawad 54. Zindpur 55. Shikarpur 56. Jhatikra 57. Nanak Heri 58. Raghupur 59. Bodhosra 60. Kangan Heri 61. Bamonoli 62. Bhartal 63. Nangal Devat 64. Bijwasan 65. Salahpur 66. Kapas Hera. Total No. of villages **36**.
93.	Block Development Officer, Mehrauli	Charge Officer	7	67. Sambhalka 68. Malikpur Kohi alias Rangpuri 69 Mahipal Pur 70. Kusampur 71. Moradabad Pahari 72. Masudpur 73. Rajokari 74. Ghatorni 75. Yahya Nagar 76. Gadaipur 77. Sultanur 78. Chattarpur 79. Maidan Garhi 80. Neb Sarai 81. Saidul Ajaib 82. Lado Sarai 83. Tigri 84. Deoli 85. Rajpur Khurd 86. Satberi 87. Chandan Hola 88. Jonapur 89. Dera 90. Mandi 91. Fatehpur Beri 92. Bhati 93. Asola 94. Shahur Pur 95. Kotla Mahigiran 96. Saidabad 97. Aali 98. Jaitpur 99. Molar Band 100. Mithapur 101. Tajpur 102. Pul Pehlad. Total No. of villages **36**.
E.	RAILWAY AREA			
	Divisional Engineer Estate, Northern Rly. Divisional Office, Chelmsford Road, New Delhi.	Census Officer	1	All Railway areas in the Union Territory of Delhi.
94.	Asstt. Engineer Estate, Northern Rly. Divisional Office, Chelmsford Road, New Delhi.	Charge Officer	1	All Railway Areas in the Union Territory of Delhi.

Additional Census Officer

1. J.C. Gupta, Asstt. Director, Bureau of Eco. and Statistics, Delhi Admn. Old Sectt. Delhi.	Addl. Census Officer	For the Houselisting Operations in the Union Territory of Delhi.
2. K.G. Wadhwa, Asstt. Director, Bureau of Economics and Statistics, Delhi Admn. Old Sectt. Delhi.	Addl. Census Officer	For the Houselisting Operations in the Union Territory of Delhi.

Sd/-

(W. SHAIZA)

Special Secretary (Planning)

No. F 10 (5)/C/79/Plg. Dated

Copy for information to:
1. All the Officers concerned.
2. The Municipal Commissioner (Principal Census Officer), Municipal Corporation, Delhi.
3. The Secretary, NDMC (City Census Officer for N.D.M.C.)
4. The Executive Officer, Delhi Cantt. (Town Census Officer for Cantonment Board).
5. The Revenue Assistant, Office of the Deputy Commissioner, Delhi (Census Officer for rural areas).
6. The Deputy Commissioner, Tis Hazari Courts, Delhi.
7. The Director of Bureau of Economics & Statistics, Old Sectt. Delhi.
8. The Development Commissioner, Delhi Admn., Under Hill Road, Delhi.
9. Director of Information & Publicity Bureau (Delhi Admn.) for publication in Extraordinary Gazette.
10. The Director of Census Operations, Pushpa Bhawan, C Block, Ground Floor, Madan Gir Road, Chirag Delhi, Delhi-62 (50 copies).
11. The Registrar General, India, 2-A Mansingh Road, New Delhi.
12. The Director of Education, Delhi Administration, Old Sectt. Delhi.
13. The Divisional Manager, Northern Rly. Divisional Office, Chelmsford Road, New Delhi

THE SPECIAL SECRETARY (PLANNING)

Delhi Administration : Delhi

DELHI ADMINISTRATION

(PLANNING DEPARTMENT)

NOTIFICATION

Delhi the July, 1980

No. F. 10(5)/C/79/Plg. In pursuance of the provisions of sub-section (i) of section 8 of the Census Act, 1948 (XXXVII of 1948), the Lt. Governor, Delhi is pleased to publish in Annexures I and II, the questions of the Individual Slip and the Household Schedule which the Census Officers are directed to ask of all persons within the limits of their respective jurisdiction in the Union Territory of Delhi, in connection with the actual enumeration of the 1981 Census to be conducted during Feb.-March 1981.

By Order

Spl. Secretary (Planning)

Delhi Administration: Delhi.

ANNEXURE I

QUESTIONNAIRE TO BE ASKED AT THE TIME OF ENUMERATION

(Individual Slip)

Universal

1. Name
2. Relation to head
3. Male/Female
4. Age
5. Marital status
6. Mother-tongue
7. Two other languages known
8. Religion
9. Whether Scheduled Caste or Scheduled Tribe
10. Name of Caste/Tribe
11. Literate/Illiterate
12. Educational attainment
13. Attending school/college

14A: Worked any time at all last year?

14B: If yes in 14A, did you work for major part of last year?

15A: Main activity last year.

If household industry/other work in 15A
(i) name of Establishment
(ii) description of work
(iii) nature of industry, trade or service
(iv) class of worker

15B: If yes in 14B; any other work any time last year?

If No in 14B, work done any time last year?

If household industry/other work 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?

Sample

1. Birth place
   (a) place of birth
   (b) rural/urban
   (c) district
   (d) state/country
2. Last residence
   (a) Place of last residence
   (b) rural/urban
   (c) district
   (d) state/country
3. Reasons for migration from place of last residence
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 serviving 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?

ANNEXURE II

QUESTIONNAIRE TO BE ASKED AT THE TIME OF ENUMERATION

(Household Schedule)

Household Schedule

Part I Household Particulars

1. Name of head of household
2. Religion of the head of household
3. Whether head of household belongs to Scheduled Caste or Scheduled Tribe.
4. Name of caste/tribe of head of household.
5. Language mainly spoken in the household.
6. Does the household live in owned house?
7. If 'No' 6, does the household own a house or house site in the village or town of enumeration?
8. Predominant construction material of the house occupied by household:
   (a) wall,
   (b) roof,
   (c) floor.
9. Facilities available to the household:
   (a) Drinking water supply
      (i) source
      (ii) within premises/ outside premises
   (b) Electricity
   (c) Toilet (for urban areas only)
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?
13. If 'Yes' in 12, whether owned/rented/owned and rented.
14. If rented, enter local name of tenancy.
15. Total population of household.

Part II, Population Record

1. Name
2. Relationship to head (indicate serial number of mother within brackets if present in the household for children upto ten years).
3. Sex
4. Age
5. Marital Status

DELHI ADMINISTRATION

(PLANNING DEPARTMENT)

NOTIFICATION

Date:—

No. F. 10(5)/C/79/Plg.—In pursuance of the provisions of sub-section (2) of section 4 of the Census Act, 1948 (XXXVII of 1948) the Lt. Governor, Delhi is pleased to make the amendments as indicated in Part I below in the appointment of Charge Officers published in the Extra Ordinary Delhi Gazette No. 133 dated the 14th May, 1980. The Lt. Governor is further pleased to appoint Additional Charge officers as indicated in Part II below to take or aid in or supervise the taking of the 1981 Census in the areas of Union Territory of Delhi as indicated against each in Column 5:—

Sl. No.	Authority	Designation	Census Charge No.	Area
1	2	3	4	5
Part I. Amendments				
1.	Principal, Ramjas Sr. Sec. School, No. 4, Chitra Gupta Road, Paharganj, New Delhi.	Charge Officer	25 26	As assigned to the Charge Officer and published in the Extra Ordinary Gazette No. 133 dated 14th May 1980
2.	Principal. Govt. Model Sr. Sec. School, No. 1 Ludlow Castle, Alipur Road, Delhi.	Charge Officer	44 52	Do. Do.

Sl. No.	Authority	Designation	Census Charge No.	Area
1	2	3	4	5
3.	Principal, Govt. Boys Sr. Sec. School, No. 1, Lodi Road, New Delhi.	Charge Officer	59	As assigned to the Charge Officer and published in the Extra Ordinary Gazette No. 133 dated 14th May 1980.
4.	Incharge, Shri Baij Nath Hr. Sec. School, Ishwar Nagar, Mathura Road, New Delhi.	Charge Officer	62	Do.
5.	Principal, Govt. Boys Sr. Sec. School, Madangir, New Delhi.	Charge Officer	66	Do.
6.	Principal, Govt. Boys Sr. Sec. School No. 2, Kalkaji, New Delhi.	Charge Officer	67	Do.
Part II— Additions				
1.	Vice Principal, Govt. Boys Sr. Sec. School, Shahdara.	Additional Charge Officer	1	Do.
2.	Vice Principal, Govt. Boys Sr. Sec. School, Seelampur	Additional Charge Officer	2	Do.
3.	Principal, Govt. Boys Sr. Sec. School, Brahmpuri.	Additional Charge Officer	2	Do.
4.	Vice Principal, Govt. Boys Sr. Sec. School, Brahmpuri.	Additional Charge Officer	2	Do.
5.	Vice Principal, Govt. Boys Sr. Sec. School, B.R. Shahdara, Delhi.	Additional Charge Officer	3	Do.
6.	Vice Principal, Govt. Boys Sr. Sec. School, No.1, Gandhi Nagar, Delhi.	Additional Charge Officer	4	Do.
7.	Vice Principal, Govt. Boys Sr. Sec. School, Gita Colony, Delhi.	Additional Charge Officer	5	Do.
8.	Vice Principal, Govt. Boys Sr. Sec. School, Krishan Nagar, Delhi.	Additional Charge Officer	7	Do.
9.	Vice Principal, Ramjas Sr. Sec. School, No. 4, Chitra Gupta Road, Pahar Ganj, New Delhi.	Additional Charge Officer	25	Do.
10.	Vice Principal, Govt. Boys Sr. Sec. School, Dev Nagar, New Delhi.	Additional Charge Officer	37	Do.
11.	Vice Principal, Govt. Boys Sr. Sec. School, No. 3, West Patel Nagar, New Delhi.	Additional Charge Officer	38	Do.
12.	Vice Principal, Govt. Boys Sr. Sec. School, Rampura, Delhi.	Additional Charge Officer	42	Do.

