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# CENSUS OF INDIA
# 1971

SERIES-7

## HIMACHAL PRADESH

PART VIII-A

## ADMINISTRATION REPORT-Enumeration

ATTAR SINGH
OF THE INDIAN ADMINISTRATIVE SERVICE
DIRECTOR OF CENSUS OPERATIONS
HIMACHAL PRADESH




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# प्रधान-मंत्री

## सन्देश

सन् 1971, हमारे देश की दश वार्षिक जनगणना का वर्ष है। इस वर्ष भारत में जनगणना के कार्य के सौ वर्ष पूर्ण हो रहे हैं।

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

भारतवर्ष की जनगणना का कार्य—संचालन, अत्यन्त विशाल पैमाने पर किया जाता है। 10 मार्च 1971 को, दस लाख से ज्यादा प्रशिक्षित प्रगणक अपना कार्य आरम्भ करेंगे, और वे सम्पूर्ण देश में घर-घर जाऐंगे, तथा प्रत्येक व्यक्ति की जनां-किकी सामाजिक तथा आर्थिक महत्वपूर्ण विशेषताओं के विषय में सूचना एकत्र करेंगे।

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

(इन्दिरा गांधी)

नई दिल्ली
मार्च 8, 1971

GOVERNOR
HIMACHAL PRADESH

RAJ BHAWAN
SIMLA
March 10, 1971.

**MESSAGE**

Voting which records the people's political goals ends today. And today the people of this country will be participating in yet another task of national importance *i.e.* a country-wide Census which will record the facts of our socio-economic life and thus map out the contours of our future planning. To be an effective instrument of national planning and policy, the Census must be complete and correct. We must all of us extend our whole-hearted co-operation to the Census enumerators and help them in this vast national undertaking of collecting up-to-date and complete data about ourselves.

Sd/-
(S. CHAKRAVARTI)

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## SECTION I

## INTRODUCTION

### Scope

This administration report is intended to give an account about planning and executing the 1971 Censu Operations in Himachal Pradesh. This report will deal with the arrangements made for taking the Census count, in the State, various problems, or difficulties confronted and how these were solved or over come besides suggestions and improvements for consideration at the next census.

### My Predecessors

My predecessor in 1961 has placed his valuable suggestions and experiences on record in the Administration Report on Enumeration which was found a useful guide in planning and executing the 1971 Census Operation. Before I assumed charge of the post of Director Census Operations Himachal Pradesh on the forenoon of the 4th June, 1970 my immediate predecessor Shri D.S. Misra, I.A.S. who had worked from 19-2-69 to 22-12-69 before proceeding on leave had set the wheels of the present census going. During the intervening period Shri I.E.N. Chauhan, I.A.S. Director of Census Operations, Haryana was holding the dual charge. In the meantime the matter of appointment of a whole-time Director was engaging the attention of the Registrar General, India, and ultimately I was appointed as such. At that time I was posted as Deputy Commissioner, Bilaspur. In fact when the Chief Secretary, Himachal Pradesh, Shri K.N. Channa, I.A.S., informed me on phone about the proposal of my being considered for the post of Director of Census Operations, I felt a little unhappy and pleaded with him that I may be allowed to continue a bit more as I had only completed about one and a half year in the district. I also told him about the difficulty of getting suitable residential accommodation in Simla. But the Chief Secretary assured me that a house would immediately be given to me and I must add that I was not disappointed in this regard. I was given a beautiful accommodation on my arrival in Simla from the State Pool accommodation, though I had to vacate it since it was allotted to the Vice-Chancellor of Himachal Pradesh University.

I had plenty of apprehensions about this post and I could not mentally prepare myself for this assignment even after joining it. I had the pleasure of meeting Shri A. Chandra Sekhar, Registrar General India in Bilaspur where he had stopped for a shortwhile on his way to Manali alongwith Shri D.S. Misra, my predecessor. But then I had no premonition that I would be having the pleasure of serving as Director under so sweet and magnetic a personality Shri A. Chandra Sekhar, Registrar General and Census Commissioner of India. After handing over the charge as Deputy Commissioner, Bilaspur, I went to Delhi and made a courtesy call on the Registrar General and only after having a charming and pleasant interview with him I could finally gear myself to accept this assignment with less misgivings. On return to Simla I took over and started attending office, went on tours and came back home and always had my break-fast, lunch and dinner uninterupted by telephone or by callers. I enjoyed my meals. But then a sudden thought flashed arcross my mind that I was lost to everybody; even when we have direct dialing between Delhi and Simla, I never received any telephone from the Registrar General India, Deputy Registrar General, or Central Tabulation Officer. After leading a comparatively hectic life as Deputy Commissioner I really thought it tragic to lead so peaceful a life. There were moments when I had all the freedom of the world to indulge in luxury of reading. I, in Simla, have my office located away from the roaring roads, noisy Secretariat and shouting of children of school. A perfect peace reigns here and a very romantic setting is around-blue on the head, green on the earth with wild oak and kail trees. It is just not all blue and green. It contains plenty of colours-red, white, yellow, orange, pinkish and all sort of flowers bloom here. In this lovely setting one would like to have romance with colours and words, but unfortunately I am not born with literary genius and talent for brush. Frankly speaking there were also moments when I always wished that I was over fifty to enjoy this peaceful bliss. And now when I am writing this report I feel that it was not all that peaceful and my many apprehensions proved wrong. I also feel that I would have missed a great opportunity of working in this vast organisation under so perfect a gentleman my Registrar General and Census Commissioner. Frankly speaking I have no regrets now.

I joined this organisation late by more than a year whereas my counterparts in other States were in the saddle right from the second half of 1968 or in early 1969.

On return to Simla I laid my hands upon the 1961 Census reports and found it rewarding to study as many of them as possible. I felt immensely indebted to my predecessor in 1961 Census Mr. R. C. Pal Singh, now a member of the Administrative Tribunal in the State of Orissa, who had recorded his experiences in datail upon which I could fall back upon. Starting from scratch, as the 1951 Census in our state was taken by the then Supdt. of Census Operations Punjab, he almost single handed covered the whole operation successfully and published various reports. I have benefited greatly not only from the fact that Mr. R. C. Pal Singh had left behind him exhaustive reports but also a knowledgeable Census Organisation on whose assistance I drew liberally. Details of the set up with names of the incumbants are given at Sl. No. I Appendices in Section XXVI. I particularly refer to Shri R.R. Sharma, Assistant Director (A) and Shri C. D. Bhatt, Assistant Director (T) who were next in command in my office at Simla. Shri R.R. Sharma had been continuing since 1961 Census and possessed the knowledge and practical experience of Census taking. Besides this he had the advantage of extensive touring and knowledge of each and every part of the Pradesh. He had been the chief instrument in bringing out 1961 Census regular reports as well as dozens of village survey monographs, one of the byproducts of 1961 Census ancilliary studies. During the intercensal period from March 1, 1966 till the 18th February, 1969 Shri Sharma held independent charge and enjoyed financial powers specifically delegated by the Government of India to enable him to carry on normal work of the office. Shri C.D. Bhatt, who was District Statistical Officer at Mandi had joined the organisation on 31.3.1970 about two months earlier than I took over charge, and was placed in-charge of organising the Census Operations in the field which he was able to do thoroughly well.

**I take over**

The appointment of Shri D. S. Misra, I. A. S., who had taken over as my predecessor on 19-2-1969 was notified by the Registrar General India in the Ministry of Home Affairs, Government of India vide notification No. 6/1/69-Ad. I dated March 12/13, 1969 (see Sl. No. 2 Appendices Section XXVI) read with corrigendum thereto issued vide No. 6,1/69-Ad.I dated 11-4-1969 (see Sl. No. 3-Appendices, Section XXVI). Consequent upon Shri D. S. Misra, I. A. S., proceeding on earned leave with effect from 2-12-1969 Shri I. E. N. Chauhan I. A. S. Director of Census Operations, and Ex-officio Superintendent of Census Operations, Haryana was appointed as such for Himachal Pradesh also as a stop-gap arrangement, in addition to his own duties until further orders. Necessary notification No. 6,1 69-Ad.I dated 18-12-69 to this effect was issued by the R.G. India and Ex-officio Joint Secretary to the Government of India in the Ministry of Home Affairs which is reproduced at Sl. No.4-Appendices, Section XXVI. On my taking up the present assignment on 4-6 70 all Heads of Departments and Deputy Commissioners were requested to send cen us correspondence to my address at Simla. The Registrar General India and Ex-officio Joint Secretary to the Government of India in the Ministry of Home Affairs issued the notification No. 6 1/70- Ad. I dated the 16th June, 1970 appointing me as Director of Census Operations Himachal Pradesh with effect from the forenoon of the 4th June, 1970 which is printed at Sl. No. 5-Appendices, Section XX I. I was entitled to draw my grade pay in the Indian Administrative Service plus a special pay of Rs 300/- per month, and dearness and other allowances at the rates admissible under the rules of the Central Government. Sanction of the President issued vide Registrar General India and ex-officio Joint Secretary to the Govt of India in the Ministry of Home Affairs letter No 3 32/68 RG dated the 3rd February, 1970 was available in my office (see Sl. No. 6-Appendices, Section XX I).

**State Government's letter to the District Officers, Introducing the Director of Census Operations**

The Census is technically a central subject, but it has been possible to carry out these operations successfully in the past through the generous help and willing cooperation of the Local Government because the entire field operations staff *i.e.* District Census Officers, Charge Officer, Supervisors and Enumerators are to be engaged from amongst the state employees from various departments and offices. At the state level the Census organisation require the help of the various departments of Govt. and Heads of Departments. The Deputy Commissioner in a District is in overall charge of the Census Operations. He is helped by a P. C. S. I. A. S. Officer working under him, who is designated as District Census Office. Shri D. S. Misra had already requested the State Government to issue necessary letter to the District Officers introducing him as Director of Census Operations. The Chief Secretary to the Government of Himachal Pradesh accordingly issued letter No. 4-37-GAD-II/69 dated the 5th May, 1970 (see Sl. No. 7 of Section XXVI Appendices) to all Secretaries, Heads of Departments and D. C's emphasising the importance of census work and exhorting them to take the active and personal interest in the work relating to 1971 Census in the Pradesh. The Director of Census Operations was also authorised to

correspond direct with them. Beside this, the D. C.'s were requested to nominate and intimate the name and designation of PCS/IAS Officers working under them at the District Headquarters, who should be notified as District Census Officers under the Census Act of 1948. After this letter was issued by the State Government my Office entered into direct correspondence with the D. C.'s and Heads of Departments.

**Change of designation as Director of Census Operations**

The designation of the officer responsible to take Census at the State level continued to be as Superintendent of Census Operations right from the year 1872 when the first census was taken on an all India basis. Even after independence, the Census Act, of 1948 which is a permanent central Act provides for appointment of Superintendents of Census Operations to supervise the taking of Census within the several States. It was found that this designation was not evidently fascinating and authoritatively appealing besides being easily misunderstood in the discharge of field duties devolved on the Head of a State level officer responsible for organising Census Operations with the help and cooperation of Local Officers of the State Government. But in view of the statutory provisions, the change could not be effected in the last two decades though the need for it was expressed in 1951 as well as 1961. In the meanwhile question of change in designation was under consideration of the Registrar General and the Government of India who, in August, 1969 agreed to redesignate each Superintendent of Census Operations in States and Union Territories as Directors of Census Operations and ex-officio Superintendent of Census Operations with effect from the 1st September, 1969. Accordingly necessary notification No. I 1'69-Ad. II, dated the 29th August, 1969 (printed at Sl. No. 8 of Section XXVI-Appendices) to this effect was issued by the Registrar General India. It was no doubt, a welcome change, as it helped in more clearly establishing the identity of a Director and the possibility of his being placed at par with an office Superintendent was obviated. When it came to introducing myself, I used to fumble at times between Superintendent and Director. It was really mortifying that after 9 years of service in the Indian Administrative Service. I was still a Superintendent ! The only consolation I had in this regard, was that there were Officers who had twice the service than that of mine and were still Superintendents ! During my tour to different areas in Himachal Pradesh, there were times when I had to make a forced halt due to some mechanical failure of the vehicle or some other reason and then I had to find shelter in some nearby Rest House. I used to stand at some respectable distance from the Chowkidar of the Rest House or pose as not hearing when one of my staff was finding the room for the "Census Commissioner" of Himachal Pradesh ! Even when my staff was asking the Chowkidar for a room for the Director he used to immediately add that he (Director) was previously the Deputy Commissioner of Bilaspur ! The change of designation from Superintendent to Director has definitely proved better but it would be more edifying if it could be changed to State Census Commissioner.

**Continuous Organisation with Nucleus staff set up**

The Indian Census has, in the past, been compared to the mythical phoenix which arises with renewed vigour from its ashes. Prior to 1961, the Census Organisation used to be set up one or two years before the Census date and lasted for three or four years and was heard of no more till the next census. In the intervening period, no organisation of census existed for about four or five years. The Census commissioner was appointed a year or two in advance of the census date and the Provincial Superintendents of Census about a year before the Census and the huge census organisation was quickly built up. There was tremendous activity associated with Census enumeration and processing of data and on completion of this work and the final analysis of the data and preparation of the reports the entire census organisation altogether disappeared within abqut a couple of years after the census was completed and was not to be heard of again till the next census was taken. The Census Commissioner's office at the Centre, however, continued to function uninteruptedly from the Census of 1951. Between 1951 and 1961 special census organisation had to be set up in some of the States for special tabulation of language data and caste names. The west Bengal Office has been in continuance existence since 1950, while Mysore too, has continuously maintained its census department following the traditions of the erstwhile princely State. Fortunately from 1961, there has been a continuing organisation in every State and Union Territory, though the Census Superintendent (now designated as Director) himself returned to the State Government on completion of a major part of the work. A nucleus census office continued during intercensal period. While the Central and State Census officers were undoubtedly kept preoccupied largely with the balance of the heavy work load of the 1961 Census programme the existence of a continuing organisation did help in starting the preparations for the 1971 Census fairly early. Even from 1967, thought was given to the development of

questionnaires and working out the concepts and definitions to be adopted for the 1971 census based on the experience of 1961. Therefore, in the interest of continuity of experienced staff as also maintenance of records and buildings, it was considered more economical to continue a small cell of the Census Office in each State/Union Territory. With a view to facilitate the work of vital statistics wing of the office of the R. G. as also the work of the Research Officers in his office it was considered essential to have a technical wing in addition to administrative section in the nucleus staff of the State/Union Territory Census Offices.

After considering all the above facts, the R. G. recommended the retention of the following staff in the State Census Offices as nucleus staff for the intercensal period.

| Name of the Post | No. of Posts |
|---|---|
| Dy. Supdt. of Census Operations | 1 |
| Head Assistant | 1 |
| Upper Division Clerk | 2 |
| Steno-Typist | 1 |
| Lower Division Clerk | 1 |
| Record Keeper cum Librarian | 1 |
| Research Officer | 1 |
| Investigators | 4 |
| Statistical Assistants | 4 |
| Draughtsman | 1 |
| Computors | 8 |
| Proof Readers | 2 |
| Asstt. Compilers | 16 |
| Daftri | 2 |
| Peons | 6 |
| Chowkidar | 1 |
| Total : | 52 |

The R.G. directed that the Superintendent of Census Operations should earmark the persons to be continued in nucleus staff strength. Accordingly a tentative list of the personnel to be retained in the nucleus staff was prepared. In November, 1964 the R. G. informed that the Government of India had agreed to his proposals regarding nucleus staff and called for the estimated expenditure on account of nucleus office. Later on this matter was discussed in the fourth conference of S. C. O's held in Trivandrum between 4th February, and 6th February, 1965. The following decisions were taken in the conference in this connection,

(1) The nucleus staff should be brought into position on the 1st March, 1966.

(2) The pattern of staff for all States/Union Territories was finalised. It was pointed out that each S.C.O. could vary the staff pattern within the ceiling of expenditure fixed for each State/Union Territorry. In respect of Himachal Pradesh the following staff pattern was fixed.

| | Name of the Post | No. of Posts |
|---|---|---|
| I. | **Administrative** | |
| | Asstt. S. C. O. | 1 |
| | Head Assistant | 1 |
| | U. D. C. | 1 |
| | Steno-Typist | 1 |
| | L. D, C. | 2 |
| | Record Keeper-cum-Librarian | 1 |
| | Daftri | 1 |
| | Peon | 2 |
| | Chowkidar | 1 |
| | Total : | 11 |
| II. | **Technical** | |
| | Tabulation Officer | 1 |
| | Investigator | 1 |
| | Statistical Assistant | 2 |
| | Draughtsman | 1 |
| | Computors | 3 |
| | Proof Readers | 2 |
| | Asstt. Compilers | 4 |
| | Daftri | 1 |
| | Peon | 2 |
| | Total : | 17 |
| | Grand Total : | 28 |

Details of the nucleus staff set up brought into position in my office with effect from 1.3.1966 are given in Appendix-9 of Section XXVI-Appendices. Continuance of experienced staff in the nucleus set up saved me the bother of having to establish my office *de novo* which my predecessors had to do every ten years. In the past, preparations for census taking were started from scratch, but fortunately in 1971 the Census train was already on the rails. While the staff in my office was undoubtedly kept preoccupied with the balance of the work load of

the 1961 Census Programme which had not yet seen the end, this backlog did not hampered our preparations for the 1971 Census. About ten reports including two District Handbooks of 1961 Census were still in the Press. All work relating to printing of these publications, some of which were in private presses was being looked after by Shri R. R. Sharma, Assistant Director and I had little to bother about this.

Since I joined late the Census Organisation, it was left to the Census Office under Shri S. S. Misra my predecessore and Shri R. R. Sharma, Assistant Director to initiate certain preparatory measures as outlined in the R. G.s' circular No.1on the 1971 Census which included the taking of two census pretests. Much headway had been made in the matter of gearing up administrative machinery in the field and issuance of necessary Notifications by the State Government under the Census Act. Appointment of D. C. O's and charges Officers were already notified. Census calendars for synchronous (non-snow bound) and non-synchronous (Snow-bound) areas were finalised and urban areas were also finalised in consultation with the State Government. Even the Housenumbering and Houselisting operations in all the synchronous areas was over while in non synchronous areas it was in progress.

## SECTION II

## INITIAL PREPARATORY MEASURES

### R.G.'s Circular No. I

On 12th December, 1968, the Registrar General India had sent Circular letter No. 1 (reproduced at Sl. No. 10 of Section XXVI-Appendices) to all Directors. Immediately after taking over as Director of Census Operations, for Himachal Pradesh, I carefully went through all circulars and instructions so far issued from the Registrar General India, or from my office just to acquaint myself with the ground covered till then. I found Registrar General's circular, very handy, helpful and exhaustive. This circular was to form the basis for the preparation of District, Tehsil and Village maps. Moreover, on the basis of the circular the Enumerator's Blocks in both the rural and urban areas were to be demarcated for the Houselisting as well as for the actual enumeration work. In this circular each and every minute steps required to be taken for organising and taking the final count was clearly highlighted for guidance. I was immensely benefited by the detailed guide lines contained therein inorganising and formulating my programme of work. The salient features discussed in this circular are listed below :—

1. Building up of District/Tehsil maps indicating the boundaries of all administrative units down to the village.

2. Determination of the smallest administrative unit for presentation of Primary Census data.

3. Recognition and demarcation of rural and urban areas as also town groups.

4 Development of code system and allotment of location code numbers distinguishing each District/ Tehsil/Town and Village covering the entire territory.

5. Preparation of layout sketches of every village and town showing therein the location of every building and house and important land marks to serve as basis for a rational house-numbering scheme and for the ultimate demarcation of the Jurisdictions of the enumerator's blocks so as to ensure equitable load on the enumerators and complete coverage of area.

6. To determine the best agency suitable for Census Enumeration work.

7. Appointment of District Census Officers, Sub-Divisional Census Officers, Charge Officers, and Assistant Charge Officers.

8. Canvassing of uniform House-list to provide, among other valuable data, an advance estimation of the population for each local area to facilitate the formation of more or less uniform sized enumeration blocks.

9. Formation of census enumerator's blocks clearly defining the boundaries as well as the housenumbers that actually fall within his block.

10. Pretesting of second draft Census schedules and finalisation of schedules and instructions to be used at the various stages of Census Operations.

11. Period of Census enumeration including revisional round and reference date.

12. Intensive training of Census personnel at the various levels from the District staff down to the actual enumerator.

13. Census conciousness among the masses through effective publicity programme.

14. To draw up a Census calendar indicating the various targetted dates by which each of the preparatory measures of the Census enumeration should be completed.

15. Announcement of Provisonal Population Totals after completion of Census enumeration.

16. Organisation of regional Tabulation Offices immediately after the enumeration is completed.

17. Sorting of the schedules for producing the Primary Census data for the smallest unit and Tabulation of a mass data according to the approved plan and instructions to be issued in due course from the Registrar General's Office.

18. Publication programme for the 1971 Census with special emphasis on giving out several basic Census data which are of great use and interest to the Govt. and public as quickly as possible.

**Preparatory steps already taken by the nucleus staff set up**

As is stated earlier in section I of this report my predecessor Shri D.S. Misra and Shri R.R. Sharma Assitant Director had already initiated and completed certain preparatory measures which included the taking of two Census pretests. I remembe very clearly my days in Bilaspur District when I used to receive neatly typed and lucidly explained letters and circulars from Shri D.S. Misra, IAS, my predecessor. I knew it well how much labour and time he must have spent in preparing those letters and circulars. With his sweet nature and persuasive manners he had cleared all the hurdles from the path for me. Though Mr. I E.N. Chauhan, IAS, for a brief period of a few months had additional charge for Himachal Pradesh, yet he did not allow any gap to be created during the period after Mr. Misra's departure and my joining the organisation. I remember the training Conference which Mr Chauhan held in Chandigarh of three District Deputy Commissioners and District Census Officers of Bilaspur, Mandi and Chamba which I attended where he and Mr. Rikhi Ram Sharma our Assistant Director both explained us very clearly the different Census concepts in simple style. Then, I never knew that the foundations were being laid in me without my or my "Teachers" knowledge for this present assignment of mine. So much headway had already been made in the matter of gearing up administrative machinery in the field and issuance of necessary notifications by the State Govt. under the Census Act. Appointments of District Census Officers, Sub-Divisional Census Officers, Charge Officers and Assistant Charge Officers were alredy notified. Military Census Officers had also been nominated and appointed for special charges. Census Calendar indicating the various targetted dates by which each of the preparatory measures of the Census enumeration were to be completed had been drawn up. The smallest administrative unit for which the Primary Census data was to be presented had been determined. Recognition and demarcation of rural and urban areas, development of local code system, pretesting of the second draft Census schedules was already done. At the District level the District Census Officers and at the Tehsil/Sub-Tehsil level Offices of Charge Officers had since been established where clerical assistance was sanctioned to look after the Census work. By the time I took up my assignment even the hou enumbering and houselisting Operations in all the synchronous areas were over while in non-synchronous (Snow bound) areas the field work was in progress. Our requirements of various Census schedules and instructions were in the pipe line and some of the supplies relating to housenumbering and houselisting work had reached my office and used in the field.

**Second Pretest**

*The Schedules.* As a result of a series of meetings, conferences and discussions of the census authorities with various agencies, departments and experts, draft schedules for second pretest of 1971 Census were adopted. It was also agreed upon that these schedules should be in regional languages and as such Hindi version was used as far as Himachal Pradesh was concerned. In all seven schedules reproduced at Annexure I in Section XXVII Annexures of this report as detailed below were canvassed in this pretest.

(i) *Houselist Schedules.* This schedule besides identification particulars consisted of 16 columns. The additional information sought to be collected through this schedule, as against of 1961 Census was :

(a) Age of the house (in years)

(b) Material of floor

(c) In case of vacant houses, the reasons for their being vacant.

(d) Whether a household belonged to a scheduled caste/scheduled tribe. If yes; the name of scheduled caste scheduled tribe, and

(e) Whether the household was a cultivating household.

(ii) *Establishment Schedule* : Whereas the information about Establishments (including workshops, worksheds and factories) for 1961 Census was recorded in the houselist itself, for 1971 an attempt to canvass a separate Establishment Schedule was made in the pretest. This Schedule contained 10 columns. An establishment was defined as "If a Census house, or a group of Census houses or a part of a Census house is used for manufacturing, processing or servicing or repairing of goods e.g. a factory, workshop, repair or servicing shop or where household industry is run or where wholesale or retail trade is conducted or if it is an office or a place of entertainment and there is one or more than one persons working therein, it will be considered as an establishment."

(iii) *Individual Slip* :— The individual slip schedule

was pretested in two sizes (a) big size printed on one side of the paper and (b) small size printed on both sides. There were 20 questions in all. The salient features of this slip as compared to the 1961 Census schedule were (a) more detailed questions on migration (b) separate questions on primary work and secondary work running into 6 sub parts each and (c) a question on under employment.

(iv) *Household form*. This form consisted of four parts and was canvassed on universal basis in 3 out of 5 rural blocks and 4 out of 8 urban blocks selected for the pretest. A variety of data was collected through the three parts of the household form.

*Part I. Population Record* :

(To be compiled from the individual slip) Part I of the household form contained 10 columns wherein the serial no. : name, relationship to head of the household, sex, age, marital Status, literacy, description of principal work and category of non-worker in case of non-workers was to be recorded in respect of each individual.

*Part II—Housing Schedule* :

Additional housing data regarding age of the house, whether 'Pacca' or 'Katcha' number of rooms occupied by a household, owned or rented, rent paid if rented, drinking water supply source and distance if not within house, elecric supply, privy, and kind of fuel used by the household for domestic purposes, was collected in this part, which consisted of 10-columns.

*Part III—Fertility Schedule* :

This part was canvassed for all ever married woman in each household in the sample areas. Besides demographic particulars of the ever married women, important statistics on number of children born to date and particulars of last child born were collected through this part of household form.

*Part IV—Family Planning Schedule* :

Information for this part was collected from any male member of age 35 years or less who was currently married in a particular household. Questions pertaining to the demographic particulars of the male member and questions of 'KAP' (Knowledge, Attitude and Practice) of family planning were incorporated in this part.

(v) and (vi) *Enumerator's daily posting statements male and female* : Separate Daily Posting Statements were prescribed for the compilation of basic population totals. These statements had 12 columns and data pertaining to sex, scheduled Castes Scheduled Tribes, literacy, four broad categories of workers viz. cultivators, agricultural labourers, household industry, other work and on status of workers was compiled.

(vii) *Enumerator's Abstract*. Each enumerator was required certain basic figures in respect of his enumerator's block from the Enumerator's Daily Posting Statements Male & Female and to post these in the Enumerator's Abstract.

**Procurement of Schedules**

In consultation with Registrar General's Office, arrangements for the supply of the schedules and other instructions to this State were made with the Director of Census Operations, Uttar Pradesh. The following demands in respect of material, were duly met by the Director of Census Operations, Uttar Pradesh.

| Sl. No. | Item of Material | Quantity |
|---|---|---|
| 1 | 2 | 3 |
| 1. | Houselist schedule | 2,500 |
| 2. | Establishment Schedule | 2.50$_0$ |
| 3. | Individual Slip (a) big | 6,000 |
| | (b) Small | 7,000 |
| 4. | Household form | 2,250 |
| 5. | Enumerator's Abstract : | |
| | (a) Male | 150 |
| | (b) Female | 150 |
| 6. | Instructions | 60 |
| 7. | Enumerator's Abstract | Cyclostyled locally. |

**Coverage**

Second pretest in Himachal Pradesh was conducted in 5 rural blocks and 8 urban blocks involving approximately a population of about 4,000 in rural areas and 4,200 in urban areas. Accordingly, the following areas were selected for the second pretest in Himachal Pradesh :

RURAL AREAS

| Sl. No. | District | Tehsil/ Sub-Tehsil | Name of Village | Hadbast No. of Village | Population 1961 |
|---|---|---|---|---|---|
| 1 | 2 | 3 | 4 | 5 | 6 |
| 1. | Bilaspur | Bilaspur Sadar | Gherwin | 191 | 796 |
| 2. | Mahasu | Seoni | Seoni | 135 | 845 |
| 3. | Mahasu | Solon | Krishangarh | 463 | 724 |
| 4. | Mahasu | Kumharsain | Kotgarh | 32 | 800 |
| 5. | Sirmaur | Pachhad | Sarahan | 263 | 778 |
| | | | Total Rural Population covered : | | 3,943 |

URBAN AREAS

| Sl. No. | District | Town | Ward/Mohalla/ Block | Population 1961 |
|---|---|---|---|---|
| 1 | 2 | 3 | 4 | 5 |
| 1. | Mandi | Mandi | Bhagwan ward (block No. 1) | 531 |
| 2. | Mandi | Mandi | Suhara ward (block No. 10) | 505 |
| 3, | Mahasu | Rampur | Raghunath Mohalla (ward No. 4) | 543 |
| 4. | Mahasu | Rampur | Mahavir Mohalla (ward No. 2) | 435 |
| 5. | Simla | Subathu | Block No. 4 | 467 |
| 6. | Simla | Subathu | Block No. 5 | 646 |
| 7. | Kangra | Palampur | Block No. 1 | 516 |
| 8. | Kangra | Palampur | Block No. 2 | 556 |
| | | | Total Urban Population covered : | 4,199 |

**Field work**

To ensure smooth and efficient conduct of second pretest the Registrar General, India requested the Chief Secretaries of the States and Union Territories to issue necessary instructions requiring the officials called upon to take up the pretest to give their fullest attention to the work entrusted to them. In persuance of these instructions, the Deputy Commissioners were requested to give priority to the work and field work in the selected units was entrusted to Patwaries and Kanungoes. Patwaries worked as enumerator's whereas supervisory responsibilities vested with Kanungoes. In urban areas the staff of the respective urban local bodies were put to this work. The enumerators were paid an honorarium of Rs. 25/- (including cost of housenumbering material) whereas the supervisors were paid an honorarium of Rs. 30/- each. The staff of the areas where household form was also canvassed was paid honorarium at higher rates. Such areas were :—

**Rural**

Seoni, Sarahan and Gherwin.