Sl. No.	Authority	Designation	Census Charge No.	Area
1	2	3	4	5
13.	Vice Principal, Govt. Boys Sr. Sec. School, Ashok Vihar, Phase II, New Delhi.	Additional Charge Officer	55	As assigned to the Charge Officer and published in the Extra Ordinary Gazette No. 133 dated 14th May, 1980.
14.	Vice Principal, Govt. Boys Sr. Sec. School, Defence Colony, New Delhi.	Additional Charge Officer.	61	Do.
15.	Vice Principal, Shri Baij Nath Hr. Sec. School, Ishwar Nagar, Mathura Road, New Delhi.	Additional Charge Officer	62	Do.
16.	Vice Principal, Govt. Boys Sr. Sec. School, Andrews Ganj, New Delhi.	Additional Charge Officer	64	Do.
17.	Vice Principal, Govt. Boys Sr. Sec. School, Madangir, New Delhi.	Additional Charge Officer	66	Do.
18.	Vice Principal, Govt. Boys Sr. Sec. School No. 2, Kalkaji, New Delhi.	Additional Charge Officer	67	Do.
19.	Vice Principal, Govt. Boys Sr. Sec. School No. II, Shakurpur.	Additional Charge Officer	74	Do.
20.	Vice Principal, Govt. Boys Sr. Sec. School No. 1, Rajouri Garden, New Delhi.	Additional Charge Officer	76	Do.
21.	Vice Principal, Govt. Boys Sr. Sec. School No. 1, Tagore Garden, New Delhi.	Additional Charge Officer	82	Do.
22.	Vice Principal, Govt. Boys Sr. Sec. School No.II, Tilak Nagar, New Delhi.	Additional Charge Officer	83	Do.
23.	Vice Principal, Govt. Boys Sr. Sec. School, Mangolpuri, New Delhi.	Additional Charge Officer	86	Do.

By Order

( )

Spl. Secretary (Planning)

Delhi Administration, Delhi.

DELHI ADMINISTRATION: DELHI

(PLANNING DEPARTMENT)

NOTIFICATION

No. F. 10(5)/C-/80/Plg.(I):—In exercise of the powers conferred by sub-section (2) of Section 4 of the Indian Census Act (No. XXXVII) of 1948 the Lt. Governor, Delhi is pleased to appoint Assistant Director of Census Operations, Delhi to be the Census Officer for the entire Union Territory of Delhi.

No. F. 10(5)/C-/80/Plg.(II): In pursuance of the Provisions of sub-section (3) of Section 4 of the Indian Census Act (No. (XXXVII) of 1948 the Lt. Governor, Delhi is pleased to authorise the Assistant Director of Census Operations, Delhi to sign declaration of appointments in respect of the Supervisors and Enumerators within the whole of the Union Territory of Delhi.

By Order

( )

Special Secretary, (Planning)

Delhi Administration, Delhi.

APPENDIX V

MISCELLANEOUS CIRCULARS AND PRE-TEST FORMS

(FIRST PRE-TEST)

APPENDIX V-1
CENSUS OF INDIA 1981
HOUSELIST

Name of District..... Code No..... Name of village/Town/Island.....Code No.....

Name of taluk/Tehsil/Police Station/Dev. Block.....Code No.....

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

Sl. No.	Building No. (municipal or local authority or census No.)	Census house No.	Predominant construction material of census house			Purpose for which census house is used	Facilities in the house		
			Wall	Roof	Floor		Electricity	Drinking water supply	
							Available —1 Not available —2	Available —1 Not available —2	Source Well..... 1 Tap ..... 2 Hand Pump ... 3 River ..... 4 Tank ..... 5 Others 6
1	2	3	4	5	6	7	8	9	10

Facilities in the house (urban areas only)	Is this house used wholly or partly as an establishment ?		If used wholly or partly as a residence			
Toilet	If yes, describe	If household type activity go to Estt. Sch. and note Serial No. (from col. 1)	Household No.	Name of the head of household	If Head S.C. or S.T., write name of caste/tribe	Is there a physically handicapped person in the household ? If so indicate No. within brackets for each category
Available — 1 Not available — 2						Totally blind ..... 1 Totally dump ..... 2 Totally disabled.... 3
11	12	13	14	15	16	17

If used wholly or partly as a residence							
No. of living rooms in the occupation of census household	Does the household live in owned or not owned house (i) Owned —1 (ii) Not owned —2	No. of persons normally residing in census household on day of visit of the enumerator			Does the household cultivate land Owned ..... 1 Rented ..... 2 Owned & Rented 3 Does not cultivate 4	No. of married couples in the household (both spouses usually living in the household)	Remarks
		M	F	T			
18	19	20	21	22	23	24	25

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

(FIRST PRE-TEST)

APPENDIX V-2

CENSUS OF INDIA 1981

HOUSELIST ABSTRACT

Name of District.....Delhi.....Code No. 1 Name of Village/Town DMC (U) Code No. III

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

Page No. of House-List	Number of Census Houses						Number of Households		Total population		
	Occupied residential census Houses (7)			Vacant Census Houses	Census Houses put to other uses	Total of columns 4, 5 and 6	Total Households including institutional Households	Institutional households	Males	Females	Total
	Wholly residential	Partly residential	Total								
1	2	3	4	5	6	7	8	9	10	11	12
.....	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....
.....	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....
.....	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....
.....	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....
.....	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....
.....	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....
.....	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....
Total											

Checked and found correct.

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

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

APPENDIX V-3

CENSUS OF INDIA 1981

HOUSEHOLD ESTABLISHMENT SCHEDULE

(For household type activity only)

Name of District.....Code No. ..... Name of Taluk/Tehsil/Police Station/ Dev. Block/Island .....Code No. .....

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

Sl. No	Serial No. in houselist	Census house No.	Name of the establishment/ head of household	Average No. of persons working daily during last week last working season		Type of fuel/power used	Description of the products, processing, servicing done or goods bought and /or sold or bought for sale	In case of manufacturing		Financial assistance	
				Total	Hired			Seasonal	1	Government	1
								Perennial	2	Bank credit	2
								in case of trade :		Coop. Societies	3
										Private	4
								Wholesale	3	Others	5
								Retail	4	Not available	6
1	2	3	4	5	6	7	8	9		10	

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

FIRST PRE-TEST

APPENDIX V-4

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) .....

13A 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 13A,

(i) Name of establishment.....

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

.....

.....

(iii) Description of work.....

.....

(iv) Class of worker.....

13B 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.....

13C If No in 12 or 13 A, seeking work? .....Yes (1) [ ] No (2) [ ]

14A If Yes in 12, worked at least one day in last week?

Yes (C/AL/HHI/OW) .....

No

If HHI/OW in 14A,

(i) Name of establishment.....

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

.....

.....

(iii) Description of work.....

.....

(iv) Class of worker.....

14B If No in 14A, seeking work during last week?..... Yes(1) [ ] No 2 [ ]

FIRST PRE-TEST

CENSUS OF INDIA 1981
INDIVIDUAL SLIP
(Sample)

CONFIDENTIAL

1 Any other language known.....

2 Birth place

(a) Place of birth.....

(b) Rural (1) Urban (2) .....

(c) District.....

(d) State/Country.....

3 Last residence

(a) Place of last residence.....

(b) Rural (1) Urban (2).....

(c) District.....

(d) State/Country.....

4 Duration of residence at the village or town of enumeration.....

5 For all over-married women only

(a) Age at marriage.....

(b) Number of children ever born

Male.....Female.....

(c) Number of children living

Male.....Female.....

6 For currently married women only

(a) Any child born during last one year?

Yes (1) / No (2).....

(b) Has this birth been registered?

Yes (1) / No (2).....

लोकेशन कोड/Location Code ——————————

ग्राम या नगर का नाम/Name of Village or Town——————————

गोपनीय
CONFIDENTIAL

APPENDIX V-5

भारत की जनगणना 1981
CENSUS OF INDIA 1981

जनगणना
POPULATION

पुरुष | MALE

क्रम संख्या Sl. No.	नाम प्रश्न 1 Name Q-1	कर्ता से संबंध प्रश्न 2 Relationship to head Q-2	लिंग प्र० 3 Sex Q-3		आयु प्र० 4 Age Q4	वैवाहिक स्थिति प्रश्न 5 Marital status Q-5	अ० जा० प्र० 9 SC Q. 9	अ०ज० जा० प्र० 9 S. T. Q. 9	साक्षर प्र० 10 Literate Q. 10	निरक्षर प्र० 10 Illiterate Q. 10	क्या गत वर्ष किसी भी समय कोई काम किया ? प्रश्न 12 Worked any time at all during last year ? Q 12					यदि प्रश्न 12 में हाँ तो क्या गत वर्ष/मौसम में यही आपका मुख्य काम था? (प्रश्न 13 ए) If yes in Q. 12, was this your main work last year/season ? (Q 13A) ?					क्या काम खोज रहे थे? प्र०-13 से. (कालम 16 या 21 नहीं की जाँच करे) Seeking work? Q 13C (Check No in col. 16 or 21)	
			पुरुष M	महिला F							हाँ Yes				नहीं No	हाँ Yes				नहीं No	हाँ Yes	नहीं No
											का० C	खे०म० AL	पा० उ० HHI	अन्य OW		का० C	खे०म० AL	पा० उ० HHI	अन्य OW			
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23

कालक 2, 3, 6 और 7 के सिवाय अन्य कालमों का जोड़/
Total of all columns except cols. 2, 3, 6 & 7

प्रगणक के हस्ताक्षर/Signature of Enumerator——————

तारीख/Date

*व्यक्तिगत पर्ची से भरना है।/*To be filled from individual slip

48—1/Census/Delhi/84

(प्रथम पूर्व परीक्षण)
(FIRST PRE-TEST)

रिकार्ड*
RECORD*

प्रगणक की ब्लाक संख्या/Enumerator's block No.

परिवार की संख्या/Household No.

पुरुष MALE										महिला FEMALE														
क्रम संख्या Sl. No.	यदि प्रश्न 12 में हाँ तो क्या गत सप्ताह कम से कम एक दिन काम किया? (प्रश्न 14 ए) If yes in Q 12 worked at least one day in last week ? (Q 14 A)					अ०जा० प्र० 9 SC. Q.9	अ० ज०जा० प्र० 9 ST. Q·9	साक्षर प्र०10 Literate Q.10	निरक्षर प्र० 10 Illiterate Q. 10	गत वर्ष किसी भी समय कोई काम किया ? प्रश्न 12 Worked any time at all during last year ? Q 12					यदि प्रश्न 12 में हाँ तो क्या गत वर्ष/मौसम में यही आपका मुख्य काम था ? (प्रश्न 13 ए) If yes in Q 12, was this your main work last year/season ? (Q 13A)					क्या काम खोज रहे थे (प्र० 13 सी० कालम 37 या 42 में नहीं की जाँच करे) Seeking work ? (Q 13 C) Check No in col. 37 or 42)		यदि प्रश्न 12 में हाँ तो क्या गत सप्ताह मे कम से कम एक दिन काम किया ? प्रश्न 14 ए If yes in Q. 12, worked at least one day in last week ? Q 14A				
	हाँ Yes				नहीं No					हाँ Yes				नहीं No	हाँ Yes				नहीं No	हां Yes	नहीं No	हाँ Yes				नहीं No
	का० C	खे० म० AL	पा० उ० HHI	अन्य OW						का० C	खे०म० AL	पा०उ० HHI	अन्य OW		का० C	खे०म० AL	पा०उ० HHI	अन्य OW				का० C	खे० म० AL	पा० उ० HHI	अन्य OW	
1	24	5	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49

पर्यवेक्षक के हस्ताक्षर/Signature of Supervisor

तारीख/Date

(SECOND PRE-TEST)

50—1 Census/Delhi/84

APPENDIX V-6

CENSUS OF INDIA 1981

HOUSELIST

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. .....

Serial No.	Building No. (Municipal or local authority census No.)	Census house No.	Purpose for which census house is used (if totally non-residential go to ECS)	Household No.	Name of the head of household	Is the household engaged in an enterprise using the member of the household or hiring outside labour within or outside this census house and with or without premises, if so, go to ECS.	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
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.....

Also please note that the houseless households have to be entered in Section 4 of the abridged houselist during the course of enumeration and assigned serial number of households with a suffix 'O' separated by a dash (—) as shown in the illustration.

* It is assumed that the last serial No. of household in Section 3 was 143. It is also assumed that there were 150 entries in column 1 of Section 3. It is also assumed that in the earlier example, the building No. A2/110 which was used as a workshop during houselisting has been found to be occupied by households at the time of enumeration. Please note that the first serial No. of household in Section 4 is continuous. Please note that the new households are being assigned census code. In Section 3, a suitable remark under column 8 against building No. A2/110 which was a workshop, has to be given for cross-check.

APPENDIX V-7

CENSUS OF INDIA 1981

HOUSELIST ABSTRACT

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

Name of Tehsil/Taluka/P.S./Dev. Block/ Name or Number of Ward/Mohalla/Hamlet/

Island etc.....Code No. .....Enumerator's Block.....Code No.....

Page No. of Houselist	Number of Census Houses						Total Number of Households	Total Population		
	Occupied residential Census Houses			Vacant Census Houses	Census Houses put to other uses	Total of columns 4, 5 and 6		Males	Females	Total
	Wholly residential	Partly residential	Total							
1	2	3	4	5	6	7	8	9	10	11

Checked and found correct.

Signature of Enumerator .....

Date .....

Signature of Supervisor .....

Date.....

APPENDIX V-8

Annex-C

CENSUS OF INDIA 1981

Page No.

ABRIDGED HOUSE LIST FOR EACH CENSUS ENUMERATOR'S BLOCK

SECTION 1: Identification particulars

	Name	Location Code
District		
Taluk/Tehsil/P.S./Dev. Block/Island		
Village/Town		
Ward/Mohalla/Hamlet		
Enumerator's block		

SECTION 2* : Population of Enumerator's block

SECTION 3 : House list (to be copied from the original Houselist)

Serial No.	Building No.	Census House No.	@% Purpose for which census house is used	@ Household No.	Serial No. of the households	@& Name of the head of household	** Remarks
1	2	3	4	5	6	7	8

SECTION 4 : Addenda to Section 3 (To record census house/households not covered in Section 3 but found by census enumerator during enumeration).

* To be filled only on completion of census enumeration.

% Record purpose as given in the original houselist.

@ If any of these characteristics have changed at the time of census enumeration the census enumerator may insert appropriate correction in columns.

& If the name of head of the household is different from the one recorded in the original Houselist, the enumerator may correct this column at the time of enumeration. For Institutional Households add "(I)" after the name of the Head of the household.

** Record Remarks as given in the original houselist.

Signature of Supervisor and date.....

Signature of Enumerator and date.....

(SECOND PRE-TEST) CONFIDENTIAL

APPENDIX V-9

CENSUS OF INDIA 1981

INDIVIDUAL SLIP
(Universal)

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 ...

14A Worked any time at all last year? Yes / No (H/ST/D/R/B/I/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/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 Any other work ('Yes' in 14B) / Any work ('No' in 14B) any time last year? Yes (C/AL/HHI/OW) / No

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 or available for work? Yes (1)/No (2)

CENSUS OF INDIA 1981 CONFIDENTIAL

INDIVIDUAL SLIP

(Sample)

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)

APPENDIX V-10

CONFIDENTIAL

CENSUS OF INDIA 1981

HOUSEHOLD SCHEDULE

Book No.....

Part I: Household Particulars

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 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) | 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., R.C.C. (7) | Others (8) |.....

(c) FLOOR | Mud (1) | Wood/planks (2) | Bamboo or logs (3) | Bricks,stone and lime (4) | Cement (5) | Mosiac/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 occupations 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 nstitutional write 'I' for houseless write 'O'.

†Consult list supplied to you.

If not belonging to S.C./S.T., put cross (×) in the box.

MALE

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	Marital status	Name of Scheduled Caste/Tribe, if any		Literacy		Entry in 14A		
			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

(a) Enter total after counting number of entries

Record

CONFIDENTIAL

	MALE												FEMALE									
	Entry in 14 B		Entry in 15 A				Whether seeking or available for work		Name of Scheduled Caste/Tribe if any		Literacy		Entry in 14 A		Entry in 14 B		Entryin 15 A				Whether seeking or available for work	
Serial No.	Yes	No	C	AL	HHI	OW	Yes	No	Caste@	Tribe@	Illite-rate	Liet-rate	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.....

(@) Enter total after counting number of entries

Signature of Enumerator.....

IMPORTANT INSTRUCTIONS

1 Record location code on each schedule and form, etc.

2 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.

APPENDIX V—11

DELHI ADMINISTRATION : DELHI

No. F. 21/2/79/M & E

Dated the———

To,

All Heads of Departments.
All Principals of Schools.

Sub:—Special entries in the Annual Report of the concerned Officers/employees engaged in Census Operations 1981.

Sir,

As you are aware the work of Census Operation 1981 has already been taken up. From the month of Sept. 1980 the Houselisting will be started and the actual Census would commence from the month February-March 1981. For this comprehensive programme Government servants such as Tehsildars, B.D.Os., Principals/Head-Masters and Teachers of the School have been deployed on Census Duty.

The Govt. expect that all the concerned persons for this purpose should discharge their duties with honesty, great interest and responsibility. In this connection it has been decided that the appreciable work done by the officers/employees for Census Operation 1981 should be mentioned in their C.R. for the year 1980-81. Similarly the carelessness in this regard should also be mentioned in their C.R. In this respect Census Office is considering a proposal also to reward the excellent workers by medals or in some other manner.

All the concerned Officers/Officials may please be informed accordingly.

Yours faithfully
Sd/-
(W. SHAIZA)
Chief Secretary

No. 21/2/79/M&E

Dated, the———

APPENDIX V—12

P. PADMANABHA

D.O. No. 9/25/78-CD(CEN)
Ministry of Home Affairs
The Registrar General, India
New Delhi,
Dated, the 7 April, 1979.

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

Dear Shri,

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

We now propose holding the Second Pre-test 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 Pre-test 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 Pre-test, but for the final census operations to be held in 1980 and 1981, the scale of honorarium may be a 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 pre-test 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 Pre-test 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 Pre-test and I have no doubt, as in the past, your help will be forthcoming in aboundant 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 faithfully,
Sd/-
(P. PADMANABHA)

Shri

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.

जनगणना तत्काल

APPENDIX V—13

संख्या 5/6/78-डी० सी० ओ०/2021

भारत सरकार

गृह मन्त्रालय

कार्यालय जनगणना निदेशक, दिल्ली 1

"ग्राण्ड होटल"
2-अण्डर हिल रोड, सिविल लाइन्स
दिल्ली। दिनांक-24-5 79

सेवा में,

श्रीमती किरन वेदी,
उप-आयुक्त पुलिस मुख्यालय (11),
एम० एस० ओ० बिल्डिंग,
इन्द्रप्रस्थ इस्टेट, नई दिल्ली-2

विषय :— 1981 की जनगणना की तैयारी हेतु अनुसूचियों का द्वितीय पूर्व परीक्षण।

महोदया,

दिल्ली संघ राज्य में 1981 की जनगणना से सम्बन्धित अनुसूचियों का द्वितीय पूर्व परीक्षण दिनांक 1 जून 1979 से 15 जून 1979 तक किया जायगा। इस परीक्षण हेतु चुनी गई इकाइयों का विवरण आदि इस कार्यालय के संलग्न पत्र के कालम 5 में दिया गया है। अत: आपसे प्रार्थना है कि इसकी सूचना सम्बन्धित थाना अध्यक्षों को भेज दें और उन्हें निर्देश दें कि दिनांक 15 जून की रात को बेघर बार लोगों की जनगणना हेतु कार्यरत प्रगणकों की सुरक्षा के लिए प्रत्येक इकाई में दो-दो पुलिस अधिकारियों का सहयोग देने का कष्ट करें और इसकी सूचना इस कार्यालय को भी दी जाय।

इससे पूर्व सितम्बर मास 1978 में प्रथम पूर्व परीक्षण के समय आपने अपने पत्र संख्या 21760 दिनांक 20-9-78 के द्वारा जिला उप-आयुक्तों को उचित पुलिस प्रबन्ध करने हेतु हिदायतें दी थीं। अत: आपसे पुन: निवेदन है ठीक उसी प्रकार द्वितीय पूर्व परीक्षण में भी 15 जून की रात के लिए उचित प्रबन्ध करने की कृपा की जाए।

भवदीय

ह०

(जगदीश सिंह)

उपनिदेशक, जनगणना, दिल्ली

अनुलग्नक :—उपरोक्त

APPENDIX V—14

सेवा में,

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

संख्या 10881/अ०प० एवं याता०, दिनांक 6-6-1979

विषय : 1981 की जनगणना की तैयारी हेतु जनगणना अनुसूचियों का द्वितीय पूर्व परीक्षण।

महोदय,

कृपया आपके कार्यालय के पत्र संख्या 5-6-78—डी-सी-ओ/2021 दिनांक 24-5-79 के संदर्भ में उपरोक्त विषय पर।

इस सम्बन्ध में सम्बन्धित जिला पुलिस उप-आयुक्तों को उचित पुलिस प्रबन्ध करने हेतु हिदायतें दी जा रही हैं।

भवदीय

ह०

(किरन बेदी)

उप-आयुक्त पुलिस, मुख्यालय (11)

दिल्ली।

संख्या 10881/अ०प० एवं याता०, दिनांक 6-6- 1979

प्रतिलिपि मूल पत्र तथा संलग्न पत्रों की प्रतिलिपि सहित इस कार्यालय के पृष्ठांकन संख्या 21760—66/अ०प० एवं याता०, दिनांक 20-9-78 के संदर्भ में समस्त जिला उपआयुक्त पुलिस दिल्ली/नई दिल्ली को सूचनार्थ एवम् आवश्यक कार्यवाही हेतु इस कथन के साथ अग्रसारित है कि दिनांक 15-6-79 की रात बेघर बार लोगों की गणना हेतु कार्यरत प्रगणकों की सुरक्षा हेतु प्रत्येक उपर्युक्त इकाइयों में (जो भी आपके क्षेत्र से सम्बन्धित हो) दो पुलिस अधिकारियों का सहयोग देने की उचित व्यवस्था की जाए।

ह०

(किरन बेदी)

उप-आयुक्त पुलिस, मुख्यालय (11)

दिल्ली।

APPENDIX V—15

V. P. PANDEY
DY. REGISTRAR GENERAL

D.O. No. D-29012/03/79-RG(Ptg.)