**Urban**

Raghunath Mohalla Rampur, Subathu llock No. 4, Bhagwan ward (block No. 1) Mandi, Palampur block No. 2.

The individual slip of small size was canvassed in these areas. The big sized individual slip was canvassed in other areas.

In all 13 enumerators and 9 supervisors were appointed for conducting the second pretest of the

schedules in the field. In urban areas a supervisor was entrusted with the supervision of two enumerators, whereas in rural areas, keeping in view difficult terrain of the Predesh one supervisor for each enumerator's block was appointed.

Training to field staff deputed for the purpose was imparted by the officials of this Directorate for 3 days *viz.* 17th to 20th March, 1969. Field operation was initiated on 21st March, 1969 and lasted upto 8th April, 1969. Further another 3 days were allotted for revisional round.

Housenumbering, houselisting and canvassing of the individual slip was done on universal basis, whereas the household form was canvassed in selected blocks as detailed above with the intention that this schedule might be considered for adoption in 10% of the areas during the period of 1971 Census intake.

**Tabulation**

The pilot tabulations of the second protest data, on E.D.P. System, were done by the Registrar General's Office. Accordingly all the canvassed schedules/forms were sent to Registrar General's Office.

**Census Consciousness**

Though I was still findings my way in my new assignment, I lost no time approaching the State Government Officers in the Secretariat for discussions on various aspects of the Census work and to create Census consciousness in the State Administration including Local heads of Departments and other organisations whose help and co-operation was the foremost pre-requisite for the successful completion of this important and challenging task. After attending the second Census Director's conference held in Courtallam in Tamil Nadu between 18th to 21st June, 1970 followed by a one-day session in Kanyakumari, I undertook extensive touring of all the Districts in the State and held discussions with the District Officers with a view to creating Census consciousness. These personal contracts yielded rewarding and encouraging results. The Census count comes once in 10 years and so it is very necessary to build up the Census consciousness in the State Administration. One of the best way is by making personal visits and discussions with the various officers in the Government hierarchy. One must make intensive touring of the area to know the various difficulties of the place and discuss them with the local officers which might be coming in the discharge of their Census duties. Such contacts and discussions help a lot in planning and executing this compaign in a better way. In this regard I was fortunate to have an official jeep while in 1961 Census this office had to obtain a vehicle from the Transport Department on hire. One can not always visit some parts of Himachal Pradesh all the year round and so the Director must make proper time schedule to visit some parts earlier when it will be difficult for him to go in some months. District Lahul & Spiti is one such place and the best period to visit that place is June-July. One must always carry 2 extra jerrycanes of petrol, two spare stepneys while touring in these areas alongwith necessary tools to repair the tyres and to attend to minor repairs. In fact Chapter VII deals with tour and there a detailed account of it shall be given.

## SECTION III

## FIRST CENSUS CONFERENCE—MAY, 1969

The first conference of the State Directors of Census Operations was held at Vigyan Bhawan, New Delhi from 16th May to 21st May, 1969. The main items of the agenda for this conference were : (i) Discussion of the results of the second pretest, (ii) Finalization of the schedules and procedures and (iii) Formulation of the Calendar for the 1971 Census Operations. By this time I had not joined the Census family and Shri D.S. Misra, IAS, was the Director of Census Operations who had the privilege of participating in this conference.

The Deputy Registrar General highlighted the experiences of the various States/Union Territories with regard to the results of second pretest and described the various suggestions made by the Directors of Census Operations at length. The important decisions of the conference are briefly discussed hereunder :—

### 1. Schedules

(i) *Establishment Schedule* :—(1) It was decided that an exhaustive definition of the "Establishment" would have to be evolved in view of the comments and suggestions of the Directors of Census Operation. It was also decided that instructions would be amplified to bring out the precise connotation of the terms: Govt., Quasi Govt., Private, and Cooperative.

(2) Regarding the "Type of power used", it was decided that "Power" to be recorded in the relative column would be one which was used for running the Primary Unit of Industry.

(3) In case of Establishments located in different Census Houses, quite cut off from one-another sometimes in defferent blocks, it was decided that these would be listed as separate Establishments.

(ii) *Houselist Schedule* : (1) For the purposes of recording the codes for tabulation instead of shaded portion running all along the width of the form (as in the forms used in the second pretest) coding boxes with dotted lines would be provided in the relevant columns only.

(2) It was decided that the housenumbering and houselisting operations be carried out in all the areas well before i.e. 8 to 10 months prior to enumeration excepting in the States were local conditions would not permit this. This would have adequate time to the Directors of Census Operations for delimiting the enumerator's blocks and for other spade work for the Census count. Further, it was felt that this would facilitate early tabulation of the housing data.

(3) Regarding the age of the house it was decided that age in specific years might be recorded for the past ten years and for older houses it might be recorded by 20+, 50+ etc.

(4) It was also proposed that information on total blindness and total deafness and the number of persons found with such infirmities would be noted in the "remarks" column against the household to which they belonged.

(iii) *Individual Slip :* (1) It was decided to discard the individual slip printed on both sides. The smaller one (printed on one side only) which was tested in some of the States and found convenient would be further developed for adoption. It was considered that this smaller sized schedule would be very convenient for mannual sorting for the Primary Census Abstract.

(2) For the sample blocks, in which household form would be canvassed, an additional enumerator would be provided.

(3) For Muslims the abbreviation 'I' would be used in the space provided against the relevant question.

(4) With regard to persons born in the country now called Pakistan, although it was a part of India at the time of birth, it was decided that such persons should be treated as born in the territory as at present constituted.

(5) Question No. 19 "If available for additional work" was decided to be dropped as no meaningful data could be collected in this behalf during the second pretest.

(iv) *Household Form II :* (1) In view of the difficulties in canvassing the family planning schedule it was decided to drop this part of the form.

(2) About the fertility schedule, in view of the difficulty which most Directors of Census Operations experienced regarding collection of data about ever marri-

ed womene, it was deided that the colectlion of data would be confined to the currently married women. It was further decided that data on the children born dead might not be collected. It was also decided that Q. No. 6 (b) Description of work of the husband, might be dropped. Further wording of Q. No. 8 would be changed as "particulars of child born during last years". A new question would be added between Qs. 8 (b) and 8 (c) with the heading "If 'L' in (b) whether single or multiple". Necessary provision for recording the particulars of more than one child would also be made.

(3) Housing Schedule Part-II : (a) It was decided that cols. 1, 3 and 4 of the schedule should be exactly the same as the headings of cols. 4, 14 and 15 of the houselist.

(b) It was decided to change Q. No. 9 so that it had two cols. (i) privy for exclusive use and (ii) privy being shared.

**II. Other Items**

(i) *Sampling Procedures :* For detailed tabulation of individual slips it was decided that a Tehsil (Rural) and Non-City-District (Urbrn) would be the unit for sampling. In rural areas after arranging the slips in the serial order of the location code every tenth slip would be systematically sampled while in the urban areas similarly every fifth slip would be sampled.

(ii) *Standard Urban Area :* It was decided that every core town having a population of 50,000+ would be taken as the nucleus of the Standard Urban Area and its growth in different directions, and functional, social and economic linkages would be studied and the area demarcated in terms of entire villages / towns. It was further decided that there would be no special schedule for the Standard Urban Areas, but the Census data in respect of these areas shall be tabulated. The basic statistics would be presented for the Standard Urban Area first for Total, followed by Urban and Rural components.

(iii) *Definition of Town for 1971 Census :* It was decided that while all the towns with statutory Local Administration under the Law in force in the States should be automatically treated as urban, in respect of others, the following criteria would be adhered to :—

(a) A minimum estimated population of 5,000 for 1971.

(b) A density of not less than 400 per Sq. Km.

(c) Three-fourths of the male working population of the place must be engaged in occupations other than agriculture.

(d) In view of the Director of Census Operations the place must have a few typical pronounced urban characteristics and amenities.

(iv) *Definition of Pucca & Kachha House :* The following definition as given in the draft instructions was accepted :— "A Pucca" house may be treated as one which has its walls and roof made of the following materials : Wall material : Burnt Bricks, Stone (duly packed with lime or cement), Cement Conorete or Timber etc. Roof Material : *Tribes* Galvanised Corrugated Iron Sheets, Asbestos Cement Sheets, Reinforced Brick Concrete and Reinforced Cement Concrete and Timber etc. The walls and or roof of houses if are made of materials other than those mentioned above such as unburnt bricks, bamboo, mud, grass, reeds, thatch etc. or loosely packed stone, burnt bricks ete., may be treated as "Kachha" houses.

(v) *Census Calender :* The tentative sample census calendar was discussed and it was observed that variations would have to be made in the period allotted to various operations in each individual State keeping in view the local conditions.

(vi) *Training Programme :* It was decided that usual system of training by holding personal instruction classes would have to be followed. The field staff would be imparted training on two occasions i.e. for housenumbering and houselisting operations and for the Census count. The use of roll up charts etc., was recommended.

(vii) *Location code*:—It was decided that the location code in rural areas would have four elements, separated by oblique stroke. The four elements would represent District number, Tehsil/Sub-Tehsil number, Village number and enumerator's block number (in brackets) ; similarly the location code for urban areas would also have four elements representing District number, Town number Ward/Mohalla/Street number, and enumerators's block number (within brackets).

All the Districts in the State /Union Territory would be serialized. Further all the Tehsils/Sub-Tehsils in a District would be serialized. The Towns/Urban areas in a District would also be serialized but their numbers will be in Roman, so as to differentiate them from rural areas. The block numbers would be recorded in brackets.

The household number would be recorded in the space provided in the individual slip (within squre brackets). The household number may be the building number itself, or the house number comprising

of a building number and another element ni brackets, representing the house-number within a building in case there are more than one Census house in a building. The household number shall have yet another element like (a), (b) etc., within brackets in case a Census house is occupied by more than one household. The institutional household would be identified by writing "INST" besides the household number.

(viii) *Enumeration Agency:*— The decision about the Census heirarchy was that the Collectors/Deputy Commissioners would be generally designated as the District Census Officers. Other senior officers like Additional District Magistrates might be appointed bs Additional District Cenus Officers, whereas Panchayat, Development, and District Statistical Officers might be appointed as Joint District Census Officers. Similarly the Sub-Divisional Officers and the respective Tehsildars/ Naib-Tehsildars would be designated as the Sub-Divisional Census Officers and Charge Officers respectively. The Chief Executive Officers of the Urban Local Bodies would function as Charge Officers for the towns/urban areas.

The field agency i. e. enumerators and supervisors for Census would be drafted from amongst the Village Officials, Officials of Panchayats and Urban Local Bodies like Municipalities, and Officials of the State Govt.

(ix) *Unit of Enumeration:—Village/Panchayat etc.* The decision with regard to unit of Enumeration was that the unit for Census in rural area should be the village or revenue mauza.

(x) *Printing* :—It was observed by the Deputy Registrar General (c) that the arrangements for the printing of the Cen us schedules and instructions in all the languages would be made by the office of the Chief Controller of Printing and Stationery. The art pulls of the schedules etc., would however be prepared by the State Census Directors and passed on to the Registrar General's office, who would entrust them to the Chief Controller of Printing and Stationery for making blocks and printing. The printing of instructions in English, Hindi, Urdu and and Punjabi would be done by the Govt. of India Presses while the printing of instructions in other regional language would be entrusted to the State Printing Press.

(xi) *Tabulation Plan :*—It was decided that the State Directors of Census Operations would send their comments on the tabulation plan after studying the draft plan at length. The Registrar General India mentioned that for the finalization of the tabulation plan, it was proposed to hold a separate conference.

(xii) *District Census Handbook* ;—The District Census Handbook would comprise of two parts, it was decided : (i) Part-I-Town & Village Directory (ii) Part-II-Administrative Statistics. A suggestion was made about getting a short note prepared by the Deputy Commissioner/Collector on each District to be incorporated in the Distric Census Handbook. This note would be published in the name of author concerned.

(xiii) *Permanent Housenumbering Scheme:*— In view of the utility and importance on maintenance of permanent system of housenumbering throughout the country, the Registrar General India recommended that efforts must be made by the State Census Directors to ensure its maintenance in respective States.

(xiv) *Publicity* :—Besides the production of a Census film to be prepared by the Ministry of Information and and Broadcasting which would be exhibited before enumeration it was pointed out that talks and plays on Radio would be arranged in each State. The Directors might recommend to the State Administrative authorities to include a short lession on population and Census during the year 1970-71

**Village and Town Directories**

The Directors were requested to collect the non-census data in respect of the village and town directories well before the actual enumeration so that these could be completed as soon as Census date were available.

**III. Meeting of the Planning Commission Held on May 24th, 1969 to consider 1971 Census Programme**

Immediately after the May conference of 1969 a meeting of the Planning Commission presided over by Profess or D. R. Gadgil, Deputy Chairman, was held to consider the Census programme and the schedules as finalized in the May conference. Besides the Registrar General, India representatives from the Planning Commission, Ministry of Health and Family Planning, Ministry of Labour and Employment, Department of Tourism and Civil Aviation, Central Statistical Organization, Demographic Research Centre, National Building Organization and Indian Statistical Institute participated in the meeting. It was general opinion that the schedules for the 1971 Census required to be simplified.

The important decisions with regard to the changes in the Census schedules arrived at, after the deliberations, are briefly discussed hereunder : A copy of the Registrar General's D. O. letter No 9/3/69—CTU dated the 27th May 1969, to the State Directors of Census Operations, in which the changes were explained is printed at Sl. No, 11 in Section XXVI—Appendices .—

(i) *Houselist* :—The age of the house, material of floor and housing amenities may not be canvassed.

(ii) *Household form* :—(a) The fertility schedule in the household form may be dropped. The information on age at marriage and current fertility of currently married women may be collected in the individual slip.

(b) The family planning schedule may be dropped.

(c) The housing amenities schedule may be dropped.

(d) The population record of the household form originally proposed to be filled in sample areas, may be retained. It would serve as a frame for the post enumeration check and other future surveys, besides generating tables on household composition.

(iii) *Individual Slip* :—(a) Question 9 on Nationality and Question 19 regarding under-employment may be given up. Question 14 Educational Level, may be simplifield to one highest level.

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

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

(d) Persons who are basically categorised as non-workers such as house-workers, rent receivers, studedts etc., would be classified according to their main activity. these individuals if engaged in any gainful activity, but not on full scale, shall be accordingly categorised under secondary work.

(e) Data on unemployment or under—employment may not be provided by Census, as such.

(f) Data on physically handicapped need not be collected at the Census.

**(iv) Comments on Revised Schedules**

The schedules as finally adopted were (1) Houselist (ii) Establishment Schedule (iii) Individual Slip and (iv) Population Record.

The 10% area sampling was given up. Although it was decided that sampling would be resorted to during tabulation of data by drawing 20% urban sample and 10% rural sample, yet for Himachal Pradesh tabulation on full count was recommended. The Primary Census Abstracts would also be prepared on 100% count as in all other States and Union Territories.

On the whole the revised schedules proved to be convenient in terms of canvassing at all levels. The simplified schedules proved to be very convenient to handle as compared to the earlier ones, which were also pretested. Giving up the idea of area sampling also helped in the simplification of the whole Census procedure.

The instructions and schedules as finally adopted for 1971 Census are reproduced at annexure-II in Section XXVII-Annexures of this report.

SECTION—IV

## CENSUS CALENDAR

### Necessity of two Census Calendars

My esteemed colleague Shri D. S. Misra, IAS, who was holding the charge when the Census Calendar was being finalised, had toured the areas very well and he knew that Himachal Pradesh varies in altitudes from 460 metres to 6400 metres. He knew it well that some parts of the Pradesh remain difficult or inaccessible during winter season due to snow fall. So he decided in consultation with the Registrar General to carry out the Census Operations at different times in snow-bound areas. Entire operations in these demarcated areas right from housenumbering and houselisting to Census count were done separately. Since each operation in the conduct of the Census has its time limit, Shri D. S. Misra, IAS, the then Director of Census Operations, adopted two Census calendars for Himachal Pradesh in consultation with the Registrar General-

### Snowbound areas

As stated above it will be seen that enumeration work in these areas was to be completed earlier than the general areas and as most parts of these areas experience snowfall even in the month of October it was only possible to complete the operation by the end of September, 1970 *i. e.*, six months earlier than the general count.

For the conduct of 1971 Census in all 2,444 Census villages spread over to 7 Districts out of the total 10 Districts of Himachal Pradesh were treated as non-synchronous. It is worth mentioning that 2 Districts *i. e.*, Kinnaur and Lahul & Spiti were completely treated as non-synchronous. Expect 2 complete Tehsils of Chamba District namely Pangi and Brahmpur and Chaupal Tehsil of Mahasu District 12 Tehsils in the Pradesh *viz.*, Palam pur of Kangra District; Jogindarnagar, Mandi Sadar, Chichot and Karsog of Mandi District; Kulu, Banjar, Ani, Nirmand of Kulu District and Kumharsain, Rampur and Rohru Tehsils of Mahasu District were partially treated as non-synchronous.

### General areas

Census intake in these areas was completed during the period and with reference to dates prescribed for the rest of the country as a whole. *i. e.* 10th March to 31st March, 1971.

Statement showing the number of villages in the various Tehsils/Sub-Tehsils of the various Districts of Himachal Pradesh, which were treated as Snow-Bound, non-synchronous for the purposes of 1971, Census is appended below :—

| Name of District (Code No.) | Name of Tehsil/ Sub-Tehsil (Code No.) | Whether completly or partially snow bound non-synchronous | Number of villages treated as snow-bound non-synchronous |
|---|---|---|---|
| 1 | 2 | 3 | 4 |
| 1. Chamba (1) | — | Partially | 475 |
| | 1 Pangi | (2) Completely | 224 |
| | 2 Brahmaur | (5) Completely | 251 |
| 2. Kangra (2) | — | Partially | 39 |
| | 1 Palampur | (3) Partially | 39 |
| 3. Mandi (3) | — | Partially | 941 |
| | 1 Jogindernagar | (1) Partially | 117 |
| | 2 Mandi Sadar | (2) Partially | 103 |
| | 3 Chichot | (4) Partially | 588 |
| | 4 Karsog | (6) Partially | 133 |
| 4. Kulu (4) | — | Partially | 34 |
| | 1 Kulu | (1) Partially | 15 |
| | 2 Banjar | (2) Partially | 11 |
| | 3 Ani | (3) Partially | 5 |
| | 4 Nirmand | (4) Partially | 3 |
| 5. Lahul & Spiti (6) | — | Completely | 219 |
| | 1 Lahul | (1) Completely | 172 |
| | 2 Spiti | (2) Completely | 47 |
| 6. Mahasu (7) | — | Partially | 659 |
| | 1 Kumharsain | (3) Partially | 73 |
| | 2 Rampur | (4) Partially | 115 |
| | 3 Rohru | (5) Partially | 144 |
| | 4 Chaupal | (11) Completely | 327 |
| 7. Kinnaur (10) | — | Completely | 77 |
| | 1 Hangrang | (1) Completely | 8 |
| | 2 Poo | (2) Completely | 12 |
| | 3 Morang | (3) Completely | 12 |
| | 4 Kalpa | (4) Completely | 12 |

| | | | |
|---|---|---|---|
| 5 | Nachar | (5) Completely | 22 |
| 6 | Sangla | (6) Completely | 11 |
| | | Total No. of Villages | 2, 444 |

Shri D. S. Misra, IAS, the then Director of Census Operations, had thorough understanding of the Census work. He acted as Deputy Superintendent of Census Operations, Lucknow Region, and also as Deputy Superintendent, Headquarters in Uttar Pradesh State for some time in 1961 Census. With his vast back-ground, he drew up a very comprehensive Census Calendar for general areas as well as snow-bound, non-synchronous areas giving the suitable dates for different items of work which are given below :—

*1971—Census Calendar Himachal Pradesh*

| Sl. No. | Items of Work | Target date—General areas | Target date—Snowbound nonsynchronous areas |
|---|---|---|---|
| 1 | 2 | 3 | 4 |
| 1. | Preliminary discussions with the State Government regarding appointment of Census Officers. | June, 1969. | June, 1969. |
| 2. | Arrangements for preparation of up-to-date Town/Tehsil/Sub-Tehsil/District Maps. | December, 1969. | December, 1969. |
| 3. | Recognition of new towns that qualify and declassification of existing ones if they did not satisfy the definition of a town. | July, 1969. | July, 1969. |
| 4. | Checking of Tehsil/Sub-Tehsil maps with village lists and assigning of Location Code numbers to all units. | October, 1969. | October, 1969. |
| 5. | Preparation of General Village Register and Town Register. | October, 1969. | October, 1969. |
| 6. | Collection of area figures from the Director Land Records/Local Bodies in respect of Districts/Tehsils/Sub-Tehsils/Town and reconciliation of District totals Rural/Urban areas. | December, 1969. | December, 1969. |
| 7. (a) | Collection of administrative Statistics from various agencies (non-census data) for part I of Town Directory. | December, 1969. | December, 1969. |
| (b) | Collection of information for part I (non-census data) of Village Directory. | December, 1969. | December, 1969. |
| 8. | Delineation of Standard urban area in terms of Rural and Urban units. | October, 1969. | October, 1969. |
| 9. (a) | Notification of Houselist and Establishment Schedules in the Gazette as required under the Census Act. | November, 1969. | November, 1969. |
| (b) | Notification of Individual Slip aud Population Record Schedules in the Gazette as required under the Census Act. | November, 1969. | November, 1969. |
| 10. (a) | Appointment of District Census Officers. | August, 1969. | August, 1969. |
| (b) | Appointment of Charge Officers and Assistant Charge Officers. | September, 1969. | September, 1969. |
| 11. | Constitution of Blocks and Supervisors Circles for the purpose of Housenumbering and Houselisting and allied operations. | November, 1969. | November, 1969. |
| 12. | Issue of instructions explaining Houselisting Operations, | October, 1969. | October, 1969 |
| 13. (a) | Training Classes for District Census Officers in House-numbering, Houselisting and Establishment Schedules. | December, 1969. | November, 1969. |
| (b) | Training Classes for Charge Officers/Assistant Officers in House-numbering, Houselisting and Establishment Schedules. | January, 1969. | October-November, 1969. |
| 14. | Despatch of Houselist, Establishment Schedules, Enumerator's Abstract and Instructions Booklets to District Census Officers. | November, 1969. | September, 1969. |
| 15. | Appointment of Enumerators and Supervisors for Housenumbering and Houselisting Operations, | January, 1970. | November, 1969. |
| 16. | Drawing up of training programme for Enumerators and Supervisors for Houselisting and allied Operations, | January, 1969. | November, 1969. |
| 17. | Training Classes for Enumerators and Supervisors for House-numbering and Houselisting Operations including canvassing of Houselist and Establishment Schedules as practical exercise through training Schedules. | February-March, 1970. | April, 1970. |

| | | | |
|---|---|---|---|
| 18. | Housenumbering, Houselisting and Canvassing of Establishment Schedules and preparation of notional maps showing the layout of houses and numbers allotted to them. | March-April, 1970. | May-June, 1970. |
| 19. | Arrival of Houselists etc., in the Office of Charge Officers. | 15th May, 1970. | 15th July, 1970. |
| 20. | Arrival of Houselists and Establishment Schedules at the District Head-quarters. | 31st May, 1970. | 31st July, 1970 |
| 21. | Arrival of Houselists and Establishment Schedules at the Head-quarters of the Suprintendent of Census Operations. | 30th June, 1970. | August, 1970. |
| 22. | Recruitment and training of key punch Operators and Supervisory staff. | June, 1970. | June, 1970. |
| 23. | Checking of Houselists for completness, Sampling of Houselists, Coding and Punching of Houselist and Establishment Schedules commence in the Tabulation Office. | July, 1970. | July, 1970, |
| 24. | Preparation of Charge Registers-delineation of Blocks and Supervisor's Circles on the basis of 1971, (1970) Houselists. | July, 1970. | July, 1970. |
| 25. | Selection and earmarking of Census Enumerators and Supervisors in each Charge. | September, 1970. | July, 1970. |
| 26. (a) | Compilation of Part I (non-census data) of the Village Directories. | December, 1970. | December, 1970. |
| (b) | Compilation of Part I (non-census data) of the Town Directories | December, 1970, | December, 1970, |
| 27. | Preparation of data for A-Series Tables for Columns other than those which relate to 1970 Census data. | December, 1970. | December, 1970. |
| 28. (a) | Training Enumeration slips and instructions to reach every District office. | October, 1970. | June, 1970, |
| (b) | Training Enumeration slips and instruction to every Charge/Sub-Charge Office. | November, 1970. | June, 1970. |
| 29. | Detailed instructions to be issued formulating the training programme of Census Officers at all levels, including enumerators and Supervisors. | October, 1970. | June, 1970. |
| 30. (a) | Training of District Census Officers for filling up the Individual Slips and Population Record. | October, 1970. | June, 1970. |
| (b) | Training of Charge Officers/Assistant Charge Officers for filling up the individual Slip and population Record. | November, 1970. | June, 1970. |
| 31. | Despatch of Individual Slip Schedules and Population Record forms to District Headquarters. | November, 1970. | July, 1970. |
| 32. | Reassessment of the Blocks and Circles constituted and finalization of Charge list by Charge Officers/Assistant Charge Officers. | September, 1970. | July, 1970. |
| 33. | Issue of appointment letters to Enumerators and Supervisors. | September, 1972 | July, 1970 |
| 34 | Intensive training of Enumerators and Supervisors including practical exercise in enumeration on Training Schedules. | November, 1970, to January, 1971 | July-August, 1970 |
| 35. | Copying of abstracts of the Houselists for each enumerations block | December, 1970 | June, 1970. |
| 36. | Issue of Schedules etc., by the Charge Officers/Assistant Charge Officers to the Enumerators. | January, 1971. | August, 1970. |
| 37. | Census Enumeration. | 10th February, to 28th February, 1971 | September, 1970 |
| 38. | Enumeration of Houseless population | Night of 28th February, 1971. | Night of 30th September, 1970. |
| 39. | Revisional Round. | 1st March, 1971, to 3rd March, 1971. | (No revisional round to be carried out) |
| 40. | Compilation and Reporting of Provisional Totals. | 3rd & 4th March, 1971 | |
| (a) | Enumerators to Supervisors | 3rd March, 1971 | Ist October, 1970. |
| (b) | By Supervisors to Charge Officers. | 4th March, 1971. | 4th October, 1970. |
| (c) | Provisional Totals to be given by Charge Officers/Assistant Charge Officers to District Census Officers by Telegram/ Telephone/Special Messanger. | 4th March, 1971. | 5th October, 1970. |
| (d) | Provisional Totals to be given by District Census Officers to the Registrar General, India and the Superintendent of Census Operations Himachal Pradesh by express Telegram. | 4th March, 1971. | 6th October, 1970. |
| 41. (a) | Submission of Record, Forms and Abstract etc., by Enumerators. to the Circle Supervisors. | 4th March, 1971. | 1st October, 1970 |
| (b) | Submission of Records, Forms and Abstracts by Circle Supervisor to the Charge officers/Assistant Charge Officers, | 7th March, 1971. | 4th October, 1970. |

**A Comparative Study of the two Census Calendars**

As would be observed from the above Census Calendar the targetted dates upto item No. 12 are the same for both the general and non-synchronous areas. These items of work are of general nature involving administrative and other broad actions taken in this Directorate in connection with the 1971 Census.

The training of the Direct Census Officers, Charge Officers and Assistant Charge Officers in housenumbering and houselisting was targetted and carried out a month or two earlier in the non-synchronous areas than in the general areas. Similarly despatch of Training material and houselist schedule and other schedules/ forms was targetted, and done in september, 1969 in the nonsynchronous areas whereas in the general areas this work was completed in January, 1970. But the training of the field agency of housenumbering and houselisting operations was fixed in the month of April, 1970 against February March, 1970 for the General areas.

The twin operations of housenumbering and houselisting were targetted to be completed during the months of March-April, 1970 in the general areas whereas in the snowbound areas the prescribed period was May-June, 1970. The dates for the movement of houselists record from various levels were obviously targetted by a month earlier in the general areas as compared to snow-bound areas.

No action was taken with regard to item No. 22-Recruitment and training of Key Punch Operations and supervisory staff because separate coding and punching unit was not to be set up in case of Himachal Pradesh separately. Similarly item No. 23 was restricted to the checking of the houselist record for its completeness.

Keeping in view the enumeration periods in the two areas of Himachal Pradesh the targetted dates for all other connected items of work like appointment of enumerators and supervisors, their training as well as training of the Census Officers, despatch of schedules and other Census stationery and movement of enumeration record from various levels etc., were fixed accordingly.