Government of India
Ministry of Home Affairs
Office of the Registrar General, India
2/A, Mansingh Road,
New Delhi-110011, the 24 Sept. 1979.

Dear Shri Jagdish Singh,

Requisition for the printing of various schedules proposed to be canvassed during 1981 Census is to be sent to the Director of Printing, Nirman Bhawan, New Delhi for their printing in various regional languages. The requirements for your State for each form and instruction booklets with languagewise breakup has been worked out as follows:

Name of the Form		Language		
		Hindi	Urdu	English
1. Individual slip:	A	4,317,423	6,16,796	2,796,031
	T	822,127	117,451	532,422
2. Household Schedule	A	863,485	123,359	559,206
	T	164,425	23,490	106,485
3. Houselist	A	154,149	22,022	99,829
	T	17,984	2,569	11,647
4. Abridged Houselist	A	128,457	18,352	83,191
5. Houselist Abstract	A	15,414	2,202	9,984
6. Enumerators Abstract	A	15,414	2,202	9,984
7. Notional Map/Layout Sketch	A	38,537	5,506	24,957
Instruction Booklets for filling up				
8. Individual slip Household Schedule	A	8,992	1,285	5,823
9. Houselist	A	7,707	1,101	4,992
10. Training Manual	A	8,992	1,285	5,823
11. Supervisor Manual	A	2,055	294	1,331

A-Actual Census (Schedule in Black Ink)
T-Training (Schedule in Red Ink)

Please confirm by return of post that the above estimates worked out will be adequate.

Shri Jagdish Singh,
Dy. Director of Census Operations,
Delhi

Yours sincerely,
Sd/-
V. P. Pandey.

Method for estimation of total form requirement for 1981 Census

A. Individual Slip

It has been based on projected population as on 1st March, 1981 with an addition of 25% margin to cover wastage & emergency requirements.

B. Household Schedule

The total projected population for 1981 has been divided by 5 (average size of a household). This number has further been raised by 25% to cover wastage and for emergency requirements.

C. Houselist

The total projected population for 1981 has been divided by 5 to get estimated No. of households. 1971 Census houses used as 'non-dwellings' and 'vacant' have been inflated by 25% and added to estimated No. of households to give total No. of entries for Houselisting. The total No. of entries have been further enhanced by 45% to provide for multiple entries, blank entries and rapid growth of construction activities. Total No. of entries have been divided by 20 (number of lines in one-form) to get estimated No. of forms which has been inflated by 20% to cover wastage, emergency requirements and for use of officers. Since the houselist is to be prepared in duplicate, the estimates thus worked out have been doubled.

D. Abridged Houselist

Since the Abridged Houselist will only indicate each Census house irrespective of multiple uses of Census house. So its quantity has been fixed at 83.33 percent of Houselist.

E. Houselist Abstract

The work load for each enumerator has been fixed at 250 units for houselisting as 25% of the Houses in 1971 Census were found to be 'non-dwelling' and 'vacant'. As has to match houselist, the number has been fixed equal to the No. of Houselist.

F. Enumerator Abstract

The No. has been worked out on the basis of 3 copies of abstract for each enumerator to provide for all eventualities.

G. Instructions booklets for filling up Individual Slip & Household Schedule

On an average 670 persons for enumerator has been taken for enumeration, taking into consideration 150 households in rural area and 120 households in urban area. This No. has been raised by 20% to provide for supervisors. Further 55% has been provided for District Officers, Charge Officers and also Officers at the Head Quarter, wastage and emergency requirements.

H. Instructions booklet for filling up Houselist and Houselist Abstract

The No. has been estimated equal to Enumerators plus Supervisors and other 30% has been provided for District Officers, Charge Officers and also Officers at Head Quarter, wastage and emergency requirements, etc.

I. Training Manual

This has been estimated to equal to the No. of Instruction booklets for filling Individual Slip and Household Schedule.

J. Supervisor Manual

The No. of Supervisor Manual has been estimated equal to 1/5th of the number of enumerators inflated by 50% to provide for District Officers, Charge Officers and also Officers at Head Quarter, wastage and emergency requirements, etc.

K. Notional Map

There would be six maps per block taking into consideration both the operations.

APPENDIX V 16

List of Census Officers and Charge Officers

D.M.C. (U).

PRINCIPAL CENSUS OFFICER

1. Shri J.N. Singh
   Commissioner,
   Municipal Corporation,
   Town Hall, Delhi.

CITY CENSUS OFFICER

2. Shri Ganga Dass
   Deputy Commissioner,
   (T), Municipal Corporation,
   Town Hall, Delhi.

CENSUS OFFICERS

3. Shri Khem Chand
   Assistant Commissioner,
   Shahdara Zone,
   Municipal Corporation,
   Delhi.

4. Shri K.D. Tripathi,
   Assistant Commissioner,
   City Zone, Minto Road,
   Delhi.

5. Shri Onkar Singh
   Assistant Commissioner,
   Paharganj Zone, Sadar Thana Road,
   Delhi.

6. Shri R. K. Singh
   Assistant Commissioner,
   Karol Bagh Zone, Tibbia College,
   Delhi.

7. Shri B.K. Aggarwal
   Assistant Commissioner,
   Civil Lines Zone,
   Rajpura Road,
   Delhi.

8. Shri Suresh Chand Singhal
   Assistant Commissioner,
   Narela Zone, Narela,
   Delhi.

9. Shri P.C. Sharma
   Assistant Commissioner,
   New Delhi Zone, Lajpat Nagar,
   New Delhi.

10. Shri S.S. Harit
    Assistant Commissioner,
    South Zone, Green Park,
    New Delhi.

11. Shri B.L. Anand
    Assistant Commissioner,
    West Zone, Rajouri Garden,
    New Delhi.

12. Shri S.P. Jain
    Assistant Commissioner,
    Najafgarh Zone, Najafgarh,
    Delhi.

N.D.M.C.

CITY CENSUS OFFICER

13. Shri K.K. Bhasin
    Secretary,
    New Delhi Municipal Committee.
    Parliament Street, New Delhi.

ADDL. CENSUS OFFICER

14. Shri B.S. Raizada
    Deputy Secretary,
    New Delhi Municipal Committee,
    Parliament Street, New Delhi.

DELHI CANTT.

TOWN CENSUS OFFICER

15. Shri G.S. Sehal
    Executive Officer,
    Cantonment Board, Delhi Canton-
    ment, Delhi.

CENSUS OFFICER FOR RURAL AREA

16. Shri Nathu Singh
    Revenue Assistant,
    Deputy Commissioner Office,
    Tis Hazari Courts,
    Delhi.

RAILWAY AREA

17. Shri Santosh Kumar
    Divisional Engineer,
    (Estate) Northern Railway,
    Divisional Office,
    Chelmsford Road,
    New Delhi.

(B) CHARGE OFFICERS

D.M.C. (U)