The Census programme in the snow-bound areas was carried out as stipulated in the Census Calendar. houselisting and housenumbering Operations were conducted in the general areas also by the stipulated dates. We were ready to embark on the Census enumeraration in the general areas, but due to clash in the dates of mid-term Poll for the Lok Sabha and the original Census dates we had to revise the Census Calendar. A great political activity was taking place in the country which, I am sure, would find a prominent place in the history of India after the Independence. Neither I am a political commentator nor it is a place to speak on the political situation of the country of that period. Parliament was dissolved and the elections were to be held afresh and so the Census enumeration which was originally to take place from 10th to 28th February, 1971, had to be revised twice.

**Changes in the Census Enumeration Programme**

At first the following programme was prepared for the various Census Operations.

| | | |
|---|---|---|
| 1. | Reference date | — 20th February, 1971. |
| 2. | Enumeration Period | — 1st February, 1971 to 19th February, 1971. |
| 3. | Enumeration of Houseless Persons | — Night of 19th February, 1971. |
| 4. | Revisional Round | — 20th February, to 22nd February, 1971. |
| 5.(i) | Communication of Provisional Population Totals (First Phase) immediate totals. | — |
| a) | Enumerator to Supervisor | — 23rd February, 1971. |
| b) | Supervisor to Charge Officer/Assistant Charge Officer. | — 23rd February, 1971. |
| c) | Charge Officer/Assistant Charge Officer to District Census Officer and to the Census Directorate, Himachal Pradesh. | — 24th February, 1971. |
| d) | District Census Officer to the Registrar General India and to the Census Directorate Himachal Pradesh. | — 25th February, 1971. |
| (ii) | Movement of Enumeration Record. | — |
| a) | Enumerator to Supervisor. | — 23rd February, 1971. |
| b) | Supervisor to Charge Officer/Assistant Charge Officer. | — 23rd February. 1971. |
| c) | Charge Officer/Assistant Charge Officer to District Census Officer. | — 7th March, 1971. |
| d) | District Census Officer to the Census Directorate Himachal Pradesh. | — 15th March, 1971. |

We had geared up the whole Census machinery as per being the time table but then we started hearing further that these dates might be revised. I remember distinctly when the Registrar General rang me up and

informed me that the new Reference Date would be sunrise of Ist April, 1971 and enumeration period would be 10th to 31st March with Revisional Round from Ist to 3rd April, I was a little disappointed and informed him that with great difficulty we had created the atmosphere to embark on the Census emumeration and the new time schedule would dampen our spirits. But we had to accept the revised dates. After having talk with the Registrar General, I informed my both the Assistant Directors, Sarvshri R.R. Sharma and C.D. Bhatt. They too felt very disappointed. Elections in Himachal Pradesh for Lok Sabha were held on 2nd and 5th March, 1971 and we had only 4 days to again build up the necessary atmosphere for the successful completion of the Census count. After the Govt. of India had decided to change the dates of the Census enumeration due to Lok Sabha Elections, the following revised dates in respect of various operations were fixed :—

1) Reference date — Sunrise of Ist April, 1971.

2) Enumeration Period — March 10 to 31st 1971.

3) Count of Houseless Persons — Night of 31st March, 1971.

4) Revisional Round — April 1st to 3rd 1971.

5) Moyement of Enumeration Record :—

(a) Enumerator to Supervisor — April 4th, 1971

(b) Supervisor to Charge Officer/Assistant Charge Officer. — April 4th, 1971.

(c) Charge Officer/Assistant Charge Officer to District Census Officer. — April 17th, 1971.

(d) District Census Officer to the Census Directorate Himachal Pradesh; — April 24th, 1971.

6) Communication of Provisional Population Totals (First Phase) immediate Totals :

(a) Charge Officer/Assistan Charge Officer to the District Census Officer and to the Census Directorate Himachal Pradesh. — April 6th, 1971.

(b) District Census Officer to the Registrar General India and to the Census Directorate Himachal Pradesh. — April 7th, 1971.

## SECTION V

**Training seminars**

As I jointed much later I could not avail the opportunity of attending the earlier conferences. However, my illustrious predecessor, Shri D. S. Mishra attended the First Conference held in Delhi from 16th to 21st May, 1969 and the Training Seminar for Directors at Darjeeling in September/October, 1969. Plenty of discussions, I am sure, must have taken place on matters on administration and opportunities would have been provided to know the subjects of Demography, Sampling and Statistics. They must have also discussed the concepts, definition and methodology of 1971 Census. I am sure, a thorough grounding must have been done in this regard. After imbibing all the necessary spirit of the Census, Shri D. S. Misra left to join Delhi Administration and I was brought in to fill up the vacancy. How I wish that I had attended the Delhi as well as Darjeeling conferences, but how could I ? When I compare myself with Shri Misra, I always feel like one who was inducted in the team in the last minute. In the game of cricket, after selecting the team, the Captain puts his players to hard practice under the strict supervision of the Coaches. But what would happen, if he has to take at the last minute due to certain unavoidable reasons, a new man in the team ? Well, there is a twelfth man to fill up the vacancy. But in my case it was all different.

A similar training seminar was held for two weeks at Bangalore in July, 1969 for the Deputy/Assi tant Directors. One more training seminar was organised for Tabulation Officers for two weeks at Chandigarh. Such seminars are very useful in the first place they bring together all the members of the "Census family" and at the same time help to crystallise ideas on various aspects of the Census programme.

## SECTION VI

## BUILDING UP OF STAFF STRENGTH

### State Census Office

As is stated earlier in this report the Office of the Director of Census Operations, Himachal Pradesh at the State level was set up for the first time at Simla for taking the 1961 Census Operations. Unlike the practice followed in the past when Census office used to be disbanded each time immediately after the Operations were completed, some of the staff appointed for 1961 Census continued in opposition regularly. A nuclues Census office with 28 persons in all continued during the intercensal period from the 1st March, 1966. This staff strength was subsequently augumented to cope with the additional work of Sample Census taken in 1968. When my predecessor Shri D. S. Misra joined in February, 1969, the following staff strength existed in the office :—

**Administrative**

| | | |
|---|---|---|
| 1. | Assistant Director | 1 |
| 2. | Head Assistant | 1 |
| 3. | Steno-typist | 1 |
| 4. | U. D. C. | 1 |
| 5. | L. D. C. | 3 |
| 6. | Record keeper-Cum-Librarian | 1 |
| 7. | Daftri | 1 |
| 8. | Peons | 2 |
| 9. | Chowkidar | 1 |
| | | 12 |

**Technical**

| | | |
|---|---|---|
| 1. | Tabulation Officer | 1 |
| 2. | Statistical Assistants | 3 |
| 3. | Investigators | 2 |
| 4. | Draughtsman | 1 |
| 5, | Proof Readers | 2 |
| 6. | Computors | 5 |
| 7. | Assistant Compilers | 9 |
| 8. | Daftri | 1 |
| 9. | Peons | 2 |
| | | 26 |
| | Total | 38 |

In 1969-70 when preparations for 1971 Census were started the following additional posts were sanctioned to strengthen the administrative and Census cells :—

**Administrative**

| | | |
|---|---|---|
| 1. | Director | 1 |
| 2. | Stenographer | 1 |
| 3. | Assistants | 2 |
| 4. | Accountant | 1 |
| 5. | U. D. C. | 1 |
| 6. | L. D. C. | 1 |
| 7. | Driver | 1 |
| 8. | Gestetner Operator | 1 |
| 9. | Peons | 2 |
| 10. | Sweeper | 1 |
| 11. | Mali | 1 |
| 12. | Frash | 1 |

**Technieal**

| | | |
|---|---|---|
| 13. | Assistant Director (T) | 1 |
| 14. | Junior Stenographer | 1 |
| 15. | Draughtsman | 1 |
| 16. | Peon | 1 |
| | | 18 |

Besides the above increase in staff strength 13 more posts were sanctioned to look after the work of Sample Registration of Births and Deaths Scheme implemented in selected units in Himachal Pradesh from July, 1969. These posts were :—

| | | |
|---|---|---|
| 1, | Tabulation Officer | 1 |
| 2. | Statistical Assistants | 1 |
| 3. | Computors | 8 |
| 4. | Assistant Compilers | 2 |
| 5. | Peon | 1 |
| | | 13 |

After I took over in June, 1970, the following additional posts were added to strengthen the existing staff position in the mapping unit, and on administrative as well as Census side :

**Mapping Unit**

| | | |
|---|---|---|
| 1. | Cartographer | 1 |
| 2. | Draughtsman | 1 |

**Administrative**

| | | |
|---|---|---|
| 3. | Office Superintendent | 1 |

**Technical**

| | | |
|---|---|---|
| 4. | Investigator | 1 |
| 5. | Record Keeper | 1 |

Adequate additional office staff had to be sanctioned as this was very essential for the smooth running of work, especially where work is to be completed in scheduled time as preparations for and organising a Census is a race against time. With the increasing tempo of work in the field where various stages of operations were to be completed within the targetted dates according to the Census Calendar the additional staff was needed by stages on actual requirements.

**Appointment of Officers**

For the 1961 Census no Deputy Director was sanctioned to help the then Director of Census Operations Himachal Pradesh, in view of smaller area and population comprising the Union Territory. But before the present Census was taken both the area and population of Himachal Pradesh, were more than double the 1961 figures due to the transfer of certain areas of Punjab to Himachal Pradesh, as a result of reorganisation of the State of composite Punjab in 1966.

In view of this my predecessor Shri D. S. Misra wrote a very comprehensive and well reasoned D.O. letter to the Registrar General for the creation of two posts of Deputy Directors as early as on 18th June, 1969 and Registrar General was kind enough to sanction one post of Deputy Director to assist the Director in the conduct of 1971 Census Operations, vide his office letter No. 2/8/70-RG(Ad.I) dated 11th September, 1970 (reproduced at Sl. No. 12 in section XXVI-Appendices) with effect from the date of filling up of the post upto the 28th December, 1972. I approached the State Government to recommend a panel of State Government Officers for selection and appointment as my Deputy, but unfortunately I was not able to get a suitable hand of my choice, till the 1971 Census Operations were over. Here I will suggest for my successor that he better takes much earlier action to get a suitable hand for the post of Deputy Director.

This office had the advantage of having a very experienced hand in Shri Rikhi Ram Sharma, one of my two Assistant Directors. Out of the two Assistant Directors one Shri R.R. Sharma was continuing as such since August, 1962. He worked in overall charge of my office during the intercensal period and held the fort till my predecessor Shri D.S. Misra joined his assignment in February, 1969. He is working at the headquarters at Simla helping me in the office work. Besides office work being looked after by him, he is also responsible for the working of mapping unit. This arrangement helped me a lot and kept my office work running clockwise and thus gave me more time to do my touring for organising the work in the field. Other-wise work in the field and in the office, both would have required my equal attention, and it would not have been possible for me to devote sufficient time on touring in difficult terrain of the Pradesh. Shri Sharma besides looking after the office work as stated above was also able to help me in organising and supervising the work of Census Operations, in the field. The post of Assistant Director manned by Shri Sharma is included in the nucleus staff strength of my office and has been converted into permament one. He is a permanent Section Officer in the Himachal Pradesh Secretariat, and was taken on deputation. He is drawing his grade pay in the parent office plus deputation special pay of Rs. 75/- P.M.

The second post of Assistant Director to man the Tabulation Office set up at Simla for sorting and tabulation of 1971-Census data was sanctioned by the Govt. of India, Ministry of Home Affairs in their letter No. F 28/135/69-Pub. I dated the 25th August, 1969 with effect from the 1st October 1969, which is reproduced at Sl. No. 13 in Section XXVI-Appendices. Soon after the post was created Shri D.S. Misra my predecessor approached the State Government to place the services of Shri C.D. Bhatt, an officer of the State Economics and Statistics Department, at the disposal of Registrar General India for appointment as Assistant Director of Census Operations A copy of his D.O. No. SCOHP-42/69-3143 dated 6.11.1969 addressed in this behalf to Shri P.K. Matto I.A.S. Additional Secretary (Planning) to the Government of Himachal Pradesh, is printed at Sl. No. 14 in Section XXVI-Appendices. Keeping in view the fact that the processing and analysis of Census data was becoming highly specialised he was inclined to have an officer who possessed the requisite back ground of statistics or demography. Shri Misra when he was working as Deputy Commissioner Mandi had occasion to see the work & conduct of Shri Bhatt who was then the District Statistical Officer at Mandi and found him suitable for this post. Accordingly the Himachal Pradesh Government vide their Notification No.9-12/69-Plan (Estt.) dated the 24th February 1970 reproduced at Sl. No. 15 in Section XXVI-Appendices, placed the services of Shri C.D. Bhatt, District Statistical Officer, Mandi at the disposal of the Registrar General India, Ministry of Home Affairs for appointment as Assistant Director of Census Operations, with effect from the date of his relieve till the 31st December, 1972, on the terms and conditions as stipulated in the Government of India Ministry of Home Affairs letter No. 28/90-68-Pub. I dated the 3rd December, 1968. A copy of this letter

prescribing the scale of pay and special pay admissible to State Government Officer for working on this post is printed at Sl. No. 16 in Section XXVI-Appendices for reference.

Shri Bhatt joined my office as Assistant Director of Census Operation in the forenoon of the 31st March, 1970. Necessary notification No.6/21/70-RG(Ad.I) dated the 10th April, 1970 (printed at Sl. No. 17 in Section XXVI-Appendices) to this effect was issued by the Registrar General India and Ex-officio Joint Secretary to the Government of India in the Ministry of Home Affairs. Shri Bhatt was made incharge of Census work in the office and entrusted with the duties of organising field operations. He was also responsible to look after the work relating to the Sample Registration Scheme of births and deaths introduced in selected units in Himachal Pradesh.

The headquarters of both the Assistant Directors were fixed at Simla and they were posted in my office and were assigned distinct duties and responsibilities. When I joined in the first week of June, 1970, I was glad to know that the progress of work was according to the schedule and sufficient ground had already been covered. The earlier appointment of these Officers this time than at the 1961 Census proved advantageous in imparting better training to the enumeration staff to the lowest level of enumerators and supervisors directly through the instructors sent out from my office. Early appointment is preferred so that one could get an apportunity of participation in the pretests. Also they are able to visit different parts of the territory and gain first hand information on local problems. In these pretests they have had the basic training of what is required for a successful finale of the Census. The second and most important consideration for early appointment of Director and his deputies is, that Census has got to be conducted at two different times in Himachal Pradesh. In snowbound areas, Census count is taken earlier than the General Census in non-snow-bound areas alongwith Census in the rest of the country. In the snow-bound areas, Census count was completed in September-November, *i.e.* 6 months ahead of the general Census in the following months of February-March. In fact the Director of Census Operations, Himachal Pradesh, has to complete preparations for the Census six months ahead of the other Directors of Census Operations. It is a race against time and the District Census Officer starts with a big time handicap to reach the goal in time.

**Clerical Assistance for District Offices**

Traditionally this country has had the privilege of conducting Census Operations with the voluntary and close cooperation of the State authorities since the later are deeply interested in taking the Census in their respective territories. The State Government declare Deputy Commissioners, Sub-Divisional Officers, Tehsildars and Naib-Tehsildars etc.. as the Census Officers in their respective jurisdictions. These officers are responsible for the conduct of the Census Operations in their respective areas under the guidanee of the Director of Census Operations, of the State concerned. The Census Officers are required to attend to the delimitation of Census charges selection and training of Census enumeration agency, introduction of the system of permanent housenumbering, Census Publicity, Receipt and Despatch of Census, Enumeration schedules, and the actual Census count in consultation with the Director of Census Operations.

As the State officials and their offices, especially those who are associated with the Census Operations in their areas, are heavily worked, it was considered necessary to provide some clerical assistance to District and Tehsil/Sub-Tehsil establishments etc., so as to help them in carrying out the Census Operations in the correct way and according to schedule. It may be added in this connection that this pattern of providing clerical assistance in these establishments was followed in the 1961 Census Operations and it was felt necessary to continue the same practice at the 1971 Census also. The following scale of clerical assistance as provided in the District etc., establishments for 1961 Census Operations in Himachal Pradesh was recommended by the Registrar General India to the State Government :

| | |
|---|---|
| District Census Offices | 1 U.D.C.<br>1 L.D.C.<br>1 Peon. |
| Charge Offices | 1 L.D.C. |

All these posts were to be created by the State Government on the District Establishment of Himachal Pradesh and the pattern prevailing in Districts had to be followed. But in Himachal Pradesh there were L.D.Cs. and Asistants on District Establishments and there was no post of U.D.C. suggested to be created for District offices. The Himachal Pradesh being a Union Territory at that time could create only post of such nomenclature and in such grades of pay which already existed on the District Establishments. Since, as already stated no post of U.D.C. existed in District strength, the posts of Assistants were created by the Himachal Pradesh Administration in lieu of the posts of U.D.Cs. approved by the Registrar General. This very procedure was adopted in 1961 Census also. But the Accountant General Himachal Pradesh objected to the creation of the posts

of Assistants in place of U.D.Cs. and desired that the approval of Registrar General should be obtained to regularise the same so as to enable him to admit the relevant sanction in audit although no such objection was raised by the audit office in 1961. Accordingly the Registrar General was approached by us and he was kind enough to approve the creation of the post of Assistants in lieu of U.D.Cs. for District Offices in Himachal Pradesh in partial modification of the above scale of clerical assistance prescribed by him.

While prescribing the scale of clerical assistance for Districts it was indicated that this assistance would be available till the end of May, 1971. The requisite number of posts were created by the Government of Himachal Pradesh with effect from 1-11-69 vide their letter No. 1-46/60-Rev-II dated the 4th November, 1969 which is reproduced at Sl. No. 18 in Section XXVI-Appendices. The following staff was sanctioned :

1. Assistants (one each for all the District Census Officers).....10

2. Clerks (one Clerk for each of the 10 District Census Officers, and one Clerk per Tehsil and Sub-Tehsil office being independent of Tehsil in the matter of revenue administration for 53 Tehsils and Sub-Tehsils in Himachal Pradesh)...63

3. Peons (one peon for each of the 10 District Census Officers).....10

The staff against the above mentioned posts was appointed by the Deputy Commissioners in the District scales of pay and formed part of the staff of the Collectorates. There was no problem in the matter of recruitment and control of this staff. This clerical assistance was made availabe upto 31-5-1971 and after this date the staff was either retrenched or reverted to the respective parent desartments in case of lien holders. We made all possible efforts so that all the retrenched staff could be absorbed in the respective Districts and in this connection we wrote to the respective Deputy Commissioners and also to the State Government and I am glade to write that most of the retrenched staff in the Districts have been re-employed in the different departments of the Districts.

The expenditure on pay and allowances of this extra staff was met in full by the Government of India and charge was drawn by the District Census Officer concerned direct under the Census Grant under Central Head "39-Miscellaneous Service Organisation-B-Enumeration" at the respective District Treasuries. For this purpose all the District Census Officers, in Himachal Pradesh were authorised to draw pay and allowances in respect of District Census staff working under them including Tehsil and Sub-Tehsil Offices vide Rule 2 and 3 of Rules for the classification and record of receipts and Expenditure in connection with the Census. The relevant authority letter No. SCOPH-54/69-dated the 8th September, 1969 is printed at Sl. No. 19 in Section XXVI--Appendices of this report.

The Census staff so provided to the District and Tehsil/Sub-Tehsil Census offices was properly used and proved useful so as to maintain the pace of progress so far achieved and to make the 1971 Census Operations a success. This staff exclusively attended to the Census mail and helped to maintain liason between the pyramid of field workers *viz.*, enumerators and supervisors on the one hand and the State Census office on the other.

As far as I know no problems were faced in the Districts in the matter of recruitment and conrtol of this staff as the Deputy Commissioners in most of the cases appointed Assistants from the District Establishments. So, it was easy for them to do the Census work more expeditiously as they were neither raw hands nor from outside the Deputy Commissioner's office. As regards the other staff, they presented no problem and an efficient control was maintained over them.

## SECTION—VII

## TOURING

**Need & Importance**

The face of Himachal Pradesh is altering day by day. I must thank the Government of Himachal Pradesh who have been always taking very keen interest in the construction of roads. It will be interesting to know that Himachal spends 26.4 percent of their budget on the maintenance and construction of new roads while in most of the other States it is only 13 percent. The far flung areas where the people used to walk all the distances to reach the Tehsil/District Headquarters are not left without roads. Some of the finest hilly roads in India have been constructed in Himachal Pradesh. So, the touring in Himachal Pradesh is not as difficult and risky as it used to be a few decades back. The position has improved a lot since 1961 Census. In 1961 the length of the roads was 1965 kilometers while in 1971 it is 8,217 kms. So now the touring can be planned in a much better way.

One must know the areas very well. All the District and Tehsil Headquarters should be visited so that he knows personally the problems of the officers and the special problems that might come due to the pecularity of that place. The Census work requires a thorough planning since the whole operation is time-bound. Certain work has got to be completed in specific period and this requires a complete knowledge of the problems and the difficulties of the place. So, if one thinks that he can plan the whole operation only by sitting in his office, I am afraid, it will be very difficult and no amount of directions from Simla will be of much avail. The District Census Officers and the Charge Officers are doing their own work which is quite heavy and the Census enumeration is always an additional work. So unless the Director of Census Operations visits them, he can not create Census consciousness in them which, I am afraid is very essential. By the visit of the Director and the discussions with the field officers, some of the doubts can be cleared then and there which will go a long way in the smooth running of Census Operations.

In section XXVI-Appendices at Sl. No. 20 is given an abstract of my tours undertaken during 1970-71 and 1971-72. From 9.6.1970 to 17.1.1972 I remained on tour for 234 days and travelled 22547 Kilometers by road and 5048 Kilometers by rail.

I am essentially a man from plains. My first introduction to the Himalayas was my training period in Mussoorie in 1962. I used to see the snow clad hills, the Pine and Devdar trees. But only in Himachal in this posting of mine that I saw really Himalayas. I walked in the Pine trees, watched with immense delight the magnificient looking Devdars and this posting as Director of Census Operations took me to all corners of Himachal Pradesh. Heavily fruit laden trees, rich terrsaced-fields in Mahasu, Kulu, Manali and miles-long fields of paddy in Palampur and clear, bluish water of Renuka Lake in Sirmaur District and at the same time just strange, wild and barren hills and sandy roads in Lahul & Spiti and Kinnaur were seen by me while touring in connection with my official work. So, where touring helped me in the efficient discharge of my duties, it, at the same time afforded me a great opportunity to have "Himachal Darshan" which on my own, I am afraid, would not have been possible.

**Provision of Jeep**

In 1961 Census, my predecessor, Shri R. C. Pal Singh was not very fortunate as he did not have any official vehicle and he had to depend upon the Himachal Pradesh Transport Department to oblige him and there were moments when the transport authorities refused to oblige him with a vehicle and as a result he had to alter his tour programme. Inspite of all that I must say that he managed the things magnificiently. When I joined this organisation, the vehicle had already arrived. However, this vehicle proved very difficult at times and the repair and maintenance bill is quite astounding.

The official vehicle proved a great blessing and without it, I am afraid, things would not have been done in so smooth and fine manner. It increased the mobility of my office and I could go to any place in the State even at a short notice. I personally wanted to supervise the Census enumeration particularly in certain areas where the mother tongue issue was being raised by some people and I must say that in the absence of vehicle I would not have been able to visit and check the individual slips in huge number of places

**Air travel, utilisation of Air Force Sorties, Facilities provided by State Government and provision of vehicles to Charge Officers during enumeration.**

In this State, there are no air facilities and I think

if one has a good running vehicle, it is not required even. However, there is some courier helicopter service between Chandigarh and Keylong the Headquarters of Lahul & Spiti District which operates only during winter season for the lifting of postal dak when that area remains inaccessible. I wish that this is a regular service where the civilians are also allowed to take advantage of it and the officers of the Registrar General's office who are hardpressed for time can visit the District of Lahul & Spiti. Normally, it takes 6 days to visit and come back from Keylong the Headquarters of Lahul & Spiti District from Delhi while in the same period with the air facilities available in the rest of the country, the Registrar General or any other officer of his office can visit more Headquarters of the States and can come back and it is for that very reason, I am afraid, not a single officer from Registrar General's Office has ever visited Keylong the Headquarters of Lahul & Spiti District. To visit Himachal Pradesh, minimum period required, is a week and even then only small portion can be seen because all the touring has to be done by road and that is why the Registrar General, inspite of my many a request, could not find time to visit this hilly State after enumeration.

**Need to accompany personal staff on tour**

I am of this view that the personal staff must accompany the Director when he is visiting the different places in the Pradesh. Say, after having discussions with the District Census Officers or the Charge Officers, certain instructions are required to be issued to Director's Headquarter which can be promptly attended to if the Director has his Stenographer with him. As I have mentioned earlier, the Director of Census Operatitons is hardly a known officer in the State and if one is stuck up due to mechanical failure of the vehicle or for any other reason to a place other than planned for than it is the personal staff who act as a "visiting card" to the Director and gets necessary help from the Chowkidar of the Rest House where he is compelled to stay. I remember that once when I was visiting Kinnaur District the vehicle broke-down. This was a lonely road and hardly any people could be seen. There was no Rest House near about and no shop from where the provisions could be purchased. But I had one very experienced man,Shri Atroo Ram, my orderly, who had all the provisions with him including a stove and kerosene oil, could feed us even in that isolated place and this kept our morale very high. It is indeed in difficult times that the personal staff of great necessity and so the Director must take his personal staff while visiting different places in the Pradesh.

**Touring of other officers connected with the Census and payment of Travelling Allowance**

There is only one vehicle in this office and so my other two Assistant Directors had to travel by Government buses. But the District authorities were very kind and whenever it was necessary, the vehicles were provided by them for inspection purposes. However, no separate vehicle was provided by the State Government for inspection purposes. In fact, we did not write them as no necessity was felt.

No transport facilities were provided to the District Census Officers and Charge Officers. However, the District Census Officers, being the General Assistants or Revenue Assistants could manage vehicles whenever they required for inspection purposes.

We had no difficulty in meeting the travelling allowance claims of the officials of different Departments detailed for Census work. In fact, we had already written to the State Government. In this regard, the State Government had issued instructions to Secretaries Heads of Departments and Deputy Commissioners in the Pradesh wherein it was specifically mentioned that Travelling Allowance claims of their officials employed on the work relating to Census Operations in 1971, will be borne, if admissible under the rules, by the Department to which the official belonged. These instructions contained in letter No.4-37-GAD-II/69, dated the 30th December, 1969, from the Joint Secretary to the Government of Himachal Pradesh, are given at Sl. No. 21 in Section XXVI—Appendices.

The staff of Beas Sutlej Link Project and in a very few cases non-officials like Panchayat Secretaries were also detailed for Census work. The Beas Sutlej Link authorities as well as the Panchayats showed their inability to meet the Travelling Allowance engaged claims of their staff in Census work. Travelling Allowance claims of such staff were borne from the Census budget after obtaining sanction of the Registrar General. A copy of the sanction may be seen at Sl. No. 22 in Section XXVI — Appendices.

SECTION—VIII

# REQUIREMENTS OF CENSUS SCHEDULES TRANSLATIONS PRINTING AND DISTRIBUTION OF SCHEDULES AND INSTRUCTIONS

**Requirement of Census Material**

It is imperative that for the efficient and punctua carrying out of the Census field operations the various Census schedules and forms etc., are provided to the personnel drafted for the purpose, well in time. All Census Operations are strictly time-bound and therefore, proper timely planning with regard to the procurement and distribution of the Census schedules and forms is essential. Instruction booklets in Hindi and the various schedules and forms for use in Himachal Pradesh were centrally printed.

In the first week of February, 1969 certain estimates of requirements of the various schedules and forms pertaining to this State were received from the Office of the Registrar General, India. These initial estimates and the method for estimation of total form requirement are given hereunder :

| Item | Requirement |
|---|---|
| *Individual Slip* | |
| (a) General Census | 4,058,670 |
| (b) Training | 382,000 |
| *Houselist Schedule* | |
| (a) General Census | 70,120 |
| (b) Training | 6,089 |
| *Establishment Schedule* | |
| (a) General Census | 24,356 |
| (b) Training | 6,089 |
| **Household Form* | |
| (a) General Census | 81,173 |
| (b) Training | 11,975 |
| *Instruction Books* | |
| (a) Individual Slip | 7,640 |
| (b) Houselisting | 6,089 |
| *(c) Household Form | 1,095 |
| *Enumerator's Posting Statement* : | |
| (a) Male | 54,046 |
| (b) Female | 47,416 |
| Enumerator's Abstract | 7,640 |

*Household form was dropped later on and population record was prescribed in its place.

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

(i) GENERAL CENSUS REQUIREMENTS

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

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

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

(d) *Establishment Schedule*:—Four forms per enumerator were provided as this schedule was required to be canvassed in duplicate. According to estimated number of entries, the number of forms required per copy worked out at less than 1 form per enumerator. But to cover cases of business and industrial centres, two forms per enumerator were provided which could be issued to each enumerator at the first instance. However more forms could be issued to such enumerators who actually required more forms.

(e) *Instruction Books for Individual Slip* :—It was based on total estimated number of enumerators and supervisors. Number of enumerators was worked out by dividing rural estimated population by 750 and urban estimated population by 500 to which number of supervisors was added by taking one supervisor for 5 enumerators. This estimate was further enhanced by 25% to cover stand-by enumerators, supervisors and thoer Census officers.

(f) *Instruction Books for Houselisting* :—This was also based on total estimated enumerators and supervisors. Roughly 200 entries were taken per enumerator for houselisting and one supervisor for five enumerators. Estimates thus arrived at were enhanced by 25% to cover other Census officers.

(g) *Instruction Books for Household Form* :—Taking 1961 Census 20% sample household as base number of enumerators was calculated by enhancing it by 25% and dividing it by 100, taking 100 households per enumerator which was further increased by number of supervisors taking one supervisor for 5 enumerators. This total was further enhanced by 25% to cover other Census officers and divided by 2 to make it 10%

(h) *Estimated requirement of Enumerator's Posting Statements* :— Estimated male and female population was divided by 40 (No. of lines) to get number of posting statements which was further inflated by 10% to cover wastage.

(i) *Enumerator's Abstract*:—This is equivalent to instructions to enumerators.

(ii) *Forms for Training*:—It was proposed that there would be two training classes for practicals. Enumerator would use approximately half the forms supplied in first practical and the balance in second practical.

(a) *Individual Slip*:—50 Forms were provided for each enumerator.

(b) *Houselist and Establishment Schedules* :—One form of each schedule was provided for each enumerator and superviser. One side could be used for one practical and the other in second parctical.

(c) *Household Forms* :—25 forms were provided for each enumerator. In the first instance these estimates were confirmed and the only additional requirement intimated to Registrar General's Office was about 500 copies each of the English version of all different types of instruction books.

**Revised Estimates**—Subsequently around the middle of August, 1969 the requirements of the various items of Census material were reassessed keeping in-view some important factors peculiar to this region, other than the population factor. The factors which necessitated the reassessment were broadly speaking.

(a) Villages in Himachal Pradesh are small scattered and sparcely populated. Since the houselist and enumeration records had to be prepared and kept separate for each Census village, the non-utilization part of the Census material would be more than what was assumed earlier.

(b) Means of communication in this State are not well developed, therefore sufficient reserves would have to be built up at various levels.

1. (i) *Revised Estimates for Houselisting Material*—The reassessed requirements of houselisting material were as hereunder and the method of working out of quantities in respect of the various items is also given below :—

*Statement showing revised final estimated requirements of Schedules, Forms and Instruction books.*

| Partculars of Schedules/Forms | Quantity |
|---|---|
| (1) Houselist Schedule | 1,18,000 |
| (2) Establishment Schedule | 52,,200 |
| (3) Instruction Books for House listing | |
| Hindi Version | 8,410 |
| *English Version | 500 |

*for official use only.

**Method of Calculation of Revised Requirements of Houselisting Material.**

(1) *Schedule for Houselisting* :—No. of households calculated by dividing the figure arrived at in respect of requirement of individual slips for general Census by 5) was added to the No. of vacant and non dwelling houses as in 1961 inflated by 25%. This figure was increased by 25% and then divided by 40 (No. of lines per schedule). To account for wastage, the number of villages/towns was added to it. The resultant figure was then doubled to provide for duplicate copies.

(2) *Establishment Schedule* :—Four schedules for enumerator/supervisor/officer, were assessed with the view that the schedules required for supervisor/officer will serve the purpose of reserve and wastage etc.

(3) *Instruction Books for Houselisting* :—One copy per enumerator/supervisor/officer was the final requirement.

**Procurement and Distribution of Houselisting Material**

Supply of the various items required for houselisting and housenumbering operations in Himachal Pradesh was fully ensured on the basis of revised estimates.

The houselisting material was received in three instalments well in time for distribution in the field.

The following statement shows the dates of receipt and quantities of the various items of Census houselisting material from Registrar General's Office.

*Statement showing the dates of receipt of Houselisting Material from the Office of the Registrar General, India, New Delhi.*

| Dates | Items | Quantities |
|---|---|---|
| 29.8.69 | Houselist Schedule (Hindi) | 2,000 |
| | (English) | 50 |
| | Establishment Schedule (Hindi) | 1,000 |
| | (English) | 50 |
| | Instruction Books (Hindi) | 200 |
| | (English) | 15 |
| 24.10.69 | Houselist Schedule (Hindi) | 69,000 |
| | Actual Census | |
| | (Training) | 6,100 |
| | (English) | 400 |
| | Establishment Schedule (Hindi) | |
| | Actual Census | 23,000 |
| | (Training) | 1,000 |
| | (English) | 400 |
| | Training Forms | |
| | (English) | 5,100 |
| 5.12.69 | Houselist Forms (Hindi) | 47,000 |
| | Establishment Schedule (Hindi) | 18,200 |
| 18.3.70 | Instruction Books (Hindi) | 2,500 |
| 4.4.70 | Establishment Schedule (Hindi) | 5,000 |
| Total | Houselist Form (Hindi) | 118,000 |
| | (Training) | 6,100 |
| | (English)* | 450 |
| | Establishment Schedule | |
| | Actual Census (Hindi) | 52,200 |
| | (English)* | 450 |
| | Training (Hindi) | 1,000 |
| | (English)* | 5,100 |
| | Instruction Books (Hindi) | 2,700 |
| | (English)* | 15 |

Note : * The Schedules in English version were not used for actual Census purposes but were supplied to the District Census Officers and other Officers for official use for training purposes only.

**Distribution of Houselisting Material in the Non-Synchronous Areas**

The houselisting material was despatched in the last week of August, 1969 to Chamba District for use in the completely non-synchronous Tehsil of Pangi. For Brahmaur Tehsil of the same District the material was despatched in the last week of October. Similarly keeping in view the difficult-terrain and the approaching winter season, when Lahul & Spiti District is rendered inaccessible, the houselisting material was despatched in the first week of September, 1969 to this area. As for, nonsynchronous District of Kinnaur the material was despatched in the last week of October, 1969. It was in the first week of November, 1969 that the houselisting material was supplied to the District Census Officer, Kangra for use in the non-synchronous area of that District. Supply of the houselisting material for the non-synchronous areas of Mandi, Kulu and Mahasu Districts as well as for the general areas of all the Districts (excepting Lahul & Spiti and Kinnaur which were completely non-synchronous) was arranged by November and in early December, 1969. The houselisting material was sent to the various District Census Officers in consignments meant for complete Districts. However, for the convenience of the District Census Officers Tehsil/Sub-Tehsil/Town-wise estimates in respect of the different items of material were worked out in my office and conveyed to the District Census Officers in the form of statements. The District Census Officers were requested to check these estimates before actually distributing the material to the various Charge Officers/Assistant Charge Officers in their respective Districts, so as to ensure that the distribution was done in such a manner that the quantities supplied to the various Charge Officers/Assistant Charge Officers would neither fall short of their requirements nor rendered surplus.

A statement showing the quantity of the houselisting meterial as supplied to the various Districts appears is given in Appendix 23 of Section XXVI-Appendices.

Though every care was taken yet demand for additional houselisting material poured in from a few areas. To cope up with the situation additional material, as shown in the statement appended below was procured from the office of the Registrar General, India, New Delhi and from the office of the Director of Census Operations, Haryana, Chandigarh and the requirements of the District Census Officers were fully met.

*Statement showing Additional Houselisting Material procured from various resources*

| Dates | Items | Quantity | Source |
|---|---|---|---|
| 9-4-70 | Houselist Schedule (English) | 3,500 | Director of Census Operations' Haryana Chandigarh |
| | Establishment Schedule (English) | 4,000 | |
| 18-3-70 | Houselist Schedule (Hindi) | 7,000 | |
| | Establishment Schedule (Hindi) | 15,000 | |
| 11-4-70 | Houselist Schedule (Hindi) | 15,000 | Registrar General, India Delhi |
| | Establishment Schedule (Hindi) | 5,000 | |

**Distribution of Houselisting Material in the General Areas**

The distribution of the houselist material was taken up in the first week of December, 1969. The requisite quantities allocated to the various Districts were packed in suitable number of gunny bags and sent to the respective District Headquarters by bus through special messengers from my office. However, the official deputed to carry the material for District Chamba travelled by train upto Pathankot. The remaining journey was of course performed by bus. The distribution job was completed in December with the exception of Bilaspur District. The material to Bilaspur District was sent in the first week of January, 1970.

District-wise statement showing allocations of the various items of material for the smaller territorial units up-to Tehsil/Sub-Tehsil and Town levels were prepared in my office and copies thereof sent to the Disrict Census Officers concerned for their guidance. They were required to check the allocations also keeping in view their own intimate knowledge of the areas before actually distributing the material to lower levels. They were given a free hand to change the allocations in case they were convinced that such changes were necessary. The houselist abstracts which were printed a little later were distributed in the second half of January, 1970. These consignments were generally sent by post.

Some emergency demands also poured in from certain areas which were immediately fully met. But after the operations it was felt that there was absolutely no justification for such demands because large quantities of unused meterial was received back in my office, even from such areas. As is mentioned earlier, a statement showing the quantities of houselisting material as supplied to the various Districts is given in Appendix 23 of Section XXVI-Appendices.

**Revised Estimates For Enumeration Material**

(1) *Need for Revision of Estimat*—In the last week of March, 1970, following the intimation received from Registrar General's Office that requisition for the printing of 4,058,675 individual slips for the Census count in Himachal Pradesh had been sent to the Controller of Printing and Stationery another look was given to the estimates made in respect of the enumeration material.

By this time houselisting material had been distributed and the office had gained some experience about the way the things were managed in the field. A definite need for building up reserves at the Headquarters was felt, keeping in view the stipulation that all Census Operations were to be completed by certain specific dates. I felt that it would not be advisable to enter into arguments with the Census Officers appointed in the various territorial units about the proper justification of any demands made by them at the eleventh hour or during the course of the Census count. A most important factor which specifically necessitated revision of the estimates was the fear that there might be mal-distribution of material at the Charge level which might result in unnecessary crisis during the Census count. Further in view of the small size of an average Census village in Himachal Pradesh it was feared that the non-utilization of part of the material would be more in our case. Transport and communications, sometime form a major bottleneck in operations like Census. Hence the need to build up reserves at the various levels. The final indent in respect of the various items of enumeration meterial is given in the following statement (It may be mentioned here that no emergency demands for enumeration meterial were placed)

*Statement showing finally revised Indent of Enumeration Material*

| | |
|---|---|
| 1. Individual Slips (Actual Census) | 5,000,000 (17,000 pads @ 100 slips and 132,000 pads @ 25 slips) |
| (T)* | 600,000 (24,000 pads @ 25 slips) |
| 2. Population Record (Actual Census) | 1,300,000 (12,500 pads @ 50 forms and 27,000 pads @ 25 forms) |
| (T)* | 240,000 Forms |

3. Enumerator's Daily Posting Statement :

| | | |
|---|---|---|
| Male | (Actual Census) | 30,000 |
| | (T)* | 10,000 |
| Female | (Actual Census) | 90,000 |
| | (T)* | 10,000 |

4 Enumerator's Abstract :

| | |
|---|---|
| (Actual Census) | 30,000 |
| (T)* | 10,000 |

5. Degree Holder & Technical Personnel Cards 50,000

6. Instruction Books (Hindi) 8,800
(English) 1,000

*(T) stands for training.

The following statement shows the supply of Enumeration material by the office of the Registrar Generral, India, by dates.

*Statement showing supply of Enumeration material by Registrar General's Office by dates* :

| Date | | |
|---|---|---|
| 25.7.70 | Individual Slips : (Actual Census) | 1,100,000 (3,600 pads @ 100 slips & 29,600 pads @ 25 slips) |
| | (Training) | 150,000 (6,000 pads @ 25 slips) |
| 5.8.70 | Population Record : (Actual Census) | 375,000 (15,000 pads @ 25 slips) |
| 6.8.70 | Instruction Books (Hindi) | 20,000 |
| 24.7.70 | Instruction Books (English) | 500 |
| 7.8.70 | Degree Holder & Technical Personnel Cards | 10,000 |
| 8.8.70 | Enumerator's Daiiy Posting Statement : | |
| | *Male* (Actual Census) | 20,000 |
| | (Training) | 2,000 |
| | *Female* (Actual Census) | 16,000 |
| | (Training) | 2.000 |
| 8.8.70 | Enumerator's Abstract | |
| | (Actual Census) | 6,000 |
| | (Training) | 2,000 |
| 24.10.79 | Individual Slips : (Actual Census) | 3,900,000 (13,400 pads @ 100 and 102,400 pads @ 25 slips) |
| | (Training) | 450,000 (18,000 pads @ 25 slips) |
| 24.10.70 | Population Record : (Actual Census) | 925,000 (12,500 pads @ 50 and 12,000 @ 25 forms |
| | (Training) | 240, 000 forms |
| 2.11.70 | Enumerator's Daily Posting Statement : | |
| | Male (Actual Census) | 70,000 |
| | (Training) | 8,000 |
| | Female (Actual Census) | 74,000 |
| | (Training) | 8,000 |
| | Enumerator's Abstract : | |
| | (Actual Census) | 24,000 |
| | (Training) | 8,000 |
| | Instruction Books: (Hindi) | 5,880 |
| 3.12.70 | Instruction Books: | |
| | (Hindi) | 1,000 |
| | (Englisn) | 500 |
| | Degree Holder & Technical Personnel Cards | 40,000 |

TOTAL:

| | | |
|---|---|---|
| 1. | Individual Slips: (Actual Census) | 5,000,000(17,000 pads @ 100 slips and 132,000 pads @ 25 slips) |
| | (Training | 6000,000 (24,000pads @25 slips) |
| 2. | Population Record: (Actual Census) | 1,300,000 (12,500 pads @ 50 forms) & 27,000 pads @ 25 forms) |
| | (Training) | 240,000 forms |
| 3. | Enumerator's Daily Posting Statement: | |
| | Male (Atual Census) | 90,000 |
| | (Training) | 10,000 |
| | Female (Actual Census) | 90,000 |
| | (Training) | 10,000 |
| 4. | Enumerator's Abstract: | |
| | (Actual Census) | 30,000 |
| | (Training) | 10,000 |
| 5. | Degree Holder & Technical Personnel Card | 50,000 |
| 6. | Instruction Books : | |
| | (Hindi) | 8,800 |
| | (English) | 1,000 |

**Supply and Utilization of Houselisting and Enumeration Material**

Appendix at Sl. No. 23 in section XXVI-Appendices of this report shows the supply and utilization of each type of schedule and instruction books of each language.

Perusal of this appendix would reveal a big gap between the supply and actual utilization of some of the items of Census material. This gap includes non-utilization as well as wastage. But, as it is, this couldn't be avoided. There were incessant demands from the various District Census Officers for the supply of more and more material, especially of the houselisting material, soon after the Census Operations commenced. There was no other way out of such a situation but to meet the requirements of the District Census Officers in full as and when requests were received in my office. Operations being time bound, in fact, there was never any time to enter into any sort of arguments about the justification of the bulks of Census Forms/Schedules indented by the District Census Officers.

**Suggestions**

The houselisting material was supplied to the District Census Officers alongwith statements showing its Charge-wise and item-wise allocations. The District Census Officers were required to check the statements so as to make the final assessments, before actually distributing the material in the various charges of their respective Districts. However it was felt in the long run that in some cases the process of distribution went away with the result that there was large scale maldistribution and artificial scarcity of material was created in certain pockets.

On the basis of this experience it was felt preferable to deal with the Charge Officers and Assistant Charge Officers directly, in matters pertaining to Census material. As such the enumeration material was distributed directly to the various Charge-Officers/Assisant Charge Officers. Further, officials from my office were deputed to the various charges for imparting training to the enumeration field agency. It was made a part of the duty of these trainers to prepare estimates of the requirements of Census stationery in respect of individual blocks, keeping in view the houselist population and other relevant data. The charge Officers/Assistant Charge Officers distributed the material to the enumerators on the basis of these estimates prepared by my staff. I am glad to record that this experiment was very successful.

For future also I feel that the meterials for the different Census Operations should be distributed directly to the Charge Officers/Assistant Charges Officers and arrangements for preparation of blockwise estimates made in the manner it was done by me for the Census count. This I hope would eliminate chances of maldistribution and obviate the eleventh hour indents for more meterial. Another suggestion would be that while working out the total requirements of the different items of Census material, the fact that most of the Census villages in Himachal Pradesh are small in population size, should be kept in view. Because records in respect of all the villages are prepared separately, the, non-utilization part of the material is more here than in most other States.

**Local Printing**

My requirements of all items of the Census material were met by the office of the Registrar General India excepting a few items. Central printing of the schedules and instructions in Hindi version was undertaken in the 1971 Census and so far as Himachal Pradesh is concerned I would record that this arrangement proved to be very useful, indeed. The consignments of the material were received quite in time for the non-synchronous as well as for the synchronous areas. However the following items of the material were printed locally in the Himachal Pradesh Government Press.

| | | |
|---|---|---|
| 1. | Abridged Houselist (including 75,000 forms supplied to the Director of Census Operations, Delhi). | 2,80,000 |
| 2. | Subsidiary Instructions to Enumerators and Supervisors for enumerarion | 5,000 |
| 3. | Degree Holder and Technical Presonnel Card (in addition to 50,000 supplied by Registrar General's Office) | 15,000 |
| 4. | Houselist Abstract | 60,000 |
| 5. | Charge Abstract (Houselist) | 5,000 |
| 6. | Lists of Schedule Castes and Scheduled Tribes in Himachal Pradesh | 24,000 |

All these items were printed in the Himachal Pradesh Government Press Simla.

I must say that the Himachal Pradesh Government Press is very small one and they are always heavily booked. But the Controller of Printing & Stationery, Himachal Pradesh Government, Shri S.K. Chauhan, was always very kind to get the Census material printed from his Press inspite of his heavy commitment and I am grateful to him for that. I must also make a mention of Shri K. C. Rajput, Deputy Controller who was always ready to help us in this regard.

SECTION—IX

## PROCUREMENT OF MAPS

### Use of Old Maps

The Registrar General India in his first circular issued under his D. O. letter No. 37/10/68-RG dated the 12th December, 1968 had rightly stressed that one of the earliest tasks in preparing for the Census, is the building up of District and Tehsil maps indicating the boundaries of all administrative units down to the village, as per the latest jurisdiction, so that the Census charges, circles and blocks could be easily demarcated for ensuring complete coverage. We had all the District maps and Tehsil maps, which were prepared for the 1961 Census. Four types of maps were prepared, as detailed below:—

(A) *District Maps*:—These were drawn on scale 1″=4 miles in which the following particulars were shown:—

1. Tehsil boundaries, Kanungo circles, Patwar circles and Panchayat circles.
2. Roads, Railway lines, Rivers and Canals.
3. Headquarters of District, Sub-divisions/Tehsils/ Sub-Tehsils, Police Thanas and Development blocks.
4. Rest houses, Hospitals, Dispensaries, Educational institutions, Places of important Industries, Agricultural Department Farms, Posts and Telegraph Offices.

(B) *Tehsil Maps*:—These were drawn on scale 1″=1 mile showing all the relevant information, as obtaining in a Tehsil, vide indications given above for District maps. Besides this, names of all revenue villages with their Hadbast numbers and Census code numbers, number of enumeration blocks and supervisory circles were also shown in these maps.

The Sub-division/Tehsil/Sub-Tehsil maps were of greater use for Census purposes, in as much as it was checked from them that no village bearing Hadbast number was missing for purposes of Census court.

(C) *Village Maps*:—The village maps were not drawn to any scale. These maps were prepared by the Patwaries and Kanungos at the time of housenumbering and houselisting. A village map was a notional map showing the general lay-out of the village, number of Census house and the natural dividing lines like streets, Khads and streams.

(D) *Town Maps*:—They showed wards, mohallas, roads, streets etc., in a town.

### Changes in Administrative boundaries:

However, during the intercensal period from 1961 to 1971 beside other inter District adjustment of boundaries the following Districts/areas were transferred to Himachal Pradesh as a result of reorganisation of the composite Punjab State w.e.f. 1.11.1966—

(a) Simla, Kangra, Kulu and Lahul & Spiti Districts;

(b) Nalagarh Tehsil of Ambala District;

(c) Lohara, Amb and Una Kanungo circles of Una Tehsil of Hoshiarpur District;

(d) (i) The territories in Santokhgarh Kanungo circle of Una Tehsil of Hoshiarpur District as under:—

| Name of Patwar Circle | Patwar Circle No. |
|---|---|
| Palkwah | 60 |
| Pubowal | 62 |
| Polian | 63 |
| Dulehar | 64 |
| Bietan | 65 |
| Kungrat | 66 |
| Nangal Kalan | 67 |
| Nangran | 68 |
| Bathu | 74 |

(ii) The following villages of Santokhgarh Kanungo circle of Una Tehsil of Hoshiarpur District :—

| Name of Village | Hadbast No. | No. and name of Patwar circle in which village is included. |
|---|---|---|
| 1 | 2 | 3 |
| Fattewal | 460 | 61 Jakhera |
| Bangarh | 461 | |

| 1 | 2 | 3 |
|---|---|---|
| Charatgarh | 225 | 72 Charatgarh |
| Khanpur | 226 | |
| Chhattarpur | 227 | 73 Santokhgarh |
| Jatpur | 245 | |
| Takhatpur | 247 | |
| Santokhgarh | 246 | |
| Bathri | 476 | 75 Bathri |

(iii) The following villages of Santokhgarh Kanungo circle of Una Tehsil of Hoshiarpur District except portions of those villages as have been included in the local area comprising Naya Nangal which has been declared to be a Notified Area for the purposes of the Punjab Municipal Act, 1911, by the notification of Government of Punjab No. 2225-CI(3CI)-61-9484, dated the 21st March, 1961 :—

| Name of Village | Hadbast No. | No. and name of Patwar circle in which village is included. |
|---|---|---|
| 1 | 2 | 3 |
| Jakhera | 229 | 61 Jakhera |
| Malikpur | 242 | 69 Kanchehra |
| Binewal | 243 | |
| Majara | 248 | |
| Mehatpur | 230 | 70 Bhabhaur |
| Batoli | 231 | |
| Basdehra | 228 | 71 Basdehra |
| Ajauli | 237 | |
| Puna | 244 | |
| Raipur | 218 | 72 Charatgarh |
| Sanoli | 249 | 77 Sanoli |

(e) Village Kosar forming part of Una Tehsil of Hoshiarpur District, and

(f) The following villages of Dhar Kalan Kanungo circle of Pathankot Tehsil of Gurdaspur District :—

| Name of village | Hadbast No. |
|---|---|
| Bakloh | 421 |
| Balun | 422 |
| Dalhousie | 423 |

Consequenty the area of Himachal Pradesh increased by more than double the 1961 figures. It would be observed from the above details, that beside other territories the whole of the four Districts of Simla, Kangra, Kulu and Lahul & Spiti were transferred to this State. For purposes of revenue administration Nalagarh Tehsil was made constituent of Simla District. All the territories specified at (c), (d) and (e) above were included in and formed part of Kangra District while the areas referred in (f) were included in Chamba District. Thus out of the 10 Districts constituting greater Himachal Pradesh three Districts namely Chamba, Kangra and Simla were affected due to adjustments or inclusion of more Tehsils and territories in them. The jurisdictional boundaries of seven other Districts of Mandi, Kulu, Lahul & Spiti, Bilaspur, Mahasu, Sirmaur and Kinnaur remained intact. But during the decade 1961-71 the State Government affected changes of territories between one unit to another necessitating fresh drawal of maps with reference to changes in administrative boundaries.

**Maps prepared during intercensal period**

Steps were taken during the intercensal period to bring up to date District, Tehsil and town maps, but in view of the fact that the question of reorganisation of Districts etc., being constantly under consideration of the State Government no head-way could be made in this respect. In view of this fact it was decided that the work of preparation of District/Tehsil jurisdictional maps should be taken up only after the contemplated reorganisation is completed as most of the Districts were expected to be affected. All the Tehsildars and Naib Tehsildars who were appointed charge officers were requested to send Tehsil/ Sub-Tehsil maps after earmarking therein enumerators block and supervisory circles. The maps so received were checked here with village lists in respect of each Tehsil/Sub-Tehsil to ensure that there is no overlapping or omission in fixing the clear cut jurisdictions of Census Officers.

However, in respect of town maps we had written to Local Bodies concerned to furnish us the same according to our requirements, but the maps so prepared by them were found unsatisfactory because they lacked in details. This is because most of the Local Bodies had no Draughtsman on their strength, who could prepare good maps. As such it was felt that we would have to get planned maps, complete in all respects, prepared by deputing our own Draughtsman on the spot.

Simultaneously a freeze order was suggested by the Government of India, Ministry of Home Affairs to the State Government vide their letter No. 28/66/68/Pub. I dated 15.4.68 (reproduced at Sl. No. 43 in Section XXVI-Appendices) not to give effect to any changes in the jurisdiction of any District, Tehsil, Sub-Tehsil, revenue village and municipality etc., during the period from 1st January, 1970 to the 30th June 1971.

**Maps maintained by the Lands Records Office**

Maps maintained by the State Land Records office were not used or consulted as the same could be of no help in the preparation of our maps, because they were not expected to be complete and upto date in view of the developments detailed above. This would have wasted our time which otherwise could be utilised in preparing all maps denovo. Practically there was no demand from other departments for the Census administration maps, probably they were ignorant that this office had some useful maps which could be made use of by them.

**Instructions on preparation of maps for 1971 Census**

Instructructions were received from the Registrar General's office for the preparation of various maps for printing in 1971 (i) District Census Handbooks (ii) Town Directory (iii) Administrative Atlas (iv) Census Atlas and (v) Town Study. As Himachal Pradesh is a border State, the Map Officer in the Registrar General's office advised that the District and Tehsil maps of Himachal Pradesh facing the international boundary *i.e.* the Disdrict maps of Lahul & Spiti and Kinnaur and their Tehsils should be printed with scale after certification from the Survey of India. It was also clarified that other Districts which are not facing the international boundary their maps alongwith the Tehsil maps are to be prepared according to scale, and because such maps will be based on Land Record Office no certification of the boundaries are needed by the Survey of India. But these maps are to be vetted by the Land Record Office of Himachal Pradesh. A copy of D.O. letter No. 1/2/72-Map, dated 13.4.72, received in this behalf is reproduced at Sl. No. 24 in Section XXVI-Appendices. Consequently the following scale maps are being drawn up.

1. *District Census Handbooks Maps* :—(i) Showing administrative units *i.e.* Tehsils/Sub-Tehsils with boundaries Headquarters and definite boundary symbols. Urban areas were shown with the names by spheres according to population sizes. As far as possible names of all impo rtant places such as all places with a minimum population of 500 (in some cases 200) and any other place of special importance such as places of religious, historical, archeological or commercial importance, beside urban areas were shown. All important roads, highways, unmettaled roads connecting important places, railways with stations were also shown in these maps.

Inset maps in the District map were also prepared showing the position of the District in the State. Similarly insetmaps in the Tehsil/Sub-Tehsil map indicated the position of Tehsil/Sub-Tehsils in the particular District of reference in the corner of the each sheet.

2. *Town Directory* :—Three types of maps of all town are to be prepared for printing in the Town Directory.

These are :—

(i) A map of the State showing administrative boundaries upto the Tehsil/Sub-Tehsil level and location of towns by population size. Each town should bear a serial number according to the alphabetical order of the towns in the State as a whole.

(ii) Schematic map of each town showing functional areas such as administrative, commercial, industrial, educational, residential, and

(iii) Notional map of each town showing the density of population by wards.

3. *Administrative Atlas* :—All the maps prepared for the District Census Handbooks will be printed in this volume.

4. *Census Atlas* :—More than 150 maps are required to be prepared for the Census Atlas after the tabulation work of 1971 Census data is over and the relevant statistics, which will form the basis of these maps are known.

5. *Town Study Maps* :—Besides the maps to be prepared for Town Directory in respect of the town which have been selected for special study more maps for such towns relating to detailed study will be prepared for inclusion in the respective volumes of the study of each town to be brought out separately.

*Base Map for the State* :—The base map for the State Census Atlas for 1971 was compiled from different sources by the Map Officer in the office of the Registrar General and sent to us for correcting changes in administrative boundaries, if any, and then to send a copy of the same for his approval before printing.

**Area figures for the State, Districts, Tehsils, Towns and Villages**

Demographic and economic data thrown up by Census is very important and useful to planners, research scholars and Government and other, organisations etc. Whenthe Census data is studied with reference of a particular region/part of the country, information about area of the same helps in arriving at certain conclusions. Area

figures to be utilised therefore, should be authentic, dependable and accurate so that the results are convincing and reliable. To achieve this end the Registrar General, India Central Statistical Organisation and Surveyor and General India thrashed out the problem and it was decided by the Registrar General, India that Census Organisation should utilise that State/District wise area figures supplied by the Central Statistical Organisation according to the Surveyor General, India. These area figures for this state were made available by the Registrar General, India, well in advance leaving no problem to this office as far as collection of this part of information was concerned.

Area figures in respect of territorial units smaller than the Districts i.e. the Tehsils Sub-Tehsils and the towns are also required for utilisation for various Census Publications. In this regard the Registrar General, India intended that the area figures should be collected from State Government and got finalised from the Director of Land Records of the State concerned before utilising them. Therefore, the matter with regard to the collection of the area figures down to Tehsil/Sub-Tehsil and town levels was taken up with the authorities concerned. A set of area figures District by District was collected from the Deputy Commissioners. The Deputy Commissioners furnished to this office the area figures as compiled by them for Annual Season and Crop Report, for the year 1968-69 (latest available) for their respective Districts alongwith their Tehsil/Sub-Tehsil-wise breakup. Discrepancies wherever noticed were got reconciled and the final sets of District-wise figures were got duly confirmed by the Director of Land Records, Himachal Pradesh.