1. Shri V. D. Sharma
   Principal,
   Govt. Boys Sr. Sec. School,
   Shahdara, Delhi.

2. Shri K. L. Sharma
Principal,
Govt. Boys Sr. Sec. School,
Seelampur, Delhi.

3. Shri S. C. Sharma.
Principal,
Govt. Boys Sr. Sec. School,
B. R. Shahdara,
Delhi.

4. Shri K. C. Sharma
Principal,
Govt. Boys Sr. Sec. School,
No. 1 Gandhi Nagar, Delhi.

5. Shri Ved Parkash
Principal,
Govt. Boys Sr. Sec. School,
Geeta Colony, Delhi.

6. Shri Vijay Shanker Gupta
Principal,
Govt. Boys Sr. Sec. School,
Mandavli, Delhi.

7. Shri R. P. Garg
Principal,
Govt. Boys Sr. Sec. School,
Krishan Nagar, Delhi.

8. Shri S. K. Biswas
Principal,
Govt. Boys Sr. Sec. School,
Kalyanpuri, Delhi.

9. Shri P. M. Malik
Principal,
Govt. Boys Sr. Sec. School,
No. 1, Mori Gate, Delhi.

10. Shri S.K. Mittal
Principal,
Rohtagi A.V. Hr. Sec. School,
Nai Sarak, Delhi.

11. Shri Lakshmi Chand
Principal,
Dao Dayal Hr. Sec. School,
Naya Bans, Khari Baoli,
Delhi.

12. Shri S.L. Sobti
Principal,
Atma Ram Sanatan Dharam Hr. Sec.
School, Ajmeri Gate,
Delhi.

13. Shri O.P. Tomar
Vice Principal,
Govt. Sec. School,
Zeenat Mahal, Kamla Market,
Delhi.

14. Shri Ganga Parsad Sharma
Principal,
Govt. Boys Hr. Sec. School,
Kabli Gate (Mori Gate-2)
Delhi.

15. Shri B.D. Jain
Principal,
Jain Hr. Sec. School,
Darya Ganj, Delhi.

16. Shri Mani Ram
Principal,
Ramjas Hr. Sec. School,
No. 1, Darya Ganj, Delhi.

17. Shri R.D. Bhatnagar
Principal,
Govt. Boys Sr. Sec. School,
Rouse Avenue, Delhi.

18. Shri C.S. Tyagi
Vice Principal,
Govt. Sec. School,
Bara Hindu Rao, Delhi.

19. Shri Har Bhajan Singh
Principal,
Govt. Sr. Sec. School,
Qutab Road, Delhi.

20. Shri M.R. Jain
Principal,
Hira Lal Jain Hr. Sec. School,
Sadar Bazar, Delhi.

21. Shri R.C. Sharma
Principal,
D.C.M. Boys Sr. Sec. School,
Kishan Ganj, Delhi.

22. Shri Rishi Kesh
Principal,
Govt. Boys Sr. Sec. School,
Pahar Ganj, Delhi.

23. Shri Jai Dev Sharma
Principal,
Ramjas Sr. Sec. School, No. IV,
Chitra Gupta Road, Pahar Ganj,
Delhi

24. Shri O.P. Mittal
Principal,
Govt. Boys Sr. Sec. School,
Padam Nagar, Delhi.

25. Shri G.S. Gupta
Principal,
Govt. Boys Sr. Sec. School,
No. 1, Roshanara Road, Delhi.

26. Shri V.D.L. Chugh
Principal,
Govt. Boys Sr. Sec. School,
Gulabi Bagh, Delhi.

27. Shri M.L. Nangia
Principal,
Govt. Boys (Sindhi) Sr. Sec. School,
Rajinder Nagar,
New Delhi.

28. Shri P.K. Chadha
Principal,
Govt. Boys Sr. Sec. School,
Naraina, New Delhi.

29. Shri S.R. Raktpa Desh
Principal,
Govt. Boys Sr. Sec. School,
Karol Bagh, New Delhi.

30. Shri L.K. Vidharathi
Principal,
Govt. Boys Sr. Sec. School,
Dev Nagar, New Delhi.

31. Shri Nasir Mehandi
Principal,
Govt. Boys Sr. Sec. School,
No. 3 West Patel Nagar,
New Delhi.

32. Shri M.L. Goel
Principal,
Ramjas Sr. Sec. School,
No. 2, Anand Parbat, New Delhi.

33. Shri T.R. Taneja
Principal,
Govt. Boys Sr. Sec. School,
Ranjit Nagar,
New Delhi.

34. Shri Dhian Singh
Principal,
Govt. Boys Sr. Sec. School,
Sarai Rohilla, Delhi.

35. Shri S.L. Juneja
Principal,
Govt. Boys Sr. Sec. School,
Rampura, Delhi.

36. Shri B.P. Shukla
Principal,
Govt. Model Sr. Sec. School,
No. 1 Ludlow Castle,
Alipur Road, Delhi.

37. Shri Madan Parkash
Principal,
Govt. Boys Hr. Sec. School No. 2,
Roop Nagar, Delhi.

38. Shri J.N. Mathur
Principal,
Govt. Boys Hr. Sec. School,
No. 2, Roop Nagar, Delhi.

39. Shri Bal Krishan
Principal,
Govt. Boys Sr. Sec. School,
No. 3, Roop Nagar,
Delhi.

40. Shri Chaudhry Karan Singh
Principal,
Govt. Boys Sr. Sec. School,
No. 1 Guru Tegh Bahadur Nagar,
New Delhi.

41. Shri Shambhu Dayal Sharma
Principal,
Govt. Boys Sr. Sec. School,
No. 1, Model Town,
Delhi.

42. Shri S. R. Sharma
Principal,
Govt. Boys Sr. Sec. School,
Timarpur, Delhi.

43. Shri B.K. Sharma
Principal,
Govt. Boys Sr. Sec. School,
No. 2, Shakti, Nagar, Delhi.

45. Shri K.N. Gupta
Principal,
Govt. Boys Sr. Sec. School,
Ashok Vihar Phase II,
Delhi.

46. Shri J.K. Saxena
Principal,
Govt. Boys Sr. Sec. School,
M.L. Narela, Delhi.

47. Shri Dharam Dev
Principal,
Govt. Boys Sr. Sec. School,
No. 2 Lawrance Road, Delhi.

48. Shri D.D. Uniyal
Principal,
Govt. Boys Sr. Sec. School,
Jangpura, New Delhi.

49. Shri P.S. Bhakuni
Principal,
Govt. Boys Sr. Sec. School,
No. 1, Lodhi Road,
New Delhi.

50. Shri B.P. Kala
Principal,
Govt. Boys Sr. Sec. School,
No. 2, Lajpat Nagar,
New Delhi.

51. Shri R.P. Govil
Principal,
Govt. Boys Sr. Sec. School,
Defence Colony, New Delhi.

52. Shri M.P. Singh
Incharge,
Shri Baij Nath Hr. Sec. School,
Ishwar Nagar, Mathura Road,
New Delhi.

53. Shri G.P. Gupta
Principal,
Govt. Boys Sr. Sec. School,
Sriniwaspuri, New Delhi.

54. Shri J.P. Gupta
Principal,
Govt. Boys Sr. Sec. School,
Andrews Ganj, New Delhi.

55. Shri S.L. Oberoi
Principal,
Govt. Boys Sr. Sec. School,
Malvia Nagar, New Delhi.

56. Shri M.L. Pandey
Principal,
Govt. Boys Sr. Sec. School,
Madangir, New Delhi.

57. Shri N.K. Dan
Principal,
Govt. Boys Sr. Sec. School,
No. 2, Kalkaji, New Delhi.

58. Shri M. P. Mehrotra
Principal,
Govt. Boys Sr. Sec. School,
II, Moti Bagh, New Delhi.

59. Shri Ram Murti Sharma
Principal,
Govt. Boys Sr. Sec. School,
R. K. Puram, Sector VII,
New Delhi.

60. Shri Madan Mohan Mittal
Principal,
Govt. Boys Sr. Sec. School,
R. K. Puram, Sector II,
New Delhi.

61. Shri J. P. Kala
Principal,
Govt. Boys Sr. Sec. School,
Nauroji Nagar, New Delhi.

62. Shri R. D. Dureja
Principal,
Govt. Boys Sr. Sec. School,
No. II, Mehrauli, Delhi.

63. Shri T. B. Gautam
Principal,
Govt. Boys Sr. Sec. School,
Karampura, Delhi.

64. Shri Vishan Dass
Principal,
Govt. Boys Sr. Sec. School,
No. II, Shakurpur, Delhi.

65. Shri R. M. Rai,
Principal,
Govt. Boys Sr. Sec. School,
Ramesh Nagar, New Delhi.

66. Shri R. S. Vashisht
Principal,
Govt. Boys Sr. Sec. School,
No. I, Rajouri Garden,
New Delhi.

67. Shri M. L. Kapoor
Principal,
Govt. Boys Sr. Sec. School,
'B' Block, Janakpuri,
New Delhi.

68. Shri Rama Chandra
Principal,
Govt. Boys Sr. Sec. School,
'C' Block, Janakpuri,
New Delhi.

69. Shri G. S. Bhatnagar
Principal,
Govt. Boys Sr. Sec. School,
Punjabi Bagh, New Delhi.

70. Shri Bhagwan Singh
Principal,
Govt. Boys Sr. Sec. School,
Madipur, Delhi.

71. Shri M. R. Shittal
Principal,
Govt. Boys Sr. Sec. School,
No. II, Moti Nagar,
New Delhi.

72. Shri C. B. Taneja
Principal,
Govt. Boys Sr. Sec. School,
No. I, Tagore Garden,
New Delhi.

73. Shri S. D. Sharma
Principal,
Govt. Boys Sr. Sec. School,
No. 2, Tilak Nagar,
New Delhi.

74. Shri K. C. Kher
Principal,
Govt. Boys Sr. Sec. School,
No. I, Tilak Nagar, New Delhi

75. Shri Lajpat Rai
Principal,
Govt. Boys Sr. Sec. School,
No. I, Najafgarh Delhi.

76. Shri Y. D. Sharma,
Principal,
Govt. Boys Sr. Sec. School,
Mangolpuri, Delhi.

NEW DELHI MUNICIPAL COMMITTEE

77. Shri Mohinder Kumar
Enforcement Officer,
(Health) Room No. 101,
N.D.M.C. Town Hall, New Delhi.

78. Shri M. M. Nischal
Supdt. Room No. 104,
N.D.M.C. Town Hall, New Delhi.

79. Shri R. N. Malhotra
Enforcement Officer,
(Health) Room No. 101,
N.D.M.C. Town Hall, New Delhi.

80. Shri Sri Krishan
Supdt. Arch. Const. Divn.,
No. I, Vidyut Bhawan,
New Delhi.

81. Shri V. P. Aggarwal
Supdt. Room No. 104,
N.D.M.C. Town Hall, New Delhi.

82. Shri M. L. Joshi
Supdt. Room No. 104,
N.D.M.C. Town Hall, New Delhi.

83. Shri A. S. Kharbanda, AEE
M. W. Divn.,
Aurangazeb Lane,
Vidyut Bhawan, New Delhi.

84. Shri L. C. Sharma, AEE
M. W. Divn.,
Aurangazeb Lane,
Vidyut Bhawan, New Delhi.

85. Shri Vijay Mangla, AEE (Projects)
Town Hall, Parliament Street,
New Delhi.

CANTONMENT BOARD

86. Shri N. P. Dubey
Pension Supdt.,
Office of the Cantonment Board,
Delhi Cantt., Delhi.

RURAL AREAS

DELHI TEHSIL

87. Shri G. S. Thanewal
Tehsildar,
Delhi Tehsil, Tis Hazari Courts,
Delhi.

88. Shri Swarn Singh
Block Development Officer,
Alipur Block, Delhi.

89. Shri R. C. Sharma
Block Development Officer,
Shahdara Block, Shahdara,
Delhi.

90. Shri Ishwar Dass,
Block Development Officer,
Najafgarh Block, Najafgarh,
Delhi.

MEHRAULI TEHSIL

91. Shri N. N. Mehrotra
Block Development Officer,
Kanjawala, (Nangloi),
Delhi.

92. Shri B. K. Sehgal
Tehsildar,
Mehrauli Tehsil, Mehrauli,
Delhi.

93. Shri P. Ramaiah
Block Development Officer,
Mehrauli, Delhi.

RAILWAY AREA

94. Shri D. K. Bahl
The Asstt. Engineer,
Estate, Northern Rly,
Divn. Office, Chelmsford Road,
New Delhi.

LIST OF AGENTS

Agra

1. M/s Banwari Lal Jain Publishers
   Moti Katra (Reg.)
2. Sumit Law Agency
   30/97, Pipal Mandi (Rest)
3. Agarwal Law Co.
   8/121, Hing Ki Mandi (Rest)