Thus there emerged two different sets of area figures i.e. (i) according to the Surveyor General India upto District level and (ii) The State set i.e. the figures according to the State Director of Land Records.

The Director of Land Records Himachal Pradesh has provided reasons for the differences in the figures finalised by him and that supplied by Central Statistical Organisation according to Surveyor General, India.

Another feature of the area figures is their presentation upto village level in the Village Directory and the Primary Cen us Abstracts. It is worth mentioning here that the totals of these figures in respect of a particular Tehsil/Sub-Teh il may not tally with the set of figures as confirmed by the State Director of Land Records due to the reason that whereas for the villages Directory and Printing Census Abstracts the latest available statistics were taken into account while for the state/set the figures as furnished in the Annual Season and Crop Report for 1968-69 were considered. Further the source in the first case was the village official i.e. the Patwari, whereas in the latter case it was the Deputy Commissioner's Offices. As for the figures in respect of the towns the respective Urban Local Bodies had to be depended upon. In case of the non-municipal town of Pandoh, the area figures were furnished by the District Census Officer, Mandi.

The following statement shows the two sets of area figures and the reasons for the variations are given in a foot note to the statement.

Statement showing the two sets of area figures :—

(i) According to Central Statistical Organisation upto District level and (ii) According to Director of Land Records, Himachal Pradesh upto District and Tehsils/Sub-Tehsils levels.

| Name of District | Name of Tehsil/ Sub-Tehsil | C.S.O as on 1.7.71 (provisional) | Area in Sq. Kms. According to Director of Land Records H. P. 1968-69 Annual season and Crop Report. |
|---|---|---|---|
| 1 | 2 | 3 | 4 |
| KULU | Kulu | 5,435 | 218.80 |
| | Banjar Sub-Tehsil | | 103.62 |
| | Ani-Sub-Tehsil | | 67.79 |
| | Nirmand Sub-Tehsil | | 81.57 |
| | Total : | | 471.78 |
| BILASPUR | Bilaspur Sadar | 1,167 | 545.36 |
| | Ghamarwin | | 609.53 |
| | Total : | | 1154.89 |
| MAHASU | Arki | 5,652 | 394.18 |
| | Seoni Sub-Tehsil | | 240.38 |
| | Kumharsain Sub-Tehsil | | 230.44 |
| | Rampur | | 169.70 |
| | Rohru | | 217.95 |
| | Jubbal | | 243.36 |
| | Kotkhai Sub-Tehsil | | 201 48 |
| | Theog | | 475.76 |
| | Kasumpti | | 361.80 |
| | Solan | | 258·28 |
| | Chaupal | | 584.24 |
| | Total : | | 3376.67 |

| Name of District | Name of Tehsil/ Sub-Tehsil | C.S.O. as on 1.7.71 (provisional) | Area in Sq. Kms. According to Director of Land Records H. P. 1968-69 Annual season and Crop Report. |
|---|---|---|---|
| 1 | 2 | 3 | 4 |
| LAHUL & SPITI | Lahul | 12,015 | 38.30 |
| | Spiti | | 13.28 |
| | Total : | | 51·58 |
| KINNAUR | Hangrang Sub-Tehsil | 6,553 | 6.85 |
| | Poo | | 19.26 |
| | Morang | | 20.53 |
| | Kalpa | | 23.37 |
| | Nachar | | 42.16 |
| | Sangla | | 28.30 |
| | Total : | | 140.47 |
| SIRMAUR | Rajgarh Sub-Tehsil | 2,825 | 412.31 |
| | Pachhad | | 407.57 |
| | Nahan | | 192.03 |
| | Rainka | | 541.55 |
| | Shillai Sub-Tehsil | | 322.98 |
| | Paonta Sahib | | 371.46 |
| | Total : | | 2247.90 |
| SIMLA | Simla Sub-Tehsil | 1,416 | 129.03 |
| | Kandaghat | | 446.22 |
| | Nalagarh | | 706.20 |
| | Total : | | 1281.45 |
| CHAMBA | Chamba | 8,195 | 1271.59 |
| | Chaurah | | 1573.25 |
| | Bhattiyat | | 667.88 |
| | Brahmaur | | 1818.32 |
| | Pangi-Sub-Tehsil | | 3568.04 |
| | Total : | | 8899.08 |
| MANDI | Jogindernagar | 4,018 | 778.68 |
| | Mandi Sadar | | 823.82 |
| | Sarkaghat | | 306.57 |
| | Chichot | | 859.66 |
| | Karsog | | 588.06 |
| | Sundernagar | | 435.38 |
| | Total : | | 3792.17 |
| KANGRA | Dehragopipur | 8,397 | 1282.68 |
| | Kangra | | 1093.25 |
| | Nurpur | | 1343.57 |
| | Palampur | | 1343.68 |
| | *Hamirpur | | 1528.88 |
| | *Una | | 1131.82 |
| | Total : | | 7723.88 |

*The break-up of area in respect of Badsar and Amb Sub-Tehsils is not available. The area of these Sub-Tehsils is included in that of Hamirpur and Una Tehsils respectively.

Note : The following reasons have been given by the Director of Land Records Himachal Pradesh, regarding the variation between the set of area figures furnishes by him and those supplied by the Central Statistical Organisation.

(i) **Bilaspur District** :—The variation is nominal and calls for no comments. The same may be due to different methods of surveying.

(ii) **Chamba District** :—The reasons for the higher area figures according to the Director of Land Records, Himachal Pradesh as compared to the Central Statistical Organisation figures is that the high mountains and peaks in the District were surveyed by the apparatus available with settlement department and may not be so sensitive and accurate as the apparatus available and used by Surveyor General of India.

(iii) Kangra, Kinnaur, Kulu, Lahul & Spiti, Mahasu, Simla, Sirmaur, and Mandi Districts.

In these Districts the settlement operations were carried out long ago and most of uncultivated and barren lands were not cadastrally surveyed. Especially in Kinnaur and Lahul and Spiti only cultivated lands were surveyed. The non-reporting area of these Districts is still lying unsurveyed and no records of rights exist with the Revenue Department.

**Staff strength of the mapping Unit**

The staff strength with which this voluminous work was initiated, consisted only of one draughts-man in the scale of Rs. 150-240. The strength was raised gradually and the mapping section as now constituted comprises the following :

1. Cartographer (Rs. 325-475) 1
2. Draughtsmen (Rs. 150-240) 3

Drawing equipment purchased for 1961 Census work was available in office but, some more equipment according to actual needs was purchased or arranged gradually through the Registrar General's Office.

## SECTION—X

## ADMINISTRATIVE UNITS FOR ENUMERATION AND PREPARATION OF CENSUS DATA-RECOGNITION OF TOWNS-LOCATION CODE

**The Admidistrative Units**

Similar to 1961 Census a District was adopted the main administrative Division both for the purposes of organising Census count and there after for tabulation. All the Tehsils/Sub-Tehsils and Towns/Urban Areas were considered as the next units. The various Towns/Urban Areas were treated as independent administrative units for the Census in take 1971.

**The Smallest Census Rural Unit:**

At the time of 1961 Census, Himachal had only six Districts while in 1971 Census Himachal Pradesh consisted of ten Districts. In this connection I may mention that a great political activity was taking place in the region of Punjab and the agitation for the creation of separate Punjabi Suba was being launched and as a result two States Punjab and Haryana were created out of the single unit of Punjab State and Districts of Simla, Kangra, Kulu, Lahul & Spiti and the Nalagarh Tehsil of Ambala District and some parts of Hoshiarpur and Gurdaspur Districts of Punjab were transferred to Himachal Pradesh as a result of the re-organisation in 1966. In the last Census of 1961 in old Himachal Pradesh Census village coincided with the revenue village and this was the smallest Census unit whereas the position of smallest Census unit in the areas merged with Himachal Pradesh was quite different particularly the Revenue Estate as Primary smallest unit in Kangra District was quite large in terms of area and population. To make data thrown up by the Census in-take of 1971 comparable from District to District and within the Districts of Himachal Pradesh it was felt necessary to make some departure from the concept of 1961 Census smallest Census unit of merged areas. The Registrar General of India (Census Commissioner) during his visit to Himachal Pradesh before allowing the departure visited a few villages of merged areas and held discussions with revenue authorities. Accordingly smallest Census rural units described below were adopted for 1971 Census in Himachal Pradesh.

| Smallest Census rural unit i.e. the Census village | | Area where recognised |
|---|---|---|
| 1. | Revenue Village | (i) In the Districts of Chamba, Mandi, Bilaspur, Mahasu, Simla, Sirmaur & Kinnaur.<br>(ii) In Una Tehsil and Amb Sub-Tehsil of Kangra District. |
| 2. | "Tikka" having a distinct Sub-hadbast number. | In Kangra District excepting Una Tehsil and Amb Sub-Tehsil. |
| 3. | "Phatti" having a distinct Sub-hadbast number. | In Kulu District. |
| 4. | (i) Village hamlet having distinct Sub-hadbast number. | Lahul Tehsil of Lahul & Spiti District. |
| | (ii) Village hamlet. | Spiti Tehsil of Lahul & Spiti District. |

**Urban Areas**

The standards laid down for considering a place as an urban area were broadly the same as in 1961 Census. However, criteria adopted for determining the urban areas in the 1971 Census were maintained on the following pattern.

"To qualify for recognition as an urban area a place should first be either a Municipal Corporation area or a Municipal Area or under a Town Committee or a Notified Area Committee or a Cantonment Board. If it did not have any of these Urban Local Bodies to administer the affairs, then the following empirical tests should be applied.

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

(b) A density of not less than 400 per Sq. Km. (1,000 per sq. mile)

(c) 3/4th of the occupations of the male working population should be outside agriculture and

(d) The place should have according to the Director of Census Operations of the State, a few pronounced urban characteristics and amenities."

Thus all the places having an urban Local Body such as a Municipal Corporation, Municipal Committee or Notified Area Committee or a Cantoment Board were obviously treated as towns. However it was noticed that some new townships had spring up after the 1961 Census and that some of these places had apparently predominant urban characteristics. Similarly in Kangra District there were two such villages in 1961 Census which had a population of more than, 4,000 and about which it was expected that their population figures would cross the limit of 5,000. Another 38 villages in Kangra District had population of more than 5,000 in 1961 Census. Similarly in Kulu District according to 1961 Census 10 villages had a population of over 5,000. The cases of all these places/villages were looked into for being considered as urban area in 1971 Census by applying the criteria other than that of the minimum population which was already fulfilled Deputy Commissioners in Himachal Pradesh, were requested to examine the possibilities of all such places in their respective Districts which, in could be treated as urban areas for 1971 Census. As for project areas were concerned the Chief Engineer, Himachal Pradesh Multipurpose Project and Power was contacted to supply complete information covering the exact location of a Township, its area, upto-date population and its character whether urban or rural in respect of all the Project Townships. Considering all the possibilities it was finally approved that only Nagrota Bagwan, in Kangra District and Pandoh in Mandi District could be included in the list of urban areas. Subsequently Nagrota Bagwan which was a town in 1961 Census but was declassified later, was again declared as a Notified Area on 2nd April, 1970, with the same territorial jurisdictions as in 1961 Census. Thus Pandoh emerged as the only place which had no Urban Local Body, but which was still considered as an urban area. The final list of Towns and urban area was duly approved by the Himachal Pradesh Government.

No doubt the Government of India made clear to all the State Governments not to effect any change in the boundaries and status of administrative units in their States, the Government of Himachal Pradesh notified the following N.A.C's. in Himachal Pradesh changing their status from rural to urban.

| Particulars of Place | Date on which declared Notified Area. |
|---|---|
| 1. Sarahan (Tehsil Pachhad, District Sirmaur) | 25.2.70 |
| 2. Nagrota Bagwan (Tehsil and District Kangra) | 2.4.70 |
| 3. Santokhgarh (Tehsil Una, District Kangra) | 21.4.70 |
| 4. Ghamarwin (Tehsil Ghamarwin District Bilaspur) | 27.10.70 |

Consequent upon declaring these units as Urban, special efforts were made by this office to carry out necessary changes in the basic records maintained at charge as well as District level But as housenumbering and houselisting operations in Himachal Pradesh were already over by then; the job was quite ticklish and time consuming. Any how at all levels necessary changes were made to enable the Census functionaries to carry out enumeration on the prescribed lines.

A list of towns/urban areas of 1971 Census is given hereunder:—

| Name of District and Code No. | | Name of Town and Code No. | |
|---|---|---|---|
| 1 | | 2 | |
| Chamba District | 1 | (M.C.) Chamba | I |
| | | (M.C.) Dalhousie | II |
| | | (C.B.) Dalhousie | III |
| | | (C.B.) Bakloh | IV |
| Kangra District | 2 | (M. C.) Nurpur | I |
| | | (M. C.) Dharamsala | II |
| | | (M. C.) Kangra | III |
| | | (C. B.) Yol | IV |
| | | (N. A. C.) Nagrota | V |
| | | (M. C.) Palampur | VI |
| | | (N. A. C.) Hamirpur | VII |
| | | (M. C.) Una | VIII |
| | | (N. A. C.) Santokhgarh | IX |
| Mandi District | 3 | (N.A.C.) Jogindernagar | I |
| | | (M. C.) Mandi | II |
| | | (B. S. L.) Township Pandoh | III |

| Name of District and Code No. | | Name of Town and Code No. | |
|---|---|---|---|
| 1 | | 2 | |
| | | (M. C.) Sundernagar | IV |
| Kulu District | 4 | (M. C.) Sultanpur Kulu | I |
| | | (N. A. C.) Manali | II |
| Lahul & Spiti District | 5 | There is no urban area in this District | |
| Bilaspur District | 6 | (M.C.) Bilaspur | I |
| | | (N. A. C.) Ghamarwin | II |
| | | (M. C.) Shri Naina Devi Ji | III |
| Mahasu District | 7 | (N.A.C.) Arki | I |
| | | (M.C.) Rampur | II |
| | | (M.C.) Theog | III |
| | | (N.A.C) Dhalli | IV |
| | | (M.C.) Solan | V |
| Simla District | 8 | Municipal Corporation Simla | I |
| | | (C.B.) Jutogh | II |
| | | (C.B) Subathu | III |
| | | (C.B.) Kasauli | IV |
| | | (C.B.) Dagshai | V |
| | | (M.C.) Nalagarh | VI |
| *Sirmaur District | 9 | (N.A.C) Sarahan | III |
| | | (M.C.) Nahan | I |
| | | (M.C.) Paonta | II |
| Kinnaur District | 10 | There is no urban area in this District. | |

*Location code number of Town in the Districts could not be allotted in a serial order because certain places were declared as Notified Area Committee's very late.

**Urban Agglomeration**

In the 1961 Census the term of "Towngroup" was innovated with a view to bringing out such Towns as were so close to one another that in practice they behaved as one unit, though they were served by separate local administrations. Thus, if two or more adjacent towns formed a compact unit, the entire area was considered and labelled as one town-group.

But in the 1971 Census the concept of Town-group as adopted in 1961 Census was given up. This was done primarily on account of the lack of uniformity in defining the town-group in different States. Instructions in the matter pertaining to Urban Agglomeration were issued by Registrar General's Office vide reith D.O. letter No. 37/10/68-RG dated the 26th/27th December, 1969 (circular No. 8-A). It was laid down in these instructions that the Urban Agglomeration made up of a main town together with the adjoining areas of urban growth should be treated as one urban spread, the population covered by such spreads being classified as urban. It was envisaged that each such Urban Agglomeration may be made up of more than one statutory town adjoining one another such as a Municipality and the adjoining Cantonment and other adjoining urban outgrowths also. It was laid down that such outgrowths which did not qualify to be treated as individual towns in their own right should be attached to the urban unit to which they are adjacent. In short an Urban Agglomeration should form a continuous spread comprising of a town and its adjoining urban outgrowths or two or more contiguous towns, having common boundary, together with contiguous urban outgrowths, if any, of such towns, in contrast in the concept of Town-group of the 1961 Census, it was not always the contiguous urban units that formed such a group. There were instances where urban units quite cut off from one another were grouped together ignoring the intervening areas. Therefore this concept evoked criticism. However, the area constituting an Urban Agglomeration may keep on changing from Census to Census depending upon the changing statutory jurisdictions of the main urban unit as well as of other urban out growths. It was further laid down in the instructions that while the total agglomeration might be treated as one continuous urban spread for the purpose of overall size classification and analysis of the urban data, in compiling the Primary Population figures the breakup for each component unit should be shown.

On the basis of these instructions the position of the various towns in Himachal Pradesh was examined and it was decided that only one Urban Agglomeration comprising of Dalhousie Municipal Committee and Dalhousie Cantonment Board (Dalhousie Urban Agglomeration) may be recognized.

**Standard Urban Area**

As said earlier, in 1971 Census the data was compiled and tabulated for individual towns as well as for Town-groups. The basic idea behind this procedure was to ensure identification of functionally linked urban areas. But actually the various State Census departments followed varying definitions and different criteria and procedures for delimitation of the town groups. This resulted in lack of uniformity in the concept of town-group. Further more, the constituent units of a town-group were not all related to a fixed territory. In actual reporting only towns falling within a radius of

up to 5 miles of the periphery of the main central town were included and the intervening rural areas were excluded. The town-group therefore did not bring out a spatially contiguous territory of urban-rural settlement. There were other short-comings like the problem of Municipal jurisdiction versus spillover growth and the accretion of population by annexation. As a statistical reporting unit, these short-comings reduced the utility of the concept of town-group.

Apart from the concept of Urban Agglomeration developed for the 1971 Census, another concept *i. e.* the standard urban area was adopted. The standard urban area may be defined as the projected growth area of a city or a town as it would be twenty years hence *i.e.* in 1991, taking into account not only the towns and villages that would be merged in to it but also the intervening areas which are potentially urban. All the extra-Municipal outgrowths including suburbs would be included in such a tract. The delineation of the standard urban area would thus take into account all the possible developments over the next twenty years, and it would therefore, remain a reporting unit during 3 successive Censuses, irrespective of the changes in the boundaries of the local administrative units within the tract.

The standard urban areas were delimited only for towns/cities population of while was expected to be 50,000 or more by 1971. In Himachal Pradesh the standard urban area has been delineated for Simla Town, which was the only town population of which was expected to be above 50,000 by 1971.

**Location Code**

In the 1961 Census, some States adopted different systems of location code which created difficulties in handling the Census record when certain special tabulations were taken up in the Registrar General's Office, during the intercensal period. It was found difficult, in some cases, to identify the schedules pertaining to the different administrative units of certain States. Thus in the first conference of the State Directors of Census Operations held at Delhi in May, 1969 a uniform system of location code for identifying each household in the State by means of numerical figures was finally adopted.

(i) **Location Code in Rural Areas**

The location code in the rural areas had four elements separated by oblique strokes. The first element represented the District number the second, the Tehsil/Sub-Tehsil number, the third, the village number, and the fourth the enumerator's block number recorded in side brackets. For example :

"2/3/56 (15)"

Here figure "2" represents the District number "3" is for Tehsil/Sub-Tehsil number within District, "56" for Census village number within Tehsil/Sub Tehsil and "15" for the enumerator's block number.

All the Districts in the State were serialized in order of contiguity from North-West to South-East and the number thus allocated to a particular District was applicable both to rural and urban location codes. The Tehsils/Sub-Tehsils were serialized in each District, prefereably from North-West to South-East and allotted numbers accordingly. The location code numbers of the Tehsils/Sub-Tehsils thus ran continuously within the District, and were limited to it. Similarly the Census villages in a particular Tehsil/Sub-Tehsil were allotted location code numbers serially, in the specific order of North-West to South-East, in a serpentine way. The Hadbast numbers (Revenue numbers) are not convenient to be adopted as Census code numbers for villages, because these numbers follow a different sequence and occasionally all the Hadbast numbers do not run in a serial order in a particular Tehsil/Sub-Tehsil.

Another important shortcoming of the revenue numbers is that in the areas where complete revenue estates have not been considered as Census villages, the smaller units which have been treated as Census villages carry Sub-hadbast numbers *e. g.* 102/1,102/2 etc. Obviously such numbers can not suitably be adopted for the purposes of location code.

And lastly the enumerator's blocks were serialised in one sequence for the entire charge.

(ii) *Location Code in Urban Areas*:—In the urban areas also the location code had four elements, which represented the District number, town number, ward number and enumerator's block number. The first three elements were separated by oblique strokes while the block number was shown with in brackets. The distinction between the urban location code and the rural one was that the towns were allotted location code numbers serially within a District in arabic. For example :

"2/III/3 (5)"

Here "2" stands for District number 'III' for town number within the District "3" for ward within town and '(5)' for block number.

(iii) *Statement showing Location Codes of the District, Tehsils/Sub-Tehsils and Towns/Urban Areas* :—The following statement shows the location codes allotted to the Districts, Tehsils/Sub-Tehsils, and Towns/Urban Areas in Himachal Pradesh.

## STATEMENT-I

*List of Districts/Tehiils/Sub-Tehsils/Towns in Himachal Pradesh showing their Census Location Code number for the purpose of 1971 Census.*

| Name of the District and Code number | | Name of Tehsil/Sub-Tehsil and Code number | | Name of Town and Code number | |
|---|---|---|---|---|---|
| CHAMBA DISTRICT | 1 | Chaurah Tehsil | 1 | (M.C.) Chamba | I |
| | | *Pangi Sub-Tehsil* | 2 | | |
| | | Chamba Tehsil | 3 | | |
| | | Bhattiyat Tehsil | 4 | (M.C.) Dalhousie | II |
| | | | | (C.B.) Dalhousie | III |
| | | | | (C.B.) Bakloh | IV |
| | | Brahmaur Sub-Tehsil | 5 | | |
| KANGRA DISTRICT | 2 | Nurpur Tehsil | 1 | (M.C.) Nurpur | I |
| | | Kangra Tehsil | 2 | (M.C.) Dharamsala | II |
| | | | | (M.C.) Kangra | III |
| | | | | (C. B.) Yol | IV |
| | | Palampur Tehsil | 3 | (M.C.) Palampur | VI |
| | | | | (N.A.C.) Nagrota | V |
| | | Deragopipur Tehsil | 4 | | |
| | | Hamirpur Tehsil | 5 | (N.A.C.) Hamirpur | VII |
| | | Amb Sub-Tehsil | 6 | | |
| | | Badsar Sub-Tehsil | 7 | (M.C.) Una | VIII |
| | | Una Tehsil | 8 | (N.A.C.) Santokhgarh | IX |
| MANDI DISTRICT | 3 | Jogindarnagar Tehsil | 1 | (N.A.C.) Jogindarnagar | I |
| | | Mandi Sadar Tehsil | 2 | (M.C.) Mandi | II |
| | | | | (B.S.L.) Township Pandoh | III |
| | | Sarkaghat Tehsil | 3 | | |
| | | Chichot Tehsil | 4 | | |
| | | Sundarnagar Tehsil | 5 | (M.C.) Sundarnagar | IV |
| | | Karsog Tehsil | 6 | | |
| KULU DISTRICT | 4 | Kulu Tehsil | 1 | (M.C.) Sultanpur (Kulu) | I |
| | | | | (N.A.C.) Manali | II |
| | | Banjar Sub-Tehsil | 2 | | |
| | | Ani Sub-Tehsil | 3 | | |
| | | Nirmand Sub-Tehsil | 4 | | |
| LAHUL AND SPITI DISTRICT | 5 | Lahul Tehsil | 1 | | |
| | | Spiti Tehsil | 2 | | |
| BILASPUR DISTRICT | 6 | Ghamarwin Tehsil | 1 | (N.A.C.) Ghamarwin | III |
| | | Bilaspur Sadar Tehsil | 2 | (M.C.) Bilaspur | I |
| | | | | (M.C.) Shri Naini Devi Ji | II |
| MAHASU DISTRICT | 7 | Arki Tehsil | 1 | (N.A.C.) Arki | I |
| | | Seoni Sub-Tehsil | 2 | | |
| | | Kumharsain Sub-Tehsil | 3 | | |
| | | Rampur Tehsil | 4 | (M.C.) Rampur | II |

| Name of the District and Code number | | Name of Tehsil/Sub-Tehsil and Code number | | Name of Town and Code number | |
|---|---|---|---|---|---|
| 1 | | 2 | | 3 | |
| | | Rohru Tehsil | 5 | | |
| | | Jubbal Tehsil | 6 | | |
| | | Kotkhai Sub-Tehsil | 7 | | |
| | | Theog Tehsil | 8 | (M.C.) Theog | III |
| | | Kasumpti Tehsil | 9 | (N.A.C.) Dhalli | IV |
| | | Solan Tehsil | 10 | (M.C.) Solan | V |
| | | Chaupal Tehsil | 11 | | |
| SIMLA DISTRICT | 8 | Simla Sub-Tehsil | 1 | Municipal Corporation Simla | I |
| | | | | (C.B.) Jutogh | II |
| | | Kandaghat | 2 | (C.B,) Subathu | III |
| | | | | (C.B.) Kasauli | IV |
| | | | | (C.B.) Dagshai | V |
| | | Nalagarh Tehsil | 3 | (M.C.) Nalagarh | VI |
| *SIRMAUR DISTRICT | 9 | Rajgarh-Sub-Tehsil | 1 | | |
| | | Pachhad Tehsil | 2 | (N.A.C.) Sarahan | III |
| | | Nahan Tehsil | 3 | (M.C.) Nahan | I |
| | | Rainka Tehsil | 4 | | |
| | | Shillai Sub-Tehsil | 5 | | |
| | | Paonta Sahib Tehsil | 6 | (M.C.) Paonta Sahib | II |
| KINNAUR DISTRICT | 10 | Hangrang Sub-Tehsil | 1 | | |
| | | Poo Tehsil | 2 | | |
| | | Morang Tehsil | 3 | | |
| | | Kalpa Tehsil | 4 | | |
| | | Nachar Tehsil | 5 | | |
| | | Sangla Tehsil | 6 | | |

*Location code numbers of town in these Districts could not be allotted in a serial order because certain places were declared as Notified Area Committee very late.

**Preparation of Village and Town Registers**

Two Census registers were prescribed to be maintained in each rural charge and one Census register was prescribed to be maintained in each urban charge. The purpose of these registers was to facilitate the conducting of the various Census Operations. The registers proved to be of immence assistance to the Charge Officers in the performance of their day-to-day duties.

**Census Registers in Rural Areas**

(i) *Census Village Register*:—The proforma of Census village register devised for Himachal Pradesh is reproduced here under :—

**1971 CENSUS**

**HIMACHAL PRADESH**

CENSUS VILLAGE REGISTER

Name of the District.....Census Location Code No.....

Name of Tehsil/Sub-Tehsil.....Census Location Code No.....

| Sl. No. of Location Code. | Name of Village and Hamlets (if any) | Hadbast No. Sub-Hadbast No. of Village/ Hamlet (if any) | AREA Acres Sq.Kms. | | Total population of the Village/ hamlet in 1961 | Total population of the Village according to House-list for 1971 | Total population of the Village Hamlets according to 1971 Census. |
|---|---|---|---|---|---|---|---|
| 1. | 2. | 3. | 4. | 5. | 6. | 7. | 8. |

This register was prepared in duplicate in every rural charge and its entire area was covered in it. It would be seen from the proforma that the objective of this register was to make available a complete inventory of all the Census villages showing side by side other important information. The information posted in this register served as the basis for the delineation of the enumerator's blocks and supervisory circles.

(ii) *Census Charge Register for Rural Areas*—This register was prepared in every Tehsil/Sub-Tehsil, in duplicate. The format of this register is reproduced hereunder :—

**1971 CENSUS**

**HIMACHAL PRADESH**

CHARGE REGISTER FOR RURAL AREAS.

Name of District..... .....Census Location Code No.....

Name of Tehsil/Sub-Tehsil.....Census Location Code No.....

| Sl. No of Enumerator's Block. | Name of Village (s) Hamlets included in the block. | Code/Sub-Code Nos. of Village (s) Hamlets | No. of Census Houses in the block as per Houselist for 1971 Census From | To | No. of Census House-holds as per-house-list 1971 Census | Population of the block as per houselist 1971 Census. | Name Designation and address of the Enumerator. |
|---|---|---|---|---|---|---|---|
| 1. | 2. | 3. | 4. | 5. | 6. | 7. | 8. |

| Sl. No. Supervisory Circle (blocks with in a circle to be bracketed) | No. of blocks in the Supervisory Circle. | Name Designation and address of Supervisor. | Remarks |
|---|---|---|---|
| 9. | 10. | 11. | 12 |

It would be seen that this register incorporates a sort of inventory of the enumeration blocks and supervisory circles, in a particular urban/rural/charge. This register proved to be of great value in organising the census operation, distribution of the Census material the field staff and for certain reference purposes after the Census operations.

*Census Charge Register for Urban Areas* :—This register was prepared in duplicate in each urban charge. Its format is reproduced hereunder :—

**1971 CENSUS**

**HIMACHAL PRADESH**

CHARGE/SUB-CHARGE REGISTER FOR URBAN AREAS

Name of District.....Census Location Code No.....

Name of Tehsil/Sub-Tehsil.....Census Location Code No.....

Name of Town.....Census Location Code No.....

| Sl. No. of enumerator's | Name/No. of Ward/Mohalla (or parts thereof) included in the block. | No. of Census Houses in the block as per houselist for 1971 Census | | No. of Census households as per houselist 1971 Census. | Population of the block as per houselist 1971 Census. |
|---|---|---|---|---|---|
| | | From | To | | |
| 1. | 2. | 3. | 4. | 5. | 6. |

| Name, Designation and address of the Enumerator. | No. of Supervisory circle (blocks within a circle to be bracketed) | No. of blocks in the Supervisory circle. | Name, Designation and address of Supervisor | Total population of the block according to 1971 Census. | REMARKS |
|---|---|---|---|---|---|
| 7. | 8. | 9 | 10 | 11 | 12 |

As against two registers prescribed for rural-charges one register was prescribed for urban only. This register served the dual purpose of making available inventories of the wards and of enumerators blocks and supervisory circles. In the urban charges, this register served as the basis for organising the Census Operations, including distribution of the Census material to the Census field functionaries. After the Census count this register proved to be very handy for reference at the various occasions, as and when the necessity arose. It may be relevant to record here that it was made incumbent on the staff of my office, visiting the various areas in connection with training and other matters to scan through these registers in the personal of the respective Charge Officers so as to ensure that there was no shortcoming in them and that all the registers were upto-date. The primary items to be seen were the coverage of all the villages and wards in the rural and urban charges respectively.

## SECTION—XI

## ENUMERATION AGENCY

### Census Programme

In Census, every human being is to be counted, no one is to be left out of the count and it has got to be ensured that no one is counted twice. Further more, Census is not merely "Counting of heads". A lot of information is to be collected about each individual living, and each household where the individuals live. All this calls for elaborate arrangements to be made. The Registrar General's Circular No. 1 and the first Census conference held at Delhi between the 16th and 21st May, 1969 had set the ball rolling. The Directors of Census Operations were to follow up the directions given in the first circular and the Census conference and arrange for a successful count. It was no easy task and not one man's job. Well planned out arrangements, leaving nothing to chance, were to be made. A big organisational setup was called for a grand operation to be accomplished on a grand scale within the prescribed time limit.

The Census Programme may be broadly classified into the following stages of work :—

1. Printing of schedules.
2. Formation of Census Divisions with reference to maps and taking into account boundary changes of States, Districts and Tehsils.
3. Appointment of District Census Officers, Charge Officers, Circle Supervisors and Enumerators.
4. Training of Census enumeration agency.
5. Housenumbering and Houselisting.
6. The Census Count :—
   (a) General.
   (b) In snowbound areas.
7. The Revisional Round and reporting of provisional population figures.

Time table or calendar for the above work had to be drawn clearly showing the targetted dates for accomplishment of each and every stage of work. Now I would give an idea of how we proceeded.

### First Circular

After the May, 1969 conference of Directors of Census Operations held at Delhi, circular No. 1, dated the 29th July, 1969 was sent out to all Deputy Commissioners in Himachal Pradesh out-lining general administrative arrangements.

In the circular letter attention was drawn to the importance that should be attached to the Census work and the Deputy Commissioners were requested to participate in it wholeheartedly. The various operations that were to be conducted prior to enumeration, were described briefly. An account of legislation forming legal basis for all Census activities had been given. How the areas would be delimited for enumeration, how location code numbers would be assigned to Districts, Tehsils, Sub-Tehsils and villages, had been explained. The question, what Census staff *i.e.* District Census Officers, Charge Officers, supervisors and enumerators would be required and from where that staff would be engaged, was posed. What localities would be treated as towns and on what basis, had been explained. The types of maps that were to be prepared had been specified. The system of housnumbering followed by houselisting and definitions of building, Census house, and household had been made clear. The office staff to be provided to the District Census Officers, and Charge Officers had been indicated. To facilitate personal and group discussions on all these items a conference of District Census Officers was to be convened. It was contemplated to finalise the Census Programme and draw a calendar of work in the conference.

### District Census Officers Conference

The conference of District Census Officers was held on the 18th and 19th August, 1969 at Simla. Two different calendars of work had to be drawn out, one for general Census count and the other for non-synchronous count in snow-bound areas. The personal discussions in the conference of the District Census Officers resulted in agreed solutions to all problems. The Census calendars were thoroughly discussed and adopted. Thereafter the programme of work was timed to different dates. After proceedings of the Census conference had been sent to the District Census officers, instruction series to them and Charge

Officers on various items of Census work were issued from time to time.

**Census Heirarchy**

In our circular No. I dated the 29th July, 1969 sent out to all Deputy Commissioners, as stated earlier, an indication was also given to them about the heirarchy of Census enumeration agency in the State. It was laid down that the head of the enumeration heirarchy in a District would be the District Magistrate assisted by the District Census Officer who would act on behalf and on the authority of the District Magistrate and would be the key person for making all arrangements for the Census Operations in the District. It was indicated to designate all the Sub-Divisional Officers (civil) as Sub-Divisional Census Officers. Below the District Census Officer and the Sub-Divisional Census Officer, there would be a Charge Officer for each Tehsil, large urban area, Cantonment and Defence establishment. Charge Officers were the principal channel of communication between the District Census Officer, supervisors and enumerators. It was his responsibility and duty to effectively supervise the Census work in the field and to provide effective training to supervisors and enumerators. Under the Charge Officer there would be several Supervisors. The supervisors would have to master the instructions and rules and explain them to enumerators. They would also be required to move about in their circles and inspect the enumerator's work. Below the supervisor there would be an enumerator for each block. The success of enumeration depended basically on the quality of the enumerator and the training imparted to him. In the rural area, they should be selected from amongst the Patwaris, school teachers, Village Level Workers, Assistant Agricultural Inspectors, etc. The circle supervisors should be selected from amongst the Kanungoes, Head Master of Schools, Inspectors of Panchayats and Cooperative Societies etc. In the urban areas, besides the school teachers, the staff of the Local Body and other Government departments would have to be utilized. District Magistrate should make use of the staff of almost every department of Government and also of Local Body. It would be a good principle to draw supervising and enumerating agency from more than one source so that there might be freshness of outlook and burden of Census could be distributed fairly. It was necessary to work out the number of supervisors and enumerators for each town and tehsil required for the 1971 Census. For calculuting the number of enumerators required, an increase of 25% over the 1961 population figure was to be assumed. About 10% of the staff for the categories of supervisors and enumerators would have to be kept in reserve to provide for contingencies of illness, leave and transfers etc. The requirements of different categories of Census Officers should be worked out and information sent to this office in the following proforma :

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

| Name of Tehsil/ Town. | Population 1961. | Approximate population 1971. | Census staff requied for 1971 Supervisors | Enumerators. |
|---|---|---|---|---|
| 1 | 2 | 3 | 4 | 5 |

*On receipt of above information it was possible to know the number of enumerators and supervisors required at each place. After the completion of the houselisting, the population to be covered in a village was known, The assignment of duties to enumerators and supervisors was then finalised and recorded in Census rural and urban registers in reference to 1971 houselist population of various villages.*

**Enumeration Staff**

For housenumbering and houselisting operations the Kanungoes and Patwaries alone were engaged. This was considered advisable, in as much as a Patwari knew better the situation of a revenue village, its hamlets and pattis. Further, a Patwari was considered more capable of preparing the village maps which were to be prepared side by side with the houselists.

As regards enumeration agency for the actual Census count the Patwaries and Kanungoes were engaged for this operation also, besides employees of other Government departments in the Pradesh. In 1971 Census our greatest draw for enumerators and supervisore was on the education department. The next largest contributor was the revenue department followed by village officers and others. In all 6,518 employees from different departments were drafted for Census work, as would be observed from the table below.

Table showing number of persons engaged as enumerators and supervisors for Census count.

| Departments from where drafted | Worked as Enumerators | Supervisors | Total |
|---|---|---|---|
| 1 | 2 | 3 | 4 |
| 1. Education | 3219 | 726 | 3945 |
| 2. Revenue (Govt.) & Local Admn. Officials) | 1447 | 465 | 1912 |
| 3, Village Officers | 502 | 13 | 515 |
| 4. Others | 121 | 25 | 146 |
| | 5289 | 1229 | 6518 |

A statement of the District-wise distribution of enumerators and supervisors (including reserve) by broad categories is printed at Sl. No. 25 in Section XXIV Appendices.

In urban areas Government and Local administration officials comprised the bulk of enumerators and supervisors. The second largest draw was on teachers followed by others as would be observed from the Appendix referred above.

**Help received from the State Government**

Hindi knowing enumerators and supervisors were employed for enumeration work as all the Census schedules had been printed in Hindi and were thus to be filled in Hindi. I had issued instructions to the District Census Officers and the Charge Officers to select Local Officials, as for as possible, for appointment as Census workers. The experience at the enumeration amply proved that our choice of enumeration agency was quite good. The Himachal Pradesh Government gave full cooperation. My thanks are due to all the heads of department for the cooperation extended by them. The Chief Secretary had issued letters to all heads of departments, Secretaries to the Government and Deputy Commissioners in Himachal Pradesh requesting them to take active and personal interest in the Census Operations vide his letter No. 4-37-GAD-II/69 dated the 5th May, 1969, followed by another letter of even number dated the 30th December, 1969, wherein he had reminded them to ensure that their employees engaged in Census work should accept and perform readily any work connected with the enumeration which is entrusted to them by local Census officers (See Sl. Nos. 7 and 26 in Section XXVI—Appendices). It was also impressed upon the Census workers that their performance in the Census Operations will be reflected in their annual confidential reports. In the Census to come, such directions from the Chief Secretary will have to issue on request from the Director of Census Operations, as it is only with the active help of the local Government staff that Census count can be successfully completed. The Financial Commissioner-cum-Secretary (Revenue) to the Government of Himachal Pradesh had also addressed a letter No. 2-29/70-Rev. I dated the 24th March, 1970 to all Deputy Commissioners in Himachal Pradesh and desired that further transfers and long leave of the members of the revenue agency be stayed till the 30th June, 1970. In this letter it was also emphasised that, as the Census work is of national importance, it was desired that the Tehsildars, Naib-Tehsildars and Kanungoes etc; must take this work seriously, and that their performance in the Census Operations would be reflected in their Annual Confidential Reports. At our request the operation of the orders referred to above was extended upto the end of March, 1971 vide his circular letter No. 2/29/70-Rev. I dated the 20th August, 1970. A copy each of the above letters is printed at Sl. Nos. 27 and 28 in Section XXVI-Appendices.

**Willingnees of Workers**

It is gratifying to note that the Census workers took up their duties willingly without any hasitation or reluctance. On the other hand several persons turned out excellent and outstanding work both at housenumbering and houselisting stage as well as at the enumeration stage. There was no occasion to take recourse to any coersive action such as disciplinary action or enforcing the Census law against anyone. Paper for preparation of notional maps by the enumerators at the time of housenumbering and houselisting operations was supplied from my office through the District Census officers and Charges Officers. Blank regiesters duly bound, required in the field to prepare village lists etc., were also supplied by my office. Thus there was no problem on this score. But in spite of this some of the Charge Officers had arranged paper locally to meet their urgent needs. In such stray cases they were, however, reimbursed the cost incurred by them out of our budget allotment.

## SECTION XII

## HOUSENUMBERING AND HOUSELISTING

**The Scheme of Permanent Housenumbering**

"The objective of the scheme of permanant housenumbering is to have a uniform system of housenumbering throughout the country and to maintain it effectively and continously so that it can serve all purposes official as well as non-official, requiring the location of the citizen at his household or the location of a house".

Inplementation of the above scheme was taken up by the Registrar General, India with the Chief Secretary Himachal Pradesh Government as early as 1967. My office was required to render technical guidance to the State authorities in execution of the scheme within the Pradesh and to effectively, supervise and watch the progress of the same. Emphasis was laid on implementation of this scheme as early as possible so that this could serve as the basis for the housenumbering in Census. It was proposed that a committee may be constituted to see to it that the scheme was implemented properly in the Pradesh. Accordingly a committee was constitiuted and at its first meeting in December, 1971 it was decided that to start with the scheme should be introduced in all the areas with urban local bodies. For the rural areas it was decided that the decision on the implementation of the scheme would be taken only after the details of population and other figures were available for panchayats/villages of Himachal Pradesh.

(I) *The steps envisaged in the manual* :—The following broad steps are incorporated in the manual of instructions on the scheme :—

(a) Preparation of large map of the town showing boundaries, wards, important buildings etc.

(b) Preparation of housenumbering plans (ward or locality-wise) showing each building with number allotted. (kacha or pucca houses to be shown in different colour if possible).

(c) Preparation of simple houselist as perscribed in the manual.

(d) Fixing of permanent number plates on each house/building according to housenumbering plans,

(e) Six copies of each of these maps and houselists to be prepared for retention in the :—

| | |
|---|---|
| M.C./N.A.C./C.B. Office | 3 copies |
| Revenue S.D.O. | 1 copy |
| State Census Office | 1 copy |
| L.S.G. Department | 1 copy |

(f) These maps and houselists are to be subjected to annual verification and brought upto-date. The records and the scheme have to be inspected and reviewed by the higher authorities also.

(ii) *Implementation of the Scheme and its latest Positon* :—In the light of the decision taken in the first meeting of the committee held on 12th December, 1967 on the scheme, copies of manual of instructions were sent to all the Deputy Commissioners in Himachal Pradesh in August, 1968 for necessary action in the areas having Urban Local Bodies. For implementation of the scheme in the Cantonment Board areas a reference was made to the Headquarters Western Command. In September, 1969 the Secretaries of all Municipal Committees and Notified Area Committees were addressed directly by my Directorate requesting them to ensure proper implementation of the scheme and to send regularly quarterly progress reports. Although the matter was persued vigorously with the authorities concerned to see the scheme though by December, 1969 *i.e.* before starting the Census housenumbering and houselisting, yet the work whatever and wheeever done, was found to be below standards laid down in this behalf. In some Cantonment Board areas, permanent housenumber plates, following a different order than the present scheme, already exitsed and which they could not change without the approval of the Defence Authorities. Ultimately only 16 Urban Local Bodies reported that they had completed the work.

It was found to my utter dismay that the work done by the Local Bodies hardly served any purpose for the Census housenumbering, and houselisting because it was noticed that in the areas where the scheme was reported to have been implemented or brought upto-date, actually only number plates had been fixed on houses ignoring other important steps like preparation of six copies of maps and house numbering plans and preparation of the houselists. Most of the urban local authorities have cited paucity of funds and suitable staff as the main reasons for

this State of affairs. Thus in nutshell it may be recorded that not much work on proper lines has been done on the scheme for permanent housenumbering in Himachal Pradesh.

Therefore even in all the urban areas Census housenumbering had to be done, afresh.

**Method of Housenumbering**

The Census concepts of the building, house and household were strictly followed for housenumbering in Himachal Pradseh. It may be useful to reproduce these concepts here :—

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

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

*Census Household* :—A 'Household' is a group of persons who commonly live together and would take their meals from a common kitchen unless the exigencies of work prevented any of them from doing so. It may be made up of related or unrelated persons.

Thus each Census building in a ward in case of urban areas and in a Census village, in case of rural areas was given a serial number. If a building by itself was a Census house then the number of the Census house was considered as the same as the building number. In case a building consisted of more than one Census house each Census house was given sub-number within brackets in a continuous order to the building number such as 25 (1), 25 (2) etc. If a Census Building was itself a Census house and only one household occupied it, then the building (or house) number was treated as the household number also. However, if in such a situation two households occupied the building (or house) then separate indentifying numbers were given to them continuously in alphabets such as 36 (a), (36) (b) etc. Similarly, in a situation where a Census house which was a part of a Census building was occupied by more than one household, separate identifying numbers were given to them continuosly in alphabets such as 57 (1) (a), 57 (1) (b), etc.

**Preparation of Notional maps**

According to the instructions, at the time of housenumbering and houselisting the enumerators were required to prepare notional maps in duplicate of Census villages in case of rural areas and of wards in the urban areas. It was prescribed in Himachal Pradesh that these notional maps should be prepared on papers of fullscap size. The jurisdictional boundaries of the ward/Census village, together with paths, roads, important buildings, like Hospitals, Post Offices, Schools, Temples etc., and all other important land marks were required to be shown in these maps. Specimens of such maps are printed as annexure—III in Section XXVII. The most important aspect of these maps is that all the buildings located in a Census village/ward were required to be shown therein duly identified by Census numbers. With a view to ensuring uniformity in the preparation of the notional maps instructions were issued to distinguish pucca building from kutcha ones. The pucca buildings were required to be shown by plotting squares while the kutcha ones were required to be indicated by plotting triangles. If the wall and roof of a building were made of the following materials it was considered as a pucca house :—

*Wall Material* :—Burnt Brick, Stone (duly packed with lime or Cement) Concrete or Timber etc.

*Roof Material* :— Tiles, G. C. I. Sheets, Asbestos Cement Sheets, R. B. C., R. C. C., and Timber etc.

All the notional maps bear identification particulars (names and location code numbers) of District, Tehsil/Sub-Tehsil/Town/Urban Area, and Census village/ward and have been arranged serially in order of the Census location code numbers, separately for each Tehsil/Sub-Tehsil/Town/Urban Area.

Althougth most of the maps prepared are of high quality yet I would record that instances are not lacking where due attention was not given to this work to the extent required.

**Agency for Housenumbering and Houselisting**

Primarily the revenue staff was made responsible for carrying out the twin operations of housenumbering and houselisting. Patwaries were drafted as enumerators and the field Kanungos were entrusted with the job of supervision. The Patwar circle and the Kanungo circle were the territorial units, responsibility in respect of which was entrusted to the Patwaries and Kanungoes respectively. However in a few areas, where the Census villages were comparatively bigger assistance of some teachers

and gramsewaks was also taken. Such cases related to to Kangra and Kulu Districts only.

**The Schedules**

Two schedules were prescribed to be canvassed during housenumbering and houselisting operations: (i) houselist schedule comprising of 17 columns and (ii) establishment schedule comprising of 11 columns are reproduced as annexures.

**Training in Housenumbering and Houselisting :**

For the successful carrying out of any Census Operation it is necessary that the officers and staff deputed for the job must receive sufficient and intensive training. Invariably there was a specific Census concept on the basis of which information was required to be furnished under the various columns of the houselist and establishment schedule due emphasis was, therefore, laid on this aspect of Census.

The Census Officers were imparted training at the respective District headquarters by my predecessor, the Assistant Directors and other senior members of the staff. Extra stress was laid on thorough training of the Census Officers so that they were able to manage the housenumbering and houselisting operations in a sound manner. Subsequently trainers from my office were deputed by me to assist the Charge Officers/Assistant Charge Officers in imparting training to the enumerators and supervisors in the first round of training. Comprehensive training programmes were chalked out for the first round and the refresher course in my office covering all the non-synchronous and the synchronous areas and circulated in advance amongst the District Census Officers, Sub-Divisional Census Officers and the Charge Officers/Assistant Charge Officers concerned. The Charge Officers/Assistant Charge Officers were required to carry out two more rounds of training before the Directorate of Census organised the fourth one *i.e.* a refresher's course. However the refresher's course could not be carried out in the non-synchronous areas.

**Quality of Houselists**

Extensive touring of the different regions of the State was undertaken by my predecessor and the senior staff members with a view to inspecting the housenumbering and houselisting operations in the field. Beside making enquiries into the working of the Census machinery, an effort was made to gauge the enthusiasm of the people towards housenumbering and houselisting. The villagers were on the whole found to be happy about new numbers being given to their houses. The urban population was found to be rather indifferent.

And now something about the quality of work : Whereas generally speaking the quality of work was upto the mark and in some cases excellent, there were instances where full justice had not been done to the job. Major part of the editing work in respect of houselists and establishment schedules of Himachal Pradesh was done in the data processing division of the Registrar General's Office. However a very small number of schedules were edited in my office. The general types of mistakes noticed in the houselist and establishment schedules are briefly discussed hereunder :—

**Houselist Schedule**

(i) More than one material of wall had been recorded in certain case against strict instructions to record only one material which was predominant.

(ii) In case of material of roof also there were many instances where more than one material had been given instead of only one as was required to be done.

(iii) Certain houses were shown as vacant in col. 6, but were described as store etc. in col. 17.

(iv) Use of 'ditto' had been resorted to in certain cases as against clear instructions to enter complete information universally.

(v) In some cases it was observed that the indentification particulars had not been recorded on all the pages of the houselists.

(vi) Sometimes it was noticed that entries in cols. 8 to 12 were made in lines relating to vacant houses, which was against the instructions.

(vii) In certain cases the use of house had been shown as "dwelling" in col. 6, whereas no relevant information was recorded in cols. 8 to 16.

(viii) Serial numbers of some establishments as in the establishment schedules had not been shown in col. 7 of the houselist in certain cases.

(ix) In col. 10 the names of the scheduled castes/tribes were found to be missing and words like 'Harijan' 'Arya' were recorded.

(x) In certain cases where a Census house was occupied by more than one household cols. 3

to 7 had been completed for all households which had actually to be completed for only the first one.

**Establishment Schedule**

(i) The number of workers employed in a particular establishment had not been recorded in col. 5 of the establishment schedule in some cases.

(ii) Some tailoring establisments had been shown under col. 11 which was not correct, because tailoring is classified under manufacturing. Relevant information in respect of such establishments should have been recorded in cols. 6 to 8.

(iii) There were instances where the mutual exclusiveness of the three column groups (a) cols. 6 to 8 (b) cols. 9 and 10 and (c) Col. 11 had not been maintained. Grocers shops were observed to have been detailed under cols. 9 to 10 as well as under col. 11.

(iv) Some of the cols. were left blank in certain cases.

(v) Use of 'ditto' had been resorted to as against clear instructions to make complete entries universally.

(vi) In some cases duplicate copy of the establishment schedules had not been prepared.

**Houselist Abstract**

(i) There was error in striking the totals in a large number of cases.

(ii) The various categories of Census houses and households had been wrongly calculated in some cases.

**Movement of the Houselist Record**

Each enumerator had prepared the following record in respect of each smallest Census rural/urban unit.

(i) Two copies of houselist.

(ii) Two copies of establishment schedule.

(iii) Two copies of houselist abstract.

(iv) Two copies of notional map.

Accordingly the enumerators were required to prepare two sets of the record, each consisting of a copy of the houselist abstract a copy of houselist and a copy of the notional map, and both copies of the establishment schedule, in respect of each Census village/ward, as the case was. At the charge level the record in respect of the smallest Census units was arranged in the ascending order of their location code numbers and made into bundles of suitable sizes. A list of the relevant smallest Census units was placed at the top so that the contents of each bundle could be verified. If a Charge Officer held responsibilities for both rural and urban charges he had to ensure that the two types of record were kept separately and no mixup was allowed.

The Charge Officers/Assistant Charge Officers prepared the charge abstract in duplicate and passed on the duly arranged record alongwith the charge abstract to the District Census Officers concerned through special messengers. After ensuring the completeness of the record the District Census Officers sent it, after incorporating the District abstract in it, to the Directorate of Census through a special messenger. Further processing of the houselists and establishment schedules was undertaken in the data processing division of the Registrar General's Office. Description in this behalf will be incorporated in the administrative report on tabulation.

The duplicate copies of the houselist, notional map and enumerator's abstract were received in my office later alongwith the enumeration record.

**Crude Houselist Population Totals**

An attempt was made to compile crude Houselist Population Totals by Districts and to compare them with the 1961 Census population figures. The results are incorporated in the statement hereunder :—

*Statement showing Crude Houselist Population, 1971 and Percentage Variation over 1961 Population by Districts*

| Name of State/ District | Population 1961 Census | Crude Houselist population 1971 Census | Variation | Percentage variation |
|---|---|---|---|---|
| 1 | 2 | 3 | 4 | 5 |
| **Himachal Pradesh** | 2,812,463 | 3,408,527 | +596,064 | +21.19 |
| Chamba | 219,158 | 256,959 | +37,801 | + 17.25 |
| Kangra | 1,104,269 | 1,309,953 | +205,684 | +18.63 |
| Mandi | 384.259 | 513,296 | + 129,037 | + 33.58 |
| Kulu | 152,925 | 187,559 | + 34 634 | + 22 65 |
| Lahul & Spiti | 20,453 | 18,391 | 2,062 | —10.08 |
| Bilaspur | 158,806 | 203,458 | 44,652 | +28.12 |
| Mahasu | 358,969 | 420,688 | 61,719 | +17.19 |
| Simla | 175,093 | 2 3,708 | + 38,615 | +22.05 |
| Sirmaur | 197,551 | 237,185 | + 39,634 | + 20.06 |
| Kinnaur | 40,980 | 47,330 | 6,350 | 15.50 |

Rising trend in the population is discernible in all the Districts excepting Lahul & Spiti. The percentage growth rate in the nine Districts varies between 15.50 in Kinnaur to 33.58 in Mandi which was considered to be normal. On the face of it the decrease in case of Lahul & Spiti District was rather intriguing. But when I went deep into the matter I found that since 1901 Census the decadal variation in the population of Lahul and Spiti District has ranged between —2.23 to +7.70 percent upto the 1951 Census. However there was an abnormal growth of 60.69 in the population of this District during the decade 1951-61. This was explained by the presence of immigrants engaged in the "construction" activities. It was therefore assumed that either a large proportion of these persons had since emigrated or would be covered in the special charges not covered in the houselisting operations in the present Census. This assumption at long last proved to be correct because, on the basis of the provisional population figures, after the Census count, it was found that the population of this District actually increased by 13.95%. The whole exercise however proved to be extremely useful, for now we became more vigilant so as to ensure that no one was left out at the time of the Census count, and the coverage was complete.

SECTION—XIII

## SECOND CONFERECE OF JUNE, 1970.

**Convenient stage for holding the Conference**

The second conference of the State Directors of Census Operations was held at Courtallam ond Kanyakumari (Tamilnadu) from 18th to 22nd June, 1970.

I joined the Census family on 4th June, 1970 and this is the first conference which I attended where I got opportunity to know the other members of the "Census Family" and very important decisions were also taken and thus enabling me to have some insight of the work which I was to do. Let me frankly accept that some of the discussions I just could not follow at that time. The conference used to continue from morning to evening, presided over by a very vigilant person, Registrar General, Shri A. Chandra Sekhar. From this conference I had come to know that the task ahead was going to be a very serious one, requiring my all attention. Shri K. Cho'alingam, Director of Census Operations, Tamil Nadu & Pondicherry used to give us a very sumptuous lunch (though we paid just a nominal price for it) which used to make me dozzy in the afternoon sessions. It was really a cheering experience to go to famous 'Falls' at Courtallam after the long discussions of the conference. Though June is hardly a time to visit South but Courtallam was very pleasant even at that time of the year. The conference was held at the most convenient and opportune stage because the twin operations of house-numbering and Houselisting had been successfully completed in the entire country excepting two States, two Union Territories and NEFA.

The important subjects discussed at the conferenee and the decisions arrived at are briefly discussed hereunder :—

**Publication Programme**

(i) *The Series Numbers*:—It was decided that instead of assigning a volume number to each State and Union Territory as was the previous practice which was sometimes confusing, separate series number should be assigned to all India and each State Census publications

(ii) *Parts & Sub-Parts of Series*:—It was further decided that each series would be made of several parts and sub-parts, and each part would cover specified types of Census reports or tables. By publishing the series in parts it would be possible to publish immediately as a few volumes after the preparation of housing and establishment tables and sorting for the primary Census data, the mother tongues and religions. The part number and the type of subject covered would however be uniform for all the series. The contents of the various parts would be as follows :—

| Part No. and subject covered | Sub-part-No. and the subject covered. |
|---|---|
| Part I—Census General Report | Part I-A—First part of the General Report discussing the data yielded from the Primary Census Abstract and the broad religion and mother tongue distribution. It will cover distribution, growth and density of population, sex-ratio, Rural & Urban differentials, broad literacy rates population of Scheduled Castes and Scheduled Tribe, broad economic categories etc. |
| | Part I-B—The second part covering the detailed analysis of the demographic, social, cultural, and migration patterns after the completion of the full tabulation programme. A technical note on the sampling procedures to be incorporated in this part. |
| | Part I-C—Subsidiary Tables. |
| Part II—Census Tables on Population. | Part II-A—Union/State/Union Territory Primary Census Abstracts and General population Tables ("A" series). |

Part II-B —Economic Tables ("B" Series)

Part II-C—(i) Distribution of Population by Mother tongue and Religion and Scheduled Castes and Scheduled Tribes.

Part II-C—(ii) Other Social & Cultural Tables and Fertility Tables (Tables on Household Composition, Single Year Age, Marital Status, Educational Levels, Scheduled Castes and Scheduled Tribes, etc-Bilingualism).

Part II—(Spl.)-All India Census Tables on 1% Sample basis-(Technical note on sampling to be incorporated).

Part III—Establishments Report and Tables.

Part IV-A—Housing Report and Housing Subsidiary Tables.

Part IV-B—Housing Tables.

Part V—Special Tables and Ethonographic notes on Scheduled Castes and Scheduled Tribes.

Part VI-A—Town Directory.

Part VI-B—Special Survey Reports on selected Towns.

Part VI-C—Survey Reports on selected villages.

Part VII—Special Report on graduates and Technical personnel.

Part VIII—Administration Report

Part VIII-A—Administration Report-Enumeration.

Part VIII-B—Administration Report on Tabulation.

Part IX—Census Atlas

Part X—Special Monographs District Census Handbook.

Part (A)—Village and Town Directory.

Part (B)—Village and Town—wise Primary Census Abstaact.

Part (C)—Analytical Report and Administration Statements and District Census Tables.

**Miscelleneous—**

Special papers on the subject mentioned bellow will also be brought out during intercensal period.