Ahmadabad

4. Chandra Kant Chiman Lal Vora
   57-2 Gandhi Road, P.B. No. 163. (Reg.)
5. New Order Book Co.
   Gandhi Road, Ellis Bridge (Reg.)
6. Kunal Subscription Agency
   Mina Park Society, Nava Wadaj (Reg.)
7. Gujarat Law House
   Near Municipal Swimming Bath
   Bhadra (Rest)
8. Mahajan Bros.
   Super Market Basement
   Ashram Road, Navrangpura (Reg.)
9. Himanshu Book Co.
   10 Mission Market
   Near Gujarat College (Rest)
10. Academic Book Centre
    10 Walkeshwar Society
    Politechnique (Rest)
11. Educational Booksellers
    Gandhi Road (Reg.)
12. Lawyers Credit & Supply Co-op Society
    Std. City Civil Court Compound, Bhadra
    (Rest)
13. Indian Law House
    252, 1st Floor Kashipura
    Outside Raipur Gate (Rest)
14. Roshan Ranjit Brothers
    371/7, Baba Ayaram Road (Rest)

Ahmadnagar

15. V.P. Jorewakar
    Prop. Rama General Stores
    Navi Path (Rest)

Ajmer

16. Book Land
    663, Madar Gate (Reg.)

Allahabad

17. University Book Agency
    15-B, Elgin Road (Reg.)
18. Kitabistan
    30 Chak Road (Reg.)
19. Law Book Co.
    Sardar Patel Marg, P.B. 4 (Reg.)
20. Ram Narian Lal Beni Prasad
    2 Katra Road (Reg.)
21. Universal Book Co.
    20 M.G. Road (Reg.)
22. A.H. Wheeler & Co. Pvt. Ltd.,
    City Book Shop (Rest)
23. New Book House
    32, Tashkant Road (Reg.)
24. Universal Book Shop
    M.G. Road (Reg.)
25. Law Publisher
    Sardar Patel Marg
    P.B. No. 77 (Reg.)
26. International Library Service
    316 Alopibag, Punjabi Colony (Rest)

Amballa Cantt.