(a) Special studies taken up by the Director of Census Operations.

(b) Special areas Survey taken up by Registrar General's Office.

(c) Special Tables for Standard Urban Areas.

(d) Language Survey Report.

(e) Post Enumeration Check Report.

(f) Age Tables.

(g) Life Tables.

(h) Report on estimates of intercensal birth and death rates using 1971 life table and age data.

(i) Development of Vital Statistics in India.

(iii) *District Census Handbooks*—With a view to making available of data soon after compilation, the District Census Handbooks would be divided inte convenient parts so that at least Part, A and B which would incorporate the essential data for each Census village and town could be released. Part A of the District Census Handbooks would contain the Village Directory and the Town Directory for the District concerned. This information would be presented Tehsil-wise within each District. A list of villages arranged in alphabetical order, indicating their Census location code numbers would be incorporated as an appendix.

Part B- of the District Census Handbooks would carry the Primary Census Abstract figures within a District, Tehsil-wise and within each tehsil for each town and Census village. Card-wise breakup of the figures would be furnished in case of towns.

The District Census Handbook part C would contain a brief write up and would furnish the administrative statistics and the Census tables of the District.

It was decided that Scholars and Administrators might be enthused to take up studies on different aspects and their accounts incorporated in Part C of the District Census Handbooks.

The District Census Handbooks might be published both in English and in the regional language provided the State Government so desired,

(iv) *Popular version of Census Report*— It was decided to publish a popular version of the Census report the benefit of the common man who not interested in the voluminous Census reports and tables; This popular version of the Census report could be based on the important data about population and its distribution. Some other important characteristics such as literacy, mother tongue, religion, scheduled castes and scheduled tribes etc. could be touched upon.

(v) *Administration Report*:— It was agreed that the Administration Reports should be prepared by all the Directorates for these were valuable documents and useful in the planning and execution of a succeeding Census. The Administration Report should be eloborate and dedetailed so that the importance of the publication is realised for the coming Census.

**Provisional Population Totals**

It was agreed that so on after the compilation of the provisional population totals a small publication be brought out in each State and at the all-India level. The publication should contain the following seven tables, besides a write up and charts etc :—

(1) Distribution of population, sex-ratio, growth rate and density of population by Districts.

(2) Decadal variation in population since 1901 for each State and each District.

(3) Rural and Urban composition of population for State and each District, percentage of urban to total population and decennial growth rate for 1961 and 1971.

(4) Population of towns in 1961 and 1971 and growth rate in 1951-61 and 1961-71 with sex ratio for 1971.

(5) Literate population by sex break-up and percentage of literates in 1961 and 1971, Total/-Males/and Females.

(6) Distribution of population by workers and non-workers and percentage of workers in 1961 and 1971.

(7) Distribution of working population by agricultural and other workers giving total workers, cultivators, agricultural labourers and other workers and percentage of agricultural and other workers to total workers in 1961 and 1971.

**Census Emblem**

After thrashing out the matter, it was decided that there would be only one emblem for all the Census publications.

**Tabulation plan**

The draft tabulation plan circulated earlier was discussed and the formats of the tables were finalized and adopted after discussions.

**Post Enumeration Check**

It was decided to conduct a post enumeration check which would relate not only to the coverage error but also to content and response errors.(Due to small population of Himachal Pradesh it was decided that the post enumeration check would not be conducted in this State).

**Instructions to Enumerators for filling up Individual Slip**

The instructions to enumerators for filling up the individual slip with special reference to recording mother toungue, religion, scheduled castes/scheduled tribes returns were discussed at length. These are rather ticklish matters and it was found necessary to pay due attention to the mode of collection of the information in relation to them.

It should be ensured that the Census agency should be absolutely objective and dispassionate in such matters especially with regard to the mother tongue returns. It was decided that instructions be issued to the enumerators to the effect that the respondents, if they so desired, be permitted to seen the answers recorded in the schedules. However third parties should not be allowed to be present at enumeration to prompt the respondents to answer the Census questionaire. A literate respondent could be allowed to attest his own schedule on the back. Further it was agreed that any complaints regarding the enumeration should be promptly looked into by the Director of Census Operations, concerned. Close supervision of the enumerators in areas of dispute was another remedy which could be applied, if found necessary.

As for religion, it was emphasized that the returns made by the respondents should be recorded faithfully by the enumerators without giving any other consideration to the matter, including the aspect that whether a faith returned by the respondend existed or not.

Regarding scheduled caste/scheduled tribe returns it was agreed that if the bill on the subject, which was likely to change the present Presidential order, and which was to be discussed in the Parliament, was passed by December, 1970, the revised lists would be adopted for Census purposes. But in case the bill could not be passed by that month, the lists incorporated in the Presidential order of 1956 would be followed. It was further agreed that no synonyms of scheduled caste/scheduled tribe names should be recorded which didn't find mention in the Presidential order in force.

**Abridged Houselist**

The Abridged houselist was prepared in some of the States in 1961 Census. The utility of the houselist lay in being an aid to the enumerator for ensuring complete coverage and in conducting the post enumeration Check. The Abridged houselist would also serve as a frame for future surveys. It was agreed that more thought should be given to the format of the Abridged houselist so that minimum number of columns were prescribed. It was suggested that after the delineation of the enumeration blocks the columns relating to the serial number and the Census housenumber might be filled up by the respective Census clerks in the Charge Officers Offices. The other columns could be left to be completed by the enumerators after their appointment.

**Village and Town Directories and Special Studies**

It was agreed that till the completion of the Census Operations the carrying out of the social studies be done by the social studies unit of the Registrar General's Office. The State Directors of Census Operations should take up the programme only to the extent that it did not in any way have an adverse effect on the time schedule of the main Census. The reports prepared by the social studies unit could serve as models for the State Directorates.

A number of villages which were studied in 1961 Census would be restudied. Further about 200 towns would be studied intensively.

The village and town Directories were also given due attention and points in connection with the Primary Census Abstract and District Census Handbook discussed.

**Preparation of District and Tehsil Maps**

With regard to the District and Tehsil maps it was decided that the prescribed scales and uniform notations and symbols should strictly be adhered to. Wherever necessary the maps should be redrawn so as to maintain the prescribed standards.

**National Industrial Classification**

It was suggested that if codes for certain specific industries or activities did not exist in the codes structure and any doubts arose in the matter as to whether they should be assigned a particular code or should be assigned to the general residuary code as "Not elsewhere Classified." It would be better to refer such matters to the Registrar General's Office so that a decision with regard to a particular three digit code is arrived at and could be circulated to all the Directors to ensure uniformity for assigning the same code in similar situations arising any where.

**Incentive Bonus to Staff of Coding and Punching Cells**

After going into pros and cones of the topic it was decided that it would not be expedient to introduce the system of incentive bonus in the coding and punching Cells. However, no coding and punching cell was established in Himachal Pradesh.

**Location Code**

Regarding the Location Code the decision arrived at in the May conference of 1969 was reiterated.

**Area figures**

It was pointed out that the area figures for Districts would be supplied by the Central Statistical Organization to the Registrar Genenral's Office, who in turn would pass on this information to the respective States. This would facilitate timely execution of the work pertaining to the A-Series Tables and the Primary Census Abstract. The State Directors of Census Operations were requested to obtain area figures at the Tehsil and village and town levels from the respective Directors of Land Records and the urban Local Bodies.

The density of population at the village and Tehsil levels would be worked out on the basis of the figures furnished by the State Directors of Land Records while for the Districts and States the computations would be made on the basis of the Surveyor General's figures. The density would be worked out per square kilometre.

**Printing of Individual Slips and other Forms**

The Directors of Census Operations were informed that the printing of the Census schedule and other forms would be completed some time in August- September, 1970. Some consignments may be despatched earlier. It was further pointed out that the jobs of printing the individual slips ahd other material were allocated to the Government presses in such a way that each of them would meet the requirements of the neighbouring States. This would avoid unnecessary transportation over long distances. The Director in whose jurisdiction a particular press was located would make the necessary arrangements for the despatch of consignments, in consultation with the Director of the receiving State. Registrar General's Office would look after the despatches from the two presses in and around Delhi.

**Stages of Manual Sporting**

It was pointed out that it would be enough if the pigeon holes used for sorting had ten compartments. Detailed instructions for drawing the sample as well as for each stage of sorting would be issued by the Registrar General's Office, in due course. The Sorter's Tickets and the Compiler's Posting Statements would also be circulated well in time.

**Publicity Campaign**

It was pointed out that as the system of making publicity through the Directorate of Advertisement and Visual Publicity did not work satisfactorily at the time of houselisting operations, an arrangement had been made to place funds at the disposal of each State Director. The Directorate of Advertisement anb Visual Publicity would however print posters and stickers in English and in the regional languages, and would also distribute Cinema Slides and two small hand-outs entitled (i) "Population Census-Why should we have one ?" and (ii)"How is a Census taken". Cancellation of postal stamps with Census slogans through the Directorate General of Posts and Telegraphs at all head post offices in the country, the preparation of a documentary on Census by the Films Division, issue of a postal stamp in the month of March, 1971 and the use of All-India Radio for broad-casting topics on Census in their various programmes would also be arranged by the Directorate of Advertisement and Visual Publicity. A suggestion was also made to the State Directors of Census Operations to attempt writing scripts for radio programmess.

**Setting up of Regional Tabulation Offices**

The State Directors of Census Operations were informed that the number of Regional Tabulation Offices in a particular State would be restricted to the number of Deputy Director's posts already sanctioned. There would be an independent Regional Tabulation Office for about six million population. It was further stated that the sorting of the rural and urban slips should be done in different Tabulation Units and in case there was only one Tabulation Office in a particular State, the sorting of rural and urban slips should he done physically separately .

**Honorarium to Enumeration Agency**

It was decided that such of the Directors who wanted either the scale of honorarium to be revised or to grant honorarium to functionaries who were not already included, should make their proposals to the Registrar General's Office. The Registrar General's Office would examine such cases and would refer the matter to the Ministry of Finance. This conference was proved very useful in many ways. Important decisions were taken on the spot after detailed discussions with all the Directors. Many doubts were cleared and the task ahead, which was to be executed, was fully known. In the absence of this conference it would have taken much more time had it been left just to correspondence alone. I personally benefitted a lot from these deliberations as I had just joined the organisation.

SECTION—XIV

## CENSUS HEIRARCHY FORMATION OF ENUMERATION BLOCKS

**Formation of Census pyramid**

The Census Organisation at the State level is headed by the Director of Census Operations, who is responsible for organising the whole of the Census Operations in the State under instructions and guidance of the Registrar General and Census Commissioner for India. At the District level there is the District Census Officer, who is assisted by various Charge Officers. Fairly good number of supervisors and enumerators are appointed under each Charge Officer. These supervisors and enumerators are allotted clearly demarcated circles and blocks which are placed under their jurisdiction. The legal basis of all Census Operations is the Census Act of 1948, as amended from time to time. The appointments of all the Census Officers are made and notified under the provisions of the aforesaid Act.

In pursuance of the Registrar General's first circular the Chief Secretary to Government of Himachal Pradesh was requested interalia to direct the Deputy Commissioners to nominate and intimate the name and designation of officers working under them at the headquarters of the District who should be notified as District Census Officers under the Census Act. of 1948. In this behalf D.O. letter No. SCOHP-9/69-520 dated the 20th March, 1969 addressed by my predecessor Shri D. S. Misra to the Chief Secretary is reproduced at Sl. No. 29 of Section XXVI-Appendices. On receipt of such recommendations from the Deputy Commissioners the following officers were notified as District Census Officers to take, or aid in, or supervise the taking of the Census within the limits of their respective Districts :

(1) Revenue Assistant, Chamba District, Chamba.

(2) Revenue Assistant, Kangra District, Dharamsala.

(3) Revenue Assistant, Mandi District, Mandi.

(4) General Assistant, Kulu District, Kulu.

(5) Treasury Officer-cum-Accounts Officer, Lahul and Spiti District, Keylong.

(6) Revenue Assistant, Bilaspur, District, Bilaspur.

(7) Revenue Assistant, Mahasu District, Kasumpti.

(8) Magistrate Ist Class, Simla District, Simla.

(9) Revenue Assistant, Sirmaur District, Nahan.

(10) Treasury Officer, Kinnaur District, Kalpa.

All the Sub-Divisional Officer (Civil) in Himachal Pradesh were also appointed as Sub-Divisional Census Officers within the limits of their respective jurisdiction. They were notified as such to assist the respective District Census Officer and to coordinate the work of Tehsildars/Naib-Tehsildars under their control and who were appointed as Charge/Assistant Charge Officers.

Under the Census Act, the State Government is empowered to delegate to such authority as it thinks fit the power of appointing Census Officers within any specified local area. Accordingly the Himachal Pradesh Government authorised the following authorities to issue and sign declarations in writing in respect of Census Officers mentioned below for any local area within their respective jurisdiction : —

| | |
|---|---|
| (1) Director of Census Operations & Ex-Officio Superintendent of Census Operations, Himachal Pradesh.<br>(2) All District Magistrates in Himachal Pradesh. | Charge Officers and Assistant Charge Officers |
| (1) Director of Census Operations, Himachal Pradesh.<br>(2) All District Magistrates in Himachal Pradesh.<br>(3) All District Census Officers) in Himachal Pradesh.<br>(4) All Sub-Divisional Census Officers in Himachal Pradesh. | Circle Supervisors and Enumerators. |

Under the above delegated powers the District Magistrates made and notified to appointments of the concerned Tehsildars, Naib-Tehsildars and Secretaries of Local Bodies for each Tehsil, Sub-Tehsil and town as Charge/Assistant Charge Officers. For special charges, Military Officers in control of particular areas were nominated by the defence authorities, as Military Census Officers or Charge Officers.

**Charges Supervisor's circle and Enumerator's blocks**

Appointment orders of circle supervisors and enu-

merators were issued by the District Census Officers. In special areas such functionaries were nominated by Sepcial Charge Officers. In all 110 charge were formed in Himachal Pradesh and out of this number 21 were special charges and 89 normal charges. Against 5191 enumerators blocks 1218 supervisory circles including special areas were formed. A statement of the total number of normal and special charges, supervisors circles and enumerators blocks, District-wise, is given below :—

| Sl. No. | District | Total No. of normal Charges. | Total No. of special Charges | Total No. of Supervisors circles. | Total No. of Enumerators blocks. |
|---|---|---|---|---|---|
| 1 | 2 | 3 | 4 | 5 | 6 |
| 1. | Chamba | 9 | 2 | 109 | 424 |
| 2. | Kangra | 17 | 5 | 429 | 1993 |
| 3. | Mandi | 10 | ... | 167 | 702 |
| 4. | Kulu | 6 | 1 | 67 | 300 |
| 5. | Lahul & Spiti | 2 | 1 | 18 | 59 |
| 6. | Bilaspur | 5 | ... | 71 | 283 |
| 7. | Mahasu | 16 | 6 | 156 | 679 |
| 8. | Simla | 9 | 4 | 94 | 322 |
| 9. | Sirmaur | 9 | ... | 79 | 345 |
| 10. | Kinnaur | 6 | 2 | 28 | 84 |
| | | 89 | 21 | 1218 | 5191 |

Besides regular enumerators and supervisors, 98 persons were appointed as reserve enumerators and 11 persons as reserve supervisors to meet unforeseen contingencies such as illness, transfer and leave etc; necessitating last minute changes.

The area and population contained in each charge had to be divided into enumeration blocks and circles. It was ensured that the size of enumerator's block in rural areas did not exceed a population of 750 persons or 150 households and of about 600 persons or 120 households in urban areas. However, in some cases where it was felt difficult to enumerate a population of 750 perons within the prescribed period because of difficult terrain and scattered nature of the population, smaller enumeration blocks were carved. This enabled the enumerators concerned to negotiate their sparsely populated areas within the prescribed period of enumeration. Detailed instructions were issued to the Census Officers in the field for the preparation of charge registers to determine definite jurisdictions of the Census Officers at various levels on the basis of the houselist and to have uniform workload as for as possible. Circular No. 2 issued in this behalf under my office letter No. SCO-HP-53/69 dated the 5th September, 1969 is reproduced at Sl. No. 30 of Section XXVI-Appendices.

SECTION—XV

## INTENSIVE TRAINING OF CENSUS ENUMERATION PERSONNEL

### Importance of Training

The Census schedules designed for the various censuses have undergone numerous changes from decade to decade, depending upon the needs of the Government and other data users. With the change in social and economic conditions of the people, necessity for a variety of data has been felt from time to time. Therefore the Census schedules have also been undergoing numerous changes in tune with the requirement of the time. New Census concepts have been evolved in the various Censuses and the population count has assumed a complicated and technical nature. Invariably behined every question or part thereof there is a particular Census concept, which has to be grasped by all the Census functionaries in the census heirarchy, The importance of imparting careful, complete and comprehensive training to the Census officers and field staff hardly needs to be emphasized. It is necessary that the entire census machinery from top to bottom is thoroughly conversant with the various Census concepts and should be capable of eliciting definite and correct answers from the most ignorant citizens to the questions in the Census schedule. Some compilations based on the information collected in the Census schedule were also required to be done by the enumerators. This aspect of the training had also to he given due attention so as to avoid mistakes at the lower levels which could assume large proportions cumulatively.

During the course of housenmbering and houselisting Operations extensive touring of the State was done and my Assistant Directors and other members of the staff went to various areas with a view to ascertaining the quality of work being done in the field. Although it was noticed that the quality of work was generally of a satisfactory standard yet instances came to light were mistakes were found. A great deal of checking was involved and this had to be carried out by my office. Therefore the need to impart more inteusive training to the Census personnel, drafted for the Census enumeration, was reaffirmed.

As in case of Other Census Operations and jobs, training had also to be arranged independently in the synchronous and non-synchronous areas.

### Training of the Census Officers

Officers being in over all command of the Census operations for the various territorial units, it is only by ensuring that they have a full grasp and deep knowledge of the Census concepts, that the desired standard of work can be maintained. I therefore, attached special importance and gave special attention to the training of the Census Officers. All the Census Officers in a District, *i.e* the District Census officers, the Sub-Divisional Census officers, the Charge Officers and the Assistant Charge Officers, and officers of the Special Charges, were required to attend training classes organized by this office at their respective District Headquarters on the specified dates. My Assistant Directors and other senior members of the staff were deputed to impart trainining to the Census Officers. Many such training classes were personally addressed by me. The dates on which the training of the Census officers in the various Districts was conducted are as here under: (The training of officers in the non-synchronous areas could not be taken up separately. They were imparted training alongwith the enumerators and supervisors reinforced with independent discussions).

*Training programme of Census officers*

| Sl. No. | Name of District | Venue of training | Date |
|---|---|---|---|
| 1 | 2 | 3 | 4 |
| 1. | Chamba | Chamba | 11th November, 1970. |
| 2. | Bilaspur | Bilaspur | 9th November, 1970. |
| 3. | Kulu | Kulu | 15th November, 1970. |
| 4. | Mahasu | Kasumpti | 17th November, 1970. |
| 5. | Sirmaur | Nahan | 17th November, 1970. |
| 6. | Kangra | Dharamsala | 18th November, 1970. |
| 7. | Mandi | Mandi | 20th November, 1970. |

The Census schedule and other forms were explained in details and the various Census concepts discussed. Roll up charts of the individual slip schedule and black boards were used invariably in all training classes. After completing the discussions practical exercises in filling up the individual slip and other forms were conducted. The officers were encouraged to ask all types of questions to ensure that no doubts persisted in their minds and that all the concepts and methodology involved were clear to them.

Besides the training, the Charge Officers were requi-



The Governor Himachal Pradesh with Shri Attar Singh Director and an enumerator

red to furnish in consultation with their Sub-Divisional Census Officers and District Census Officers names of places which could serve as possible venues of training for the enumerators and supervisors. They were required to see to it that it would be possible to allocate the Census functionaries to the different centres in a sort of proportionate manner as well as that they would have to travel the minimum distances for attending the training classes. The information was collected on the spot by my Assistant Directors and other senior members of the staff who were deputed for imparting training to the Census Officers at the various centres.

**Training of the Enumerators and Supervisors**

The experience gained in the housenumbering and houselisting operations proved to be useful, indeed, at the time of planning the preparatory measures for Census count. It was felt that the training of the enumerators and supervisors could not be left entirely to the District Census Officers, Sub-Divisional Census Officers, Charge Officers and Assistant Charge Officers, who are, as I stated earlier, heavily burdened with their own duties. In view of their preoccupation, it was quite possible that, despite their best efforts, they might miss certain points and might require on-the-spot assistance from some-one who was more experienced in matters concerning Census.

Therefore comprehensive training programme, both for the synchronous and non-synchronous areas, complete with dates fixed for the various places, were chalked out by me, and intimated to the District Census Officers, Sub-Divisional Census Officers, Charge Officers, Assitant Charge Officers and the Special Charge Officers telegraphically where necessary, by post otherwise. They were required to ensure complete attendance of the enumerators and supervisors concerned, including the reserve staff.

In the non-synchronous areas the date of the first round of training was fixed by me and the periods during which the trainers from my office would be available to assist the Charge Officers were intimated to the later. The Charge Officers were required to arrange at least two more rounds of training, at convenient dates, after holding the first round. I deputed 19 members of my staff, who were first required to undergo training for a week in my office, to the various non-synchronous areas of Himachal Pradesh for assisting the Charge Officers/Assistant Charge Officers in the training of the field agency. By sending my own staff a direct contact was established with the enumerators and supervisors and I felt assured that their training was conducted on proper lines and that their grasp of the instructions was thorough. Similarly, 22 members of my staff, whom I would prefer call as trainers, were deputed to cover all the synchronous areas in the State, for imparting training to the Census field personnel. The training programmes in respect of the synchronous and non-synchronous areas is reproduced hereunder :—

*Training programme for snow-bound areas*

| Name of District/Tehsil/ Sub-Tehsil | Date of first round of training | Period (s) during which the trainers of this office were available to Charge Officers. |
|---|---|---|
| 1 | 2 | 3 |
| CHAMBA | | |
| 1. Pangi | 17th August, 1970. | 17th to 31st August, 1970. |
| 2. Brahmaur | 10th August, 1970. | 10th to 31st August, 1970. |
| MANDI | | |
| 3. Jogindarnagar | 10th August, 1970. | 10th to 15th, 23rd to 26th and 30th to 31st August, 1970. |
| 4. Mandi Sadar | 10th August, 1970. | 10th to 31st August, 1970. |
| 5. Karsog | 10th August, 1970. | 10th to 31st August, 1970. |
| 6. Chichot | 10th August, 1970. | 10th to 31st August, 1970. |
| KANGRA | | |
| 7. Palampur | 17th August, 1970. | 17th to 22nd and 27th to 29th August, 1970. |
| KULU | | |
| 8. Kulu | 10th August, 1970. | 10th to 15th, 23rd to 24th and 29th to 30th August, 1970. |
| 9. Banjar | 17th August, 1970. | 17th to 21st and 26th to 27th August, 1970. |
| 10. Ani | 17th August, 1970. | 17th to 20th and 26th to 28th August, 1970. |
| 11. Nirmand | 10th August, 1970. | 10th to 15th, 22nd to 24th and 30th to 31st August, 1970. |

*Training programme for snow-bound areas*

| Name of District/Tehsil/ Sub-Tehsil | Date of first round of training | Period (s) during which the trainers of this office were available to Charge Officers. |
|---|---|---|
| 1 | 2 | 3 |
| **LAHUL & SPITI** | | |
| 12. Lahul | 12th August, 1970. | 12th to 31st August, 1970. |
| 13. Spiti | 17th August, 1970. | 17th to 31st August, 1970. |
| **MAHASU** | | |
| 14. Rohru | 10th August, 1970. | 10th August to 31st August, 1970. |
| 15. Kumharsain | 17th August, 1970. | 17th to 20th and 26th to 28th August, 1970. |
| 16. Rampur | 10th August, 1970. | 13th to 15th, 22nd to 24th and 30th to 31st August, 1970. |
| 17. Chaupal | 10th August, 1970. | 10th to 15th and 22nd to 31st August, 1970. |
| **KINNAUR** | | |
| 18. Hangrang | 16th August, 1970. | 16th to 18th and 28th to 29th August, 1970 |
| 19. Poo | 10th August, 1970. | 10th to 14th and 25th to 26th August, 1970. |
| 20. Morang | 20th August, 1970. | 20th to 23rd and 31st August, 1970. |
| 21. Kalpa | 16th August, 1970. | 16th to 19th and 26th to 27th August, 1970. |
| 22. Nachar | 10th August, 1970. | 10th to 14th and 31st August, 1970 |
| 23. Sangla | 21st August, 1970. | 21st to 24th and 29th August, 1970. |

*Training Programme for Enumerators and Supervisors (including reserves) in the Synchronous Areas of Himachal Pradesh.*

| Sl. No. | Name of the District | Name of the Charge | Name of Centre in the Charge | TRANING ROUNDS DATES OF | | | |
|---|---|---|---|---|---|---|---|
| | | | | I Round | II Round | III Round | IV Round |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 1. | CHAMBA | Chaurah | 1. Tissa | 17,18 Dec., 1970 | 30 Dec., 1970 | 11 Jan, 1971 | 23 Jan., 1971 |
| | | | 2. Sundla | 21,22 Dec., 1970 | 2 Jan., 1971 | 13 Jan., 1971 | 25 Jan., 1971 |
| | | Chamba & Chamba M.C. | 1. Chamba | 7,8 Dec., 1970 | 24 Dec., 1970 | 4 Jan., 1971 | 15 Jan., 1971 |
| | | | 2. Pukhri | 14,15 Dec., 1970 | 28 Dec., 1970 | 6 Jan., 1971 | 21 Jan., 1971 |
| | | | 3. Gehra | 10,11 Dec., 1970 | 26 Dec., 1970 | 8 Jan., 1971 | 19 Jan., 1971 |
| | | Bhattiyat Dalhousie M.C. Dalhousie C.B. | 1. Chowri | 7,8 Dec., 1970 | 22 Dec., 1970 | 31 Dec., 1970 | 8 Jan., 1971 |
| | | | 2. Siuhta | 10,11 Dec. 1970 | 24 Dec., 1970 | 2 Jan., 1971 | 11 Jan., 1971 |
| | | | 3. Dalhousie | 14,15 Dec., 1970 | 26 Dec., 1970 | 4 Jan., 1971 | 13 Jan., 1971 |
| | **Bakloh C.B. Bakloh Military Charge | Dalhousie Military Charge ** | 1. Bakloh | 17,18 Dec., 1970 | 28 Dec., 1970 | 6 Jan., 1971 | 15 Jan., 1971 |
| | KANGRA | Nurpur Nurpur M.C. | 1. Nurpur | 7,8 Dec., 1970 | 24 Dec., 1970 | 4 Jan., 1971 | 15 Jan., 1971 |
| | | | 2. Indora | 10,11 Dec., 1970 | 26 Dec., 1970 | 6 Jan., 1971 | 19 Jan., 1971 |
| | | | 3. Jawali | 14,15 Dec., 1970 | 28 Dec., 1970 | 8 Jan., 1971 | 21 Jan., 1971 |
| | | Kangra M.C. Nagrota Kangra M.C. | 1. Kangra | 7,8 Dec., 1970 | 17 Dec., 1970 | 23 Dec., 1970 | 30 Dec., 1970 |