27. English Book Depot (Reg.)

Amritsar

28. Law Book Agency
    G.T. Road Putligarh (Regd.)
29. The Book Lovers
    Petreat Hall Bazar (Reg.)

Anand

30. Vijays Magazine Agency
    Station Road (Rest.)

Anantapur

31. Shri Vani Stores
    Kamla Nagar (Rest.)

Aizawl

32. Modern Book Stall
    Hospital Road, Bara Bazar (Rest.)

Ballabgarh

33. Om Trade Well
    Unchagaon Gate (Reg.)

Bangalore

34. International Book House (P) Ltd.
    4 K.G. Road (Reg.)

35. S.S. Book Emporium
118, Mount Joy Road,
Hanumant Nagar (Reg.)

36. Standard Book Depot
Avenue Road (Reg.)

37. Vichara Sahitya Ltd.
Balapet (Reg.)

38. Coming Man
Residency Road (Rest)

39. Bhagyalakshmi Stores
524, Shrinagar Main Road
Barashankari (Rest)

40. N.S.A. Majeed Khan
C/o Khan Transport & Air Travels (Rest.)

Bansdrom

41. Current Books & Periodicals Agencies
'C' Block, No. 25 (Rest)

Bareilly

42. Pathak Pustak Bhawan
Ram Narain Part (Reg.)

43. Ashok Book Depot
Bara Bazar (Rest.)

Bhagalpur

44. Paper & Stationery Stores
D.M. Singh Road, Bhagalpur (Reg.)

Vadodara

45. New Medical Book House
540, Maden Zampa Road (Reg.)

46. Baroda Productivity Council
(Book Division)
Productivity Road (Rest)

47. Hamdip Agencies
Maden Zampa Road (Rest)

Bhopal

48. Lyall Book Depot
Moh Din Building
Motia Park, Sultania Road (Reg.)

Bhubaneshwar

49. The Modern Book Depot Unit
111, Stational Square (Reg.)

50. Vani Vikash
B-1, Saheed Nagar (Rest)

51. Bidya Mandir
Eastern Tower Market Building (Rest)

Bhavnagar

52. Shah Parshotam Das Gigabhai
M.G. Road (Rest)

Bholpur

53. Bholpur Pustakalaya
Rabindra Sarani
P.O. Bolpur, Birbhum (W.B.) (Rest)

Bijapur

54. Shah D.V. Deshpande
Prop. Vinod Book Depot
Near Shiralshetti Chowk (Rest)

55. Ajay Law Agency
Hospital Chowk (Best Chopra)
Bhagvan Bazar (Rest)

Baidyanath

56. Jaidip Agency
Distt. Santhal Parganas, Bihar (Rest)

Bombay

57. Charles Lambert & Coy.
101, M.G. Road, P.B. 1032 (Reg.)

58. Current Book House
Maruti Lane Raghunath Dadaji Street
(Reg.)

59. Current Technical Literature Co. Pvt. Ltd.
India House, 1st Floor,
Opp. G.P.O. (Reg.)

60. C. Jamnadas & Co. Bookseller
146 C. Princess Street (Reg.)

61. International Book House, Ltd.
Indian Mercantile Mission Extn.
Madame Cama Road (Regd.)

62. Kothari Book Depot
Acharya Dande Marg, Parel (Reg.)

63. Lakhani Book Depot
Girgaum (Reg.)

64. Lok Vang Maya Griha Pvt. Ltd.
190/B, Khetwadi Main Road (Reg.)

65. World Literature
Pyara Singh Chug House
Lal Bahadur Shastri Marg, Bhandup.

66. M. & J. Services,
2-A, Mohan Kunj Dadar
68, Jyotelea Fule Road (Reg.)

67. Popular Book Depot
Dr. Bhadkamkar Road (Reg.)

68. Sunder Das Gian Chand
601, Girigaum Road
Near Princess Street (Reg.)

69. Thacker & Co.
Rampart Row (Reg.)

70. All India Book Supply Co.
Kalbadevi Road (Reg.)

71. Usha Book Depot
585/A, Chira Bazar (Reg.)

72. Dhan Lal Bros.
5, Gandhi Road (Reg.)

73. N.K. Tripathi Pvt. Ltd.
Princess Street (Reg.)

74. Bhayanl Book Depot
150, Princess Street (Reg.)

75. Shri Agency
6, Harish 72-D Dixet Road
Vile Parle (Reg.)

76. Universal Book Depot Corpn.
546, Jar Mahal Dhobi Talao (Reg.)

77. Subscribers Subscription Services India,
190, Bazar Gate Street (Rest)

78. C. Shanti Lal & Co.
86, Princess Street (Reg.)

79. Creative Books & Periodicals Pvt. Ltd.
17, Police Court Lane (Reg.)

80. A.K. Agencies
L2/15, Luxmi Raman Society
Bangur Ngr. (Reg.)

81. Jaina Book Agency (India)
649-A, Goregaon Road
Dhobi Talao (Reg.)

82. Giri Trading Agency
Bhandarkar Road, Matunga (Rest)

83. Bombay Law House
76, Madows Street (Rest)

84. K.K. Bhuvneshwari
42, Paria Narwan Street (Rest)

85. Executive Book Service
74, Princess Street (Rest)

86. G.A. Brothers
50, Princess Street (Rest)

87. Devendra S. Sharma
Sattan Chawl, R-7 H.F. Society Road
5th Natwar Nagar Road
Jogeshwari (E) (Rest)

88. Nav Bharat Sahitya Mandir
Gandhi Marg, Princess Street (Rest)

89. Sterling Book House
181-D.N. Road, Fort (Rest)

90. Vidya Book House
19-Krishna Niwas, Bombay (Rest)

Calcutta

91. Das Gupta & Co. Ltd.
54/2, College Street (Reg.)

92. R. Chambrary & Co. Ltd.,
Kant House, P-33 Mission Row Ext. (Reg.)

93. S.K. Lahiri & Co. Ltd.
College Street (Reg.)

94. W. Newsman & Co. Ltd.
3-Old Court House Street (Reg.)

95. Mukherjee & Coy.
P-27B, C.I.T. Road, Scheme-52 (Rest)

96. K.K. Roy
55-Gariahat Road, P.B. 10210 (Rest)

97. Manimala
123-Row Bazar Street (Reg.)

98. Modern Book Depot
78-Chowringhu Centre (Reg.)

99. New Script
172/3, Rash Behari Avenue (Reg.)

100. Mukherjee Library
1, Gopi Mohan Datta Lane (Rest)

101. K.L.M. (P) Ltd.
257-B.B. Ganguly Street (Reg.)

102. Scientific Book Agency
103-Netaji Subhash Road (Rest)

103. P. Upadhyay
15-Munshi Sardaruddin Lane (Reg.)

104. G.A. Enterprise
15/1/1, Centre (Reg.)

105. K. Bagchi
286-B.B. Ganguly Street (Reg.)

106. Overseas Publications
14-Har Street (Rest)

107. Book Corporational
1-Mangoe Lane (Reg.)

108. S.C. Sarkar & Sons Pvt. Ltd.
Law Publisher & Book Sellers
IC Bankim Chattarjee Street : 700 073
(Reg.)

109. Techno Books International
P-4, New Howrah Approach Road (Rest)

110. Basaniwal Enterprises
309-Bipin Behari Ganguli Street (Rest)

111. Best Books
IA College Row (Rest)

112. Lahari & Co.
8/IA, Ashtas Road (Rest)

113. Unique Form Centre
1, Mangoe Lane (Rest)

Chandigarh

114. Jain Law Agency
Shop No. 5, Sector 22D (Reg.)

115. Rama News Agency
Booksellers Sector-22 (Reg.)

116. Universal Book Store
Sector 17-D (Reg.)

117. English Book Depot
No. 34, Sector 22-B (Rest)

118. Jain General House
Sector 17-D (Reg.)

119. Manik Book Shop
70-72, Sector 17-D (Reg.)

120. Naveen Book Agency
80-82, Sector 17-D (Rest)

121. Chandigarh Law House
1002, Sector 22-B (Rest)

122. Variety Book Store
SCO 69, Sector 17-D (Rest)

Cuttack

123. Manager Cuttack Law Times
Cuttack (Reg.)

124. Books International
Banka Bazar (Rest)

125. Woodlands
Bangali Sahi (Rest)

126. Legal Reliables
Biswanath Lane (Rest)

Chindwara

127. Lath Enterprises
6/62-63, Narsinghpur Road (Rest)

Coimbatore

128. Marry Martin
9/79, Gokhale Street (Reg.)

129. Continental Agencies
4-A, Sakthi Vihar (Rest)

130. Radhi Mani Stores
60-A, Raja Street (Rest)

Chirala

131. Mahalakshmi Enterprises
Opp. Mohan Theatre (Rest)

Dehradun

132. Bishan Singh & Mahendra Pal Singh
23-A, Connaught Place.

133. Jugal Kishore & Co.
23-C, Rajpur Road (Reg.)

134. Natraj Publishers
52-Rajpur Road (Reg.)

135. International Book Distributor
1st Floor, 913 Rajpur Road (Reg.)

Damoh

136. Ram Shanker Agrawal
253-Asali Ward-2 (Rest)

Delhi

137. Atma Ram & Sons
Kashmere Gate (Reg.)

138. Bahri Bros.
243, Lajpat Rai Market (Reg.)

139. Bookwell
85-Sant Nirankari Colony
P.B. 1565, Delhi-9.

140. Dhanwantri Medical & Law Book House
1522-Lajpatrai Mrk. (Reg.)

141. Federal Law Depot
Kashmere Gate (Reg.)

142. Indian Army Book Depot
3-Ansari Road, Daryaganj (Reg.)

143. J.M. Jaina & Bros.
Mori Gate (Reg.)

144. K.L. Sethi
B-55, Sharkarpur (Reg.)

145. Universal Book & Stationery Co.
16-Netaji Subhash Marg (Reg.)

146. Universal Book Traders
80-Gokhale Market (Reg.)

147. Young Man & Co.
Nai Sarak (Reg.)

148. General Book Depot
1691-Nai Sarak (Reg.)

149. Munshi Ram Manohar Lal
Oriental Bookseller & Publishers
P.B. 1165, Nai Sarak (Rest)

150. Premier Book Co.
Nai Sarak (Reg.)

151. Motilal Banarsi Das
Bungalow Road, Jawahar Nagar (Reg.)

152. Sangam Book Depot
Main Market Gupta Colony (Reg.)

153. University Book House
15-U.B. Bungalow Road, Jawahar Ngr.
(Rest)

154. Om Law Book House
Gokhale Market Civil Court Compound
(Reg.)

155. Ashok Book Agency
Poorvi Shalimar Bagh (Reg.)

156. D.K. Book Organisation
74-D, Anand Nagar (Reg.)

157. Hindustan Book Agencies (India)
17-UB, Jawahar Nagar (Rest)

158. Eagle Book Services
Ganesh Pura (Reg.)

159. Raj Book Agency
A-99, Shiv Puri (Reg.)

160. Krishna Law House
Tis Hazari (Reg.)

161. Indian Documentation Service
Ansari Road (Rest.)

162. Standard Booksellers
402, Kucha Bulaji, Chandni Chowk
Dariba Kalan (Reg.)

163. Shyam Bros.
IX/5134, East Old Salimpur Delhi (Reg.)

164. Capital Law House
Viswas Nagar, Shahdara (Reg.)

165. Ekta Book Co.
Majlis Park, Adarsh Ngr. (Reg.)

166. Commercial House
1478-Dewan Hall Road
Near Moti Cinema (Rest)

167. Venus Enterprises Booksellers & Publishers
B2/85, Ashok Vihar, Floor-II (Reg.)

168. Fine Book Services
10529 Bagichi Purki
Subzi Mandi, Delhi (Reg.)

169. Texla Law Agency
Gurdwara Marg, Shahdara (Rest)

170. Emvee Enterprises
632-Bhai Paramanand Colony (Rest)

171. All Indian Educational Supply Co.
Jawahar Nagar (Rest)

172. Roop Rai Bros.
208-Bhai Parmanand Colony (Rest)

173. Delhi Law House
77-Gokhale Market (Rest)

174. Medical House (Regd.)
3656-Qutab Road (Rest)

175. Sher-e-Punjab Law Book House
3/8, Kuncha Mir Ashiq, Chawri Bazar
(Rest)

176. Capital Agencies
Balbir Nagar, Shahdra (Rest)

177. Law Literature House
2646-Bilimaran (Rest)

178. Ajanta Books International
1-UB Jawahar Nagar (Rest)

179. Academy Publishers
10-A Shakar Pur (Rest)

180. Pustak Jagat
Moti Nagar (Rest)

181. Jitendra Book Service
Sitaram Bazar (Rest)

182. Research Co.
1865, Tri Nagar (Rest)

183. International Trade Linkers
Model Town (Rest)

184. Chronica Botanica
I.P. Exten., Delhi (Rest)

Dhanbad

185. New Skotoch Press
P.B. 26 (Rest)

186. F. M. Ansari
Hirapur (Rest)

Darbhanga

187. Sahitya Sagar
P.B. No. 12, P.O. Imhotisarai (Rest)

Dhule

188. Swanandi Knowledge Book Agency (Rest)

Ernakulam

189. Pai & Coy. Broadway (Reg.)

Ferozpur Cantt.

190. English Book Depot
78-Jhok Road (Reg.)

Gauhati

191. United Publishers
Pan Bazar Main Road (Rest)

192. Ashoka Publishing House (Rest)

Gaya

193. Sahitya Sadan
Gautam Budh Marg (Reg.)

Goa

194. Savitri Book Agency
Indira Niwas, Bordem Bicholim (Rest)

195. Prabhu Book Service
Nai Subzi Mandi (Reg.)

196. Indian Publication
2052-Sectors Urban Estate (Rest)

Gandhidham

197. Abdee Agency
BZ-26.

Gwalior

198. Loyal Book Depot
Saraswati Sadan, Ratankar Bazar (Reg.)

199. Tatar Bros.
Sarafa Bazar, Lashker (Reg.)

200. Anand Pustak Sadan
Shinde Ke Chhaoni (Reg.)

201. M.C. Dafter Bros. M.B. Jain & Bros.
Sarafa Lashkar (Rest)

202. Adarsh Pustak Sadan
5/26, Bhan Ka Bazar (Reg.)

203. A. Gupta Book Agency
Anand Niwas, Falka Bazar (Rest)

Ghaziabad

204. S. Gupta
H. No. 420, Vishambar Nagar
Hoshiarpur.

Hyderabad

205. Book Syndicate
Devka Mahal, Opp. Central Bank (Reg.)

206. Labour Law Publications
873, Sultan Bazar (Reg.)

207. Asia Law House
Opp. High Court (Reg.)

208. Book Links Corporations
Narayanagoda (Reg.)

209. Ratna
16-11-493, Dilsukh Nagar Colony (Rest)

210. National Law House
4-3-714, Ramkute (Rest)

Hardwar

211. Pandi Salyeshwara Nand Kailash Chand
Pandey, Saraswati (Reg.)

212. Rudraka h Ma a Pustaka aya
Bara Bazar (Rest)

Hathras

213. Jain Book Depot
Rohtak Wala Nohara Agra Road (Rest)

214. Raghu Enterprises
Gaushala Road, Chandra Puri (Rest)

Indore

215. Modern Book House
Shiv Vilas Palace (Reg.)

216. Surya Kant Dinesh Kant
Swaroop Sahitya Sadan,
213-Khajuri Bazar, M.G. Road.

Imphal

217. P.C. Jain Co.
Imphal Manipur (Rest)

218. K.C. Robbi
M/s. Kecee Enterprises, Imphal (Rest)

219. Khuraijain Ajit Singh
Pukhri South (Rest)

Jaipur

220. Bharat Law House
Booksellers & Publishers
Opp. Press, Prakash Cinema (Reg.)

221. Pitaliya Pustak Bhandar
Mishra Rajaji Ka-Rasta (Reg.)

222. Kishore Book Depot
Sardar Patel Marg (Reg.)

Jamshedpur

223. Gupta Stores
Dhatkidith (Reg.)

Jamnagar

224. Swadeshi Vastu Bhandar
Ratnabai Masjid Road (Reg.)

225. Scientific & Technical Literature Co.
(Rest)

Jodhpur

226. Dwakara Das Rathi
Wholesale Books,
Cinema and News Agents
Outna Sujatigarh (Reg.)

227. Rajasthan Law House,
High Court Road (Reg.)

228. Kanpoon Prakashak
Opp. Gurudwara, Anand Cinema Road
(Reg.)

229. United Book Traders
Opp. Police Lane (Rest)

230. Charbujha Traders
Juni Mandi (Rest)

Jabalpur

231. Modern Book House
286-Jawaharganj (Reg)

232. Paras Book
129-Cantt (Reg.)

Jhansi

233. Universal Law House
Manik Chowk (Rest)

Jammu

234. Heldia Publishers
128-A, Gandhi Nagar (Rest)

Jhun Jhunun

235. Shashi Kumar Sharat Chander
Jhun Jhunun (Reg.)

Jalandhar City

236. Law Book Depot
Adda Basti, G.T. Road (Rest)

Kakinada

237. N. Venkateshwar Rao
Mangapathy Agencies (Rest)

Kanpur

238. Advani & Co.
P. Box 100, The Mall (Reg.)

239. Sahitya Niketan
Shardhanand Park (Reg.)

240. Universal Book Stall
The Mall (Reg.)

241. Law Book Emporium
16/60, Civil Lines (Reg.)

242. Pustak Bhawan
40/69, Paredi (Rest)

Karaikal

243. Selvi Store House
185-188, Thiruvalluvar Road (Rest)

Kumta

244. S.V. Kamat
Kumta (Reg.)

Kazipet

245. V.A.N. Raju
News Agent (Rest)

Kurseong

246. Ashoka Bros.
69-Hill Cart Road
P.O. Kurseong (Rest)

Karnataka

247. Aspiration Stores
Post (AMP)
Via Hospet (Rest)
Pin Code 583201 (KARNATAKA)

Kottayam

248. Law India Book Sellers & Publishers
(Rest)

Kishtwar

249. Wazir Book Deptt.
(J & K) (Rest)

Lucknow

250. British Book Depot
84, Hazarat Ganj (Reg.)

251. Eastern Book Co.
24, Lalbagh Road (Reg.)

252. Ram Advani
Hazarat Ganj, P.B. 154 (Reg.)

253. S. Kumar and Associates
Guru Govind Singh Marg (Reg.)

254. Aquarium Supply Co.
C-14, Vivekanandpuri (Rest)

255. Law Book Academy
195-Rajendra Nagar (Rest)

Ludhiana

256. Lyall Book Depot
Chavra Bazar (Reg.)

257. Mohindra Bros.
Kachori Road (Rest)

258. Nanda Stationery Bhandar
Pustak Bazar (Reg.)

Madras

259. C. Subha Chetty & Co.
62-Big Street, Triplicane (Reg.)

260. P. Vardhachary & Co.
8-Linghi Chetty St. (Reg.)

261. C. Sitaraman & Co.
33-Royapettah High Road (Reg.)

262. Madras Book Agency
42-Tirumangalam Road (Reg.)

263. Swamy Publishers
P.B. No. 2368 (Rest)

264. Sangam Publishers
11-S.S. Street (Reg.)

265. G. Somasundaram
44-Arcat Road, Vadapalani (Rest)

266. M.M. Subscription Agencies
Harington Road (Rest)

267. Hira & Hema (Book Sellers)
Housing Board Colony
Thiruvanmiyur P.O. (Rest)

268. Les Lives
710-T.H. Road (Rest)

Meerut

269. Loyal Book Depot
Near Govt. College (Reg.)

270. Angira Library
51-Victoria Park Octroi (Rest)

271. Bharat Educational Store
Chippi Road (Reg.)

Moradabad

272. Rama Book Depot
Station Road (Rest)

Mhow Cantt.

273. Oxford Book Depot
Main Street (Rest)

274. A.N. Gupta
Railway Book Stall, Railway Station
(Rest)

Mussoore

275. Hind Traders
Ramanand Shop, Deodhar Road (Rest)

Mysore

276. People Book House
Opp. Jagan Mohan Palace (Reg.)

277. Geeta Book House
New State Circle (Reg.)

Nainital

278. Council Book Depot
Bara Bazar (Reg.)

Nagpur

279. Western Book Depot
Residency Road

280. Tribal Research Centre
Block No. 11, Surajbali Rd.
Sadar (Rest)

Nadiad

281. R.S. Desai
Station Road (Rest)

282. Chaware Yeshwant Rao Gyanobarao
Knowledge Book Agency (Rest)

Nasik

283. G.K. Bros.
Main Road (Reg.)

New Delhi

284. Atlantic Publishers and Distributors
B-2, Vishal Enclave, New Delhi-27 (Reg.)

285. Amrit Book Co.
Connaught Circus (Reg.)

286. Aparana Enterprises, New Delhi (Rest)

287. Central News Agency
23/90 Connaught Circus (Reg.)

288. English Book Stores,
7-2, Connaught Circus (Reg.)

289. Jain Book Agency, C/o Prem House,
Connaught Circus (Reg.)

290. Jyana Book Depot, Karol Bagh (Reg.)

291. Lakshmi Book Store, 72 Janpath
P.O. Box 558 (Reg.)

292. Mehra Bros.
50-G, Kalkaji (Reg.)

293. Navyug Traders
Desh Bandhu Gupta Road
Dev Nagar (Reg.)

294. Oxford Book & Stationery Co.
Scindia House (Reg.)

295. People Publishing House (P) Ltd.
Rani Jhansi Road (Reg.)

296. Rama Krishna & Sons (Lahore)
16/B, Connaught Place (Reg.)

297. R.K. Publishers
23, Beadanpura, Karol Bagh (Reg.)

298. International Book House
Nehru Place (Rest)

299. Ravindra Book Agency
30-C Amar Colony Market,
Lajpat Nagar (Reg.)

300. Hind Book House
82-Janpath (Reg.)

301. Sat Narain & Sons
40-A, NDMC Market, Babar Road (Reg.)

302. Delhi Book Co.
M/12, Connaught Circus (Rest)

303. Navrang
P.B. 7, Indrapuri (Rest)

304. Books India Corporation
New Rohtak Road (Reg.)

305. Globe Publishers
C-33, Nizamuddin East (Rest)

306. Scientific Instruments Stores
A-355, New Rajinder Nagar (Reg.)

307. Jain Bros.
East Park Road, Karol Bagh (Rest)

308. Jain Map & Book Agency
Karol Bagh (Reg.)

309. Eastern Book Enterprises
1274/3, Hari Singh Nalwa Street
Karol Bagh (Rest)

310. The Mac Millan Co. of India Ltd.
2/10, Ansari Road (Rest)

311. Star Publication Pvt. Ltd.
4/5-B, Asaf Ali Road (Rest)

312. Grover Book & Stationery Co.
58-Nehru Place, Shop No. 109
New Delhi (Reg.)

313. Modern Book Centre
H-39, Green Park (Reg.)

314. Sterling Publishers (P) Ltd.
Safdarjung Enclave (Rest)

315. Golden Book Centre
Bank Stree, Karol Bagh (Rest)

316. Harjeet & Co.,
Chuna Mandi, Pahar Ganj (Rest)

317. UBS Publishers
5-Ansari Road (Rest)

318. Deep Publications
154/B, Savitri Nagar (Rest)

319. Minakshi International Publications
G-6/4, Malviya Nagar (Rest)

320. Sandeep Pustak Bhandar
Rajouri Garden (Rest)

321. Print India
11-Darya Ganj (Rest)

322. National Literature Palace
WZ-230, Ram Chowk,
Palam Enclave (Reg.)

323. Kamal & Co.
302-Gautam Nagar (Rest)

324. S. Chand & Co. Ltd.
P.O. Box No. 5733, Ram Nagar (Reg.)

325. Neeta Prakashan
D-50, South Extension (NDSE)
Part-I (Rest)

326. Satish Book Depot
51/12, New Market, Karol Bagh (Rest)

327. Mohan Law House
G-6/7, Malviya Nagar (Rest)

328. Mahajan Book Agency
Nangal Raya (Reg.)

329. Rajendra Book Agency
Double Storey, Lajpat Nagar (Rest)

330. Eagle Book Services
F-195, Mansarover Garden (Reg.)

331. Suneja Book Centre
Connaught Circus (Reg.)

332. Lakshmi Book Store
Janpath (Reg.)

333. Metropolitan Book Co. Ltd.
1, Netaji Subhash Marg (Reg.)

334. Progressive Book Depot
Pahar Ganj (Rest)

335. Space Age
1st-B/186, Lajpat Nagar (Rest)

336. Kamal Publications
33-Bhagat Singh Market
Malvia Nagar (Rest)

Nokha

337. Shri Shayam Sunder Misra
Munsif Magistrate, Nokha (Rest)

Nowgong

338. Sri Padma Dhar Nath
Morigaon Commercial Institute (Rest)

Pali

339. Om Prakash Sunil Kumar
Sarafa Bazar (Rest)

Patna

340. J.N.P. Aggarwal & Co.
Padri Ki Haveli (Reg.)

341. Vibhagiya Prakashan
Vikri Kendra Atetha Karyalaya,
Neva Sachiwalaya (Reg.)

342. Lakshmi Trading Co.
Padri Ki Haveli, Patna (Reg.)

Pondicherry

343. Jagan Nath Pandit & Sons
Arfabad Colony P.O. Gulzarbagh (Rest)

344. Puthaghalam
142, Gandhi Road (Rest)

345. Honest Book House
9, Rua Duplix (Rest)

Pune

346. Saraswat
1321/1 J.M. Road, Opp. Modern High
School (Reg.)

347. International Book Service
Deccan Ghym Khana (Reg.)

348. Raka Book Agency
Opp. Nathers Chawal Near Appa Balwant
Chowk (Reg.)

349. Verma Book Centre
649, Naraya Path (Rest)

350. Popular Book House
75, Deccan Ghym Khana (Reg.)

351. Dastane Ramchandra & Co.
456, Raviwar Path.
Phadke Hand Chowk (Rest)

Pudukkottai

352. Meenkashi Pathippagam
4142, East Main Street (Rest)

353. P.N. Swaminathan & Co.
Bazar Street (Reg.)

Rajkot

354. Vinay Book Depot
Opp. Health Visitors School,
Bank of India Building (Reg.)

355. Mohan Lal Dossabhai
State Bank of India Building (Reg.)

Raipur

356. Central Book House
Sadar Bazar (Rest)

Ranchi

357. Crown Book Depot
Upper Bazar (Reg.)

Rajgangpur

358. Crown Tire & Equipment Co
Block No. 1. Qr. 30 D.C. Colony (Rest)

Robertsonpet

359. Eswari Book Centre
11 & 12 P.K. Market (KGF 563122) (Rest)

Rothak

360. Manthan Publications
B-111/1629, Para Mohalla (Rest)

Sangrur

361. Darshan Pustakalaya, Gandhi Marg (Reg.)

Secunderabad

362. Anapurana Industries
1-3-14 Kalasegada (Rest)

Shimla

363. Minerva Book House
the Mall (Rest)

Sikkim

364. Rachna Development Area,
Gangtok (Rest)

Shillong

365. Paul Agency & Distributors
Umpling, Shillong (Rest)

Sivakasi

366. Ganesh Stores
South Car Street (Rest)

Salem

367. Jain Magazine Agency
Rajgarh Road (Reg.)

Surat

368. Shri Gajanan Pustakalaya
Tower Road (Reg.)

369. Raghuwanshi Law House
Near Pura Gate (Rest)

Solapur

370. Gazanan Book Stores
Main Road (Rest)

Sunam

371. Sahiba Agencies
Geeta Bhawan Road (Rest)

Saharanpur

372. Chandra Bharata Pustak Bhandar
Court Road (Rest)

Tiruchirapalli

373. Shri Vidya Book Shop
62, High Road (Rest)

Trivandrum

374. Sukumai Book Stall
Station Road (Rest)

375. International Book Depot
P.B. 4 Main Road (Reg.)

376. Shri Devi Book House
Devi Vilas Compound (Reg.)

Tuticorin

377. K. Thiagarajan
(Rest)

Umreth

378. Indu Kumar Ochhav Lal Gandhi
(Rest)

Varanasi

379. Viswa Vidhyalaya
K-40/18, Bhaironath Marg (Reg.)

380. International Publicity Service
Bhaironath Kathki Haveli (Reg.)

381. Kalpana Corporation
P.B. No. 5, Varanasi (Rest)

382. Meena Book Centre
Varanasi

Vishakhapatnam

383. Gupta Bros. (Books)
Vizia Building, Main Road (Reg.)

384. Book Centre
Main Road (Rest)

Vijayawada

385. Vishalandhara Publishing
Chand Ram Building (Rest)

386. Novadaya Subscription Agency
(Reg.)

Villupuram

387. Baby Stores
167-168, Thiru-vi-ka Road (Rest)

Vellore

388. S. Thangavalu
Booshan Nagar, Solavanpit (Rest)

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