*Training Programme for Enumerators and Supervisors (including reserves) in the Synchronous Areas of Himachal Pradesh.*

| Sl. No. | Name of the District | Name of the Charge | Name of Centre in the Charge | TRANING ROUNDS DATES OF | | | |
|---|---|---|---|---|---|---|---|
| | | | | I Round | II Round | III Round | IV Round |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 2. | KANGRA- | Dharamsala M.C. Yol C.B. | 2. Dharamsala | 10,11 Dec., 1970 | 19 Dec., 1970 | 26 Dec., 1970 | 2 Jan., 1971 |
| | | All Military Charges of Kangra District | 1. Special areas (Military charges) of Kangra District Centre Military Cantt. Dharamsala | 14,15 Dec., 1970 | 20 Dec., 1970 | 28 Dec, 1970 | 4 Jan., 1971 |
| | | Palampur | 1. Palampur | 7,8 Dec., 1970 | 22 Dec., 1970 | 30 Dec., 1970 | 8 Jan., 1971 |
| | | Palampur M.C. | 2. Baijnath | 10,11 Dec.. 1970 | 24 Dec., 1970 | 2 Jan., 1971 | 11 Jan., 1971 |
| | | | 3. Lamba Gaon | 14,15 Dec., 1970 | 26 Dec., 1970 | 4 Jan.. 1971 | 13 Jan., 1971 |
| | | | 4. Bhawarna | 17,18 Dec., 1970 | 28 Dec., 1970 | 6 Jan., 1971 | 15 Jan., 1971 |
| | | Dehragopipur | 1. Dehra | 17,18 Dec., 1970 | 30 Dec., 1970 | 11 Jan., 1971 | 23 Jan., 1971 |
| | | | 2. Mangwal | 21,22 Dec., 1970 | 2 Jan., 1971 | 13 Jan., 1971 | 25 Jan., 1971 |
| | | Hamirpur | 1. Hamirpur | 7,8 Dec., 1970 | 21 Dec., 1970 | 30 Dec., 1970 | 8 Jan., 1971 |
| | | Hamirpur N.A.C. | 2. Bhoranj | 10,11 Dec., 1970 | 24 Dec., 1970 | 2 Jan., 1971 | 11 Jan., 1971 |
| | | | 3. Nadaun | 14,15 Dec., 1970 | 26 Dec., 1970 | 4 Jan., 1971 | 13 Jan., 1971 |

| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
|---|---|---|---|---|---|---|---|
| | | Amb | 1. Amb | 14,15 Dec., 1970 | 26 Dec., 1970 | 4 Jan., 1971 | 13 Jan., 1971 |
| | | | 2. Daulat-pur Chawk | 18,19 Dec., 1970 | 28 Dec., 1970 | 6 Jan., 1971 | 15 Jan., 1971 |
| | | Barsar | 1. Barsar | 17,18 Dec., 1970 | 28 Dec., 1970 | 6 Jan., 1971 | 15 Jan., 1971 |
| 2. | KANGRA | Una<br>Una M.C.<br>Santokhgarh N.A.C. | 1. Una | 7,8 Dec., 1970 | 21 Dec., 1970 | 30 Dec., 1970 | 8 Jan., 1971 |
| | | | 2. Santokh-garh | 10,11 Dec., 1970 | 24 Dec., 1970 | 1 Jan., 1971 | 11 Jan., 1971 |
| 3. | MANDI | Jogindarnagar<br>Jogindarnagar N.A.C. | 1. Jogindar-nagar | 14,15 Dec., 1970 | 26 Dec., 1970 | 4 Jan., 1971 | 13 Jan., 1971 |
| | | | 2. Bharol | 17,18 Dec., 1970 | 28 Dec., 1970 | 6 Jan., 1971 | 16 Jan., 1971 |
| | | Mandi Sadar<br>Mandi M.C. | 1. Mandi | 7,8 Dec., 1970 | 21 Dec., 1970 | 30 Dec., 1970 | 8 Jan., 1971 |
| | | Pandoh B.S.L. Town-ship | 1. Pandoh | 10,11 Dec., 1970 | 23 Dec., 1970 | 2 Jan., 1971 | 11 Jan., 1971 |
| | | Sarkaghat | 1. Bald-wara | 14,15 Dec., 1970 | 26 Dec., 1970 | 4 Jan., 1971 | 13 Jan., 1971 |
| | | | 2. Sarka-ghat | 10,11 Dec., 1970 | 23 Dec., 1970 | 2 Jan., 1971 | 11 Jan., 1971 |
| | | | 3. Sajau Piplu | 17,18 Dec., 1970 | 28 Dec., 1970 | 6 Jan., 1971 | 15 Jan., 1971 |
| | | Chichot | 1. Gohar | 7,8 Dec., 1970 | 21 Dec., 1970 | 30 Dec., 1970 | 8 Jan., 1971 |
| | | Sundarnagar<br>Sundarnagar M.C. | 1. Sundar-nagar | 7,8 Dec., 1970 | 21 Dec., 1970 | 31 Dec., 1970 | 8 Jan., 1971 |
| | | Karsog | 1. Karsog | 18,19 Dec., 1970 | 1 Jan., 1971 | 8 Jan., 1971 | 15 Jan., 1971 |
| 4. | KULU | Kulu | 1. Kulu | 10,11 Dec., 1970 | 23 Dec., 1970 | 2 Jan., 1971 | 11 Jan., 1971 |

| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
|---|---|---|---|---|---|---|---|
| 4. | KULU | Sultanpur (Kulu) M.C. Manali N.A.C. | 2. Katrain | 14,15 Dec., 1970 | 26 Dec., 1970 | 4 Jan., 1971 | 13 Jan., 1971 |
| | | Banjar | 1. Banjar | 17,18 Dec., 1970 | 28 Dec., 1970 | 6 Jan., 1971 | 15 Jan., 1971 |
| | | Ani | 1. Ani | 17,18 Dec., 1970 | 30 Dec., 1970 | 8 Jan., 1971 | 18 Jan., 1971 |
| | | Nirmand | 1. Nirmand | 14,15 Dec., 1970 | 28 Dec., 1970 | 6 Jan., 1971 | 16 Jan., 1971 |
| 5. | BILASPUR | Ghamarwin | 1. Ghamarwin | 14,15 Dec., 1970 | 28 Dec., 1970 | 8 Jan., 1971 | 20 Jan., 1971 |
| | | | 2. Talai | 18,19 Dec., 1970 | 31 Dec., 1970 | 11 Jan., 1971 | 22 Jan., 1971 |
| | | | 3. Jhandoota | 21,22 Dec., 1970 | 2 Jan., 1971 | 13 Jan., 1971 | 24 Jan., 1971 |
| | | Bilaspur Sadar Bilaspur M.C. Shri Naina Devi Ji M.C. | 1. Bilaspur | 7,8 Dec., 1970 | 24 Dec. 1970 | 4 Jan., 1971 | 16 Jan., 1971 |
| | | | 2. Swarghat | 10,11 Dec., 1970 | 26 Dec., 1970 | 6 Jan., 1971 | 18 Jan., 1971 |
| 6. | MAHASU | Arki Arki N.A.C. | 1. Arki | 19 Dec., 1970 | 28,29 Dec., 1970 | 6 Jan., 1971 | 16 Jan., 1971 |
| | | Seoni | 1. Seoni | 16 Dec., 1970 | 28,29 Dec. 1970 | 6 Jan., 1971 | 13 Jan., 1971 |
| | | Kumharsain GREF Charge Baragaon etc. | 1. Kumharsain | 10 Dec., 1970 | 21,22 Dec., 1970 | 2 Jan., 1971 | 11 Jan., 1971 |
| | | Rampur Rampur M.C. SSB Charge Sarahan | 1. Rampur | 11 Dec., 1970 | 24,26 Dec., 1970 | 4 Jan., 1971 | 13 Jan., 1971 |

*Training Programme of Enumerators and Supervisors (including reserves) in the Synchronous Areas of Himachal Pradesh*

| Sl. No. | Name of the District | Name of the Charge | Name of Centre in the Charge | TRAINING ROUNDS DATES OF | | | |
|---|---|---|---|---|---|---|---|
| | | | | I Round | II Round | III Round | IV Round |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 6. | MAHASU | Rohru ) | 1. Rohru | 4 Dec., 1970 | 10,11 Dec., 1970 | 24 Jan., 1971 | 2 Jan., 1971 |
| | | Jubbal ) | 1. Jubbal | 5 Dec., 1970 | 14,15 Dec., 1970 | 26 Dec., 1970 | 4 Jan., 1971 |
| | | Kotkhai ) | 1. Kotkhai | 7 Dec., 1970 | 17,18 Dec., 1970 | 28 Dec., 1970 | 6 Jan., 1971 |
| | | Theog<br>Theog M.C. | 1. Theog | 8 Dec., 1970 | 21,22 Dec., 1970 | 31 Dec., 1970 | 8 Jan., 1971 |
| | | Kasumpti<br>Dhalli N.A.C<br>Military Charge<br>Kufri | 1. Kasumpti | 14 Dec., 1970 | 21,22 Dec., 1970 | 28 Dec., 1970 | 4 Jan., 1971 |
| | | Solan<br>Solan M.C. | 1. Solan | 18 Dec., 1970 | 26 Dec., 1970 | 1,2 Jan., 1971 | 8 Jan., 1971 |
| 7. | SIMLA | Simla<br>Simla Military Charge<br>Jutogh Military Charge | 1. Simla | 7,8 Dec., 1970 | 16 Dec., 1970 | 24 Dec., 1970 | 30 Dec., 1970 |
| | | Simla M. Corp.<br>Jutogh C.B. | 1. Simla | 10,11 Dec., 1970 | 18 Dec., 1970 | 26 Dec., 1970 | 1 Jan., 1971 |
| | | Kandaghat<br>Dagshai C.B.<br>Subathu C.B.<br>Kasauli C.B.<br>Subathu Military Charge,<br>Kasauli Military Charge | 1. Kandaghat | 10,11 Dec., 1970 | 21 Dec., 1970 | 31 Dec., 1970 | 8 Jan., 1971 |
| | | | 2. Dharampur | 14, Dec., 1970 | 23,24 Dec., 1970 | 2 Jan., 1971 | 11 Jan., 1971 |
| | | | 3. Sairi | 16,17 Dec., 1970 | 26 Dec., 1970 | 4 Jan., 1971 | 13 Jan., 1971 |

| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
|---|---|---|---|---|---|---|---|
| | | Nalagarh<br>Nalagarh M.C. | 1. Nalagarh | 10,11 Dec., 1970 | 21 Dec., 1970 | 28 Dec., 1970 | 4 Jan., 1971 |
| | | | 2. Ramshahar | 14,15 Dec., 1970 | 24 Dec., 1970 | 30 Dec., 1970 | 6 Jan., 1971 |
| 8. | SIRMAUR | Rajgarh | 1. Rajgarh | 7,8 Dec., 1970 | 24 Dec., 1970 | 4 Jan., 1971 | 15 Jan., 1971 |
| | | | 2. Sanora | 10,11 Dec., 1970 | 26 Dec., 1970 | 6 Jan., 1971 | 18 Jan., 1971 |
| | | Pachhad<br>Sarahan<br>N.A.C. | 1. Sarahan | 14,15 Dec., 1970 | 28 Dec., 1970 | 8 Jan., 1971 | 20 Jan., 1971 |
| | | | 2. Mangarh | 18,19 Dec., 1970 | 30 Dec., 1970 | 11 Jan., 1971 | 22 Jan., 1971 |
| | | | 3. Narag | 21,22 Dec., 1970 | 1 Jan., 1971 | 13 Jan., 1971 | 25 Jan., 1971 |
| | | Nahan<br>Nahan M.C. | 1. Nahan | 7,8 Dec., 1970 | 22 Dec., 1970 | 30 Dec., 1970 | 8 Jan., 1971 |
| | | | 2. Trilokpur | 10,11 Dec., 1970 | 24 Dec., 1970 | 1 Jan., 1971 | 11 Jan., 1971 |
| | | Rainka | 1. Dadahu | 14,15 Dec., 1970 | 26 Dec., 1970 | 4 Jan., 1971 | 13 Jan., 1971 |
| | | | 2. Sangrah | 17,18 Dec., 1970 | 28 Dec., 1970 | 6 Jan., 1971 | 15 Jan., 1971 |
| | | Shillai | 1. Badoral | 17,18 Dec., 1970 | 28 Dec., 1970 | 6 Jan., 1971 | 15 Jan., 1971 |
| | | | 2. Shillai | 14,15 Dec., 1970 | 26 Dec., 1970 | 4 Jan., 1971 | 13 Jan., 1971 |
| | | Paonta Sahib<br>Paonta Sahib M.C. | 1. Paonta | 7,8 Dec., 1970 | 22 Dec., 1970 | 30 Dec., 1970 | 8 Jan., 1971 |
| | | | 2. Sataun | 10,11 Dec., 1970 | 24 Dec., 1970 | 2 Jan., 1971 | 11 Jan., 1971 |

Black-boards and roll up charts were extensively used. All the Census concepts were explained to the enumerators and supervisors at length. The Census schedule and all the other forms were discussed question by question and column by column. The Census personnel were requested to ask any questions on matters concerning the schedules and forms, in the training classes, with a view to removing all their doubts. Invariably practical exercises in canvassing the individual slip and completing other Census forms were held on the training schedules/ forms. Although no tests were prescribed yet the training schedules and forms completed by the staff were checked and corrected in the presence of the enumerators and supervisors concerned and their mistakes and shortcomings pointed out and the correct concepts, methods explained all over again. These exercises proved to be a boon in as much as many practical difficulties that cropped up were removed by the trainers sent out by me, and by the Census Officers themselves.

Each Charge Officer/Assistant Charge Officer ensured that the staff appointed as reserves also received full training so that if any contingency arose they could handle the enumeration duties independently and efficiently.

In this context an interesting instance involving intrepidity, presence of mind, and devotion towards duty of three of my staff members comes to my mind. This, I must narrate here, as a token of my appreciation of their handling of the tasks assigned to them. It is a known fact that in Himachal Pradesh, there are certain pockets which are very difficult of access and that not even animal transport is available there. Pangi Sub-Tehsil of Chamba District is one such region. From the District Headquarter the approach to Pangi is via Sach Pass which commands a height of 14,470 feet above sea level. I deputed two of my boys, Sarvshri Des Raj Khanna and Ram Singh to impart training to the Census personnel drafted in Pangi Sub-Tehsil. They had to traverse one side distance of over a hundred Kilometres on foot and to arrange for transportation of the Census schedules and other material to the Tehsil Headquarter. Menacing rains, treacherous path and perilous improvised bridges over gushing streams, threatened them all the way. But both of them, unmindful of the hazards, ploded on and on. With great dextarity and cleverness they managed to hire the required number of porters for carrying the Census material to Kilar, the Tehsil Headquarter. But having reached Kilar, they found out to their utter dismay, that no Tehsildar (i.e. Charge Officer) was posted in Pangi and that even the appointment letters had not been issued to the field staff. Immediately they sent me a wireless message seeking my advice. I, in the meanwhile had taken care to despatch Shri S.P. Shabi, Tabulation Officer to supervise the arrangements made for the Census count in Pangi, besides in certain other areas. He proved his mettle by handling the situation in a most sagacious manner. He, at once authorised the Kanungo at Kilar to work as a Charge Officer, thus paving the way for smooth functioning of the Census machinery in the area. Communication being a major problem in the whole Tehsil, he, after giving due consideration to geographical factors, divided Pangi into two regions-Kilar region and Udaipur region and allocated management of the Census affairs in these regions including training and initial supervision of enumeration to Shri Des Raj Khanna and Shri Ram Singh, respectively. The very next day Shri Ram Singh was directed to march off to Udaipur alongwith Census material and appointment letters of the field personnel concerned, with clear instructions as to his line of action on reaching there. The training at Kilar was also started the same day after arrangements for issuing of appointment letters to the field staff, were made. To my great satisfaction I received a wireless message from Shri S.P. Shabi in which he reassured me about the proper and timely arrangements made by him, briefly describing the procedural details finalized by him.

And lastly I may add that throughout the State the enumerators and supervisors showed keen interest in the Census training and tried to take maximum advantage of these classes.

## SECTION–XVI

## THE CENSUS ENUMERATION

### The Reference date

The reference date for the 1971 Census was 1st April, 1971 (Sunrise). Originally the reference date fixed was 1st March, 1971, but later, in order to avoid a clash between the Census programme and the mid-term elections to the Lok Sabha, the Census had to be postponed. The reference date has to be chosen to fall during a period when there is the least difficulty in communications and most parts of the country are accessible and the people are also comparatively free from heavy migratory influences. Judging by these standards the reference date. as such. was most suitable for the country as a whole. It was our endeavour to cover as much area of Himachal Pradesh as possible on synchronous basis, but due to the peculiar topography of Himachal Pradesh many areas are rendered inaccessible during winter months. Therefore, the Census in such areas was carried out in September, 1970. The whole month of September, 1970 was allocated for actual enumeration and no revisional round was prescribed. Therefore the median date in the month of September, can, at best, be called as the reference date.

### The Census Enumeration

With the filling up of the individual slips of Shri S. Chakravarti, Governor and Dr Y.S. Parmar Chief Minister enumeration was started on the 10th March, 1971, throughout the synchronous areas of the Pradesh.

On the eve of 1971 Census the Prime Minister had kindly issued a message to countrymen and appealed each and every individual to extend his/her cooperation in the successful completion of the Census taking. Every one was expected to give his whole hearted cooperation to the enumerator in this great national effort. This message was broadcast on the All India Radio at 8-30 p.m. on Tuesday the 9th March, 1971. The text of the message would be found at the very start of this report.

The Governor of Himachal Pradesh Shri S. Chakravarti had also kindly issued a message on the occasion of starting 1971 Census in the Pradesh. This was issued on the 10th March, 1971. National importance of a country-wide Census taking was asserted in the message. It was also emphasised that "We must all of us extend our whole-hearted cooperation to the Census enumerators and help them in this vast national undertaking of collecting upto-date and complete data about ourselves". A text of the message is also printed in the beginning of this report.

On the 9th March, 1971, the day before the enumeration started, Dr. Y.S. Parmar, Chief Minister broadcast a message from the All India Radio Simla in which he appealed to every individual to fully co-operate with the Census Enumeration Agency. He also emphasised in his speech the importance of the Census count. The text of his speech is re-produced at Sl. No. 31 in Section XXVI-Appendices.

The enumeration reporting from the 10th March, 1971 continued till 31st March, 1971 in the synchronous areas. In the non-synchronous areas the Census count was taken from the 1st September, 1970 to 30th September, 1970. I must record here my deep sense of gratitude for all the Census Officers, supervisors and enumerators who contributed their best and did their utmost to make the Census count successful. I am pained to record here that one of the enumerators in Kinnaur District, Shri Priya Bharat, Head Master Primary School, Purbani Tehsil Kalpa of District Kinnaur fell ill while he was on the enumeration duty and the cruel hands of death snatched him away from us when he was still in harness.

### Supervision of Census Enumeration

Very close supervision of the Census enumeration was done by me, my Assistant Directors and other members of my staff. I made it a point to send some one from my office to every charge with a view to ascertaining the quality of enumeration being done in the field. I had to ensure that the information was collected objectively by the enumerators.

Some posters appeared in certain areas asking people to return one or the other language as their mother tongue. It was apprehended that there may be cases where our enumerators might be influenced by the language issue and so may not fill the mother tongue column correctly. It was feared that there may be cases where people may not give out the actual and true information to the enumerators. I chalked out a detailed

programme allocating different areas to different members of my office staff, so that they could visit these areas in a preplanned manner and ascertain the actual position in the field. I planned my own tour programme in such a way that besides making independent inspection and assessment of the field work myself, I could contact the members of my staff who were also having rounds of the different areas, and get their first hand reports. Througout the enumeration I kept the Registrar General fully informed of the steps being taken by me. His advice from time to time proved to be of immense value to me in organizing the inspection and supervision of Census enumeration.

On 25.3.1971 I rang up the Registrar General at 11.45 a.m. and informed him that the enumeration work was going on smoothly in the Pradesh. He was also informed of the steps that were taken by us to ensure that the enumerators fill in the individual slip correctly. I sent about 20 officials to different areas in the State to supervise the work of the enumerators and do the physical verification of the entries recorded by them. He was also told that the enumerators had correctly recorded the entries in particular to question No. 14.

It gives me satisfaction to record that my own impressions of the enumeration are that all the enumerators, supervisors and the Census Officers performed their duties in a most objective manner. My Assistant Directors and other members of my staff also submitted their own individual reports, which in a nutshell conveyed that they never came accross any Census functionary who had allowed any type of personal bias to creep into returns.

I had occasions to visit a large number of villages and towns and to meet the people. My personal conviction is that the people gave full co-operation to the enumerators. No occasion arose when recourse to the provisions of the Census law for eliciting true answers had to be taken to.

I may place on record here one instance of an enumerator who had to face the problem of eliciting information while counting about 200 Tibetan Refugees at work at Rohtang Pass the only gateway to Lahul valley in September, 1970. These people apprehended that the information about their social, cultural, demographic and economic conditions being collected by the enumerator to fill up various questions of the individual slip was not meant for their good and they doubted the bonafides of the enumerator (Patwari). They were harassing him and were not ready to cooperate in his work and might have also manhandled him had I perchance, on my way back from Keylong, the Headquarters of Lahul & Spiti District, not appeared at the spot and rescued the enumerator from these persons after some pursuation and making them understand the purpose of the enumerators questioning them.

**Identity Badges**

It was felt that some sort of identity badge should be issued to each enumerator and supervisor for the population count in synchronous areas to avoid the recurrence of any untoward incident of the type mentioned above. Accordingly an identity badge was designed and encased in a cheap plastic cover, (got prepared at Delhi through the good offices of the Director of Census Operations Delhi) was issued to each enumerator and supervisor under the signatures of the Charge Officer concerned. This served the purpose and I had no complaint thereafter about non-cooperation from any quarter. The enumerators and supervisors proudly displayed the badge on the collars of the coat or tucked it on the pocket of the shirt or jacket. This simple though much useful badge was as under :—

CENSUS 1971
(Himachal)

Supervisor/Enumerator — Census India 1971

Name..... — Census symbol

Signature

Charge Officer.

**Assessment of the Census Returns**

At the time of editing and coding of the individual slips, some difficulties were experienced particularly in the matter of the answers recorded against Q. Nos. 7, 8, 9 and 16, it may be perhaps, the field staff did not have clear understanding about these questions themselves.

However general discrepencies noticed were that, code numbers were found missing in most of the cases. Similarly against Q. No. 1 relating to the relations to the Head of Households, the answers like Uncles, Nephew, Grand-father etc., were recorded.

As Against Q. No. 6 relating to the fertility, the general impression gathered during editing was that this question has not been properly recorded, as it was noticed that some time there was no entry in either part (a) or part (b) of this question even when the female was recorded as married against Q. 5.

The Q. No. 7, 8 and 9 relating to migration were inaccurately recorded. Sometimes even when there was an entry against Qs. No.7 and 8 nothing was shown against question No. 9 relating to the duration at the place of enumeration.

In most of the cases mother tongue was repeated in Q. No. 15. And finally it appeared that considerable confusion prevailed in the mind of the field staff in the matter of recording answers to Q. Nos. 16 and its parts. This took a lot of time to set these discrepancies in oder in the light of the edit instructions received from the Registrar General's Office. Similarly other discrepancies too were set in order, in accordance with the same instructions.

As the work relating to editing and coding progressed, some interesting cases were noticed. Baba Pehla Puriji from village Bhadsar of Chaurah Tehsil was enumerated as 172 years old probably the oldest among the males in this State. Similarly Najkoo, an window lady of village Jahral in Tehsil Mandi Sadar was recorded as 148 years old perhaps the oldest among the females in this State. However there were several cases where the age of the peoples ranged between 100 years to 120 years.

Much before the time actual enumeration started in Himachal Pradesh, several representations were received in this office, on different aspects of enumeration. All the representations were minutely examined and necessary causes of complaints were investigated.

During the course of training all enumerators were strictly warned not to be swept away by any propaganda and were instructed to record faithfully and sincerely, whatever information is provided by the respondents

*Coverage*:—The State of Himachal Pradesh was completely covered in the Census count. No instances of non-coverage of areas were detected.

*Enumeration af Houseless Persons*:—In the synchronous areas the houseless persons were enumerated on the 31st March, 1971, while in the non-synchronous areas their enumeration was carried out on the 30th September, 1970. However some of the Charge Officers like the Charge Officer Lahul complaint that the number of houseless persons was so big that they could not be enumerated in a single day. In such cases the Charge Officers were allowed to count the houseless population during the last week of the enumeration period ensuring, however, that no one was enumerated twice. The Charge Officer Lahul had to depute extra enumerators to complete the work. These houseless persons were generally speaking, immigrants engaged in road construction work.

*Non-synchronous enumeration in inaccessible areas*:—A list of the inaccessible areas together with other details where the Census count had to be undertaken during the month of September, 1970 appears in section—4 pertaining to Census calendar.

*Enumeration in Special Areas* — There were 21 special Charges in Himachal Pradesh. The training of their officers, supervisors and enumerators was conducted alongwith the staff of the general charges. They submitted their record directly to me. However the provisional population totals were conveyed by them to the respective District Census Officers as well as the Directorate of Census.

*Enumeration of Defence Personnel*:—The defence personnel were not directly enumerated by the civil authorities. They were Censused by the Army Statistical Organisation. The Census of General Reserve Engineer Force personnel engaged by the Border Roads Organisation (in Lahul & Spiti District) was also taken by the Military Census Officers.

**Relay of Provisional Population Totals**

The following dates were fixed for the intimation of provisional population totals at the various levels by the quickest possible means :—

| | | |
|---|---|---|
| (i) | Charge Officer/Assistant Charge Officer tothe District Census Officer and the Directorate of Census. | 6th April, 1971 |
| (ii) | District Census Officer to the Directorate of Census and to the Officer of the Registrar General India, New Delhi. | 7th April, 1971 |

I had provided four registers meant for the compilation of the provisional population totals to each Charge Office. The first two identical registers pertained to the immediate totals *i. e.* the totals of the first phase. These totals related to the sexwise population figures and the sexwise figures for literates. The detailed provisional population totals related to sexwise figures in respect of Scheduled Castes ; Scheduled Tribes ; literates, illiterates ; five categories of workers and non workers *viz*, Cultivator, Agricultural Labourer, ; Household Industry, Other workers, and Non-workers ; Houseless population and Institutional population. Two identical separate registers one for males and the other for females were prescribed. The third register was meant for compilation

of certain control figures in respect of number of residential houses ; total number of households ; number of Institutional Households ; and number of houseless household. The proformas of these four registers are printed at Annexure IV in Section XXVII.

In view of the various bottlenecks in communication and transport systems in Himachal Pradesh a good deal of efforts had to be made for the timely compilation and relay of the provisional population totals. Though the provisional population totals were made available to Registrar General, India's office by 7.05 p.m. on 7th April, 1971. Shri C. D. Bhatt, my Assistant Director, remained glued to the telephone on the 7th April, 1971 since morning till past 11. 00 p.m. contacting the District Census Officers and the Charge Officers/Assistant Charge Officers, to intimate the provisional population early and reconciling the data found deficient. It shall be noted that minor inconsistency prevailed in the totals conveyed at charge level but the total figures communicated for the Districts remained undisturbed. The figures, thus communicated to Registrar General India's Office at 7. 00 p.m. stood correct. The following statement shows the date and time of communication of the provisional population totals to the Directorate of Census for each District.

| Sl. No. | Name of the District | Date | Time |
|---|---|---|---|
| 1. | Chamba | 7.4.71 | 3.49 p.m. |
| 2. | Kangra | 7.4.71 | 4.50 p.m. |
| 3. | Mandi | 7.4.71 | 2.20 p.m. |
| 4. | Kulu | 6.4.71 | 11.15 a.m. |
| 5. | *Lahul & Spiti | 9.12.71 | by post |
| 6. | Bilaspur | 7.4.71 | 10.30 p.m. |
| 7. | Mahasu | 7.4.71 | 3.00 p.m. |
| 8. | Simla | 7.4.71 | 4.30. p.m, |
| 9. | Sirmaur | 7.4.71 | 10.45. p.m. |
| 10. | *Kinnaur | 9,12.70 | by post. |

*Completely non-synchronous District.

The communication of the consolidated figures in respect of the State to the Registrar General's Office by phone was done at 11.10 p.m. on the 13th April, 1971. The work had been completed by the targetted date and yet one hour earlier.

**Announcement of First Results**

The Paper No. I of 1971 Census based on the Provisional Population Totals was released on the 14th April, 1971. I paid visits to the Governor, and the Chief Minister of Himachal Pradesh and presented them the copies of our Paper No. I. Later, the figures were released to the Press.

SECTION—XVII

# THE CENSUS ACT.

**Salient features of the Indian Census Act**

The Census Act, 1948 (Act No. XXXVII of 1948), which is permanent Central Act, lays down powers and provisions for the conduct of Census. The sanction for the taking of Census is provided in the Census Act. It extends to the whole of India. Under this Act a number of notifications are issued by the Central and the State Governments to give recognition and legal backing to the taking of the Census. Though this Act relates to the matters connected with the taking of Census, its provisions are fairly elaborate to cover all eventualities.

Under Section 3 of the Act, the Central Government notifies in the official gazette its intention of taking Census and the reason a Census of the population is taken in the specified area. In pursuance of the aforesaid Section 3 of the Act, the Government of India declared its intention of taking a Census of the population of India with a reference date as on sunrise of Ist March, 1971 vide Notification No. 28/101/69-Pub. I dated the 3rd July, 1969. A copy of this Notification is printed at Sl. No. 32 of Section XXVI-Appendices. The reference date was later on changed to the Sunrise on Ist April, 1971. The relevant Notification No. 9 / 30 / 69-CTU (CEN) dated 14th January, 1971 notifying the change in the reference date is reproduced at Sl. No. 33 of Section XXVI-Appendices. Under Section 4 (1), the Central Government appoints a Census Commissioner to supervise the taking of Census throughout the area in which the Census is intended to be supervise the taking of Census within the several States. Under Section 4 (2) of the Act, appointment of District Census Officers and Sub-Divisional Census Officers is notified. Section 4 (3) and 4 (4) provide for appointment of Census Officers to work as Charge Officers, supervisors and enumerators. Census authorities are public servants within the meaning of Indian Penal Code under the provisions of Section 5, while Sections 6 and 7 of the Act empower the District Magistrate or such authority as the State Government may appoint in this behalf, to issue written orders to certain persons to discharge duties of Census Officers in certain cases, and call upon certain persons to give assistance towards the taking of a Census. Under Section 8, the Census Officers have the authority to ask questions from all persons to fill in the Census schedules, and makes it obligatory for all persons to answer the questions. The questions to be asked are to be notified. Under Section 9, every person occupying any house, enclosure, vessel or other place is required to allow Census Officers such access thereto as they may require for the purposes of the Census, and to 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. Under Section 10, Census Officers may leave a schedule with an occupier or manager for being filled up and he shall be legally bound to deliver the same duly filled in and signed to the Census Officer or his representative. Section 11 of the Act lays down the penalties for the breach of the Census Act and under Section 12, the authority which can sanction prosecution under the Act has to be notified by the State Government. Under Section 15 of the Act the information collected during the Census Operations can only be used for purely statistical purposes. The information of the individuals is confidential and cannot be used even as an evidence in a court of law. Thus there is a legal backing to the entire Census Operations and it provides sufficient powers to secure all types of assistance from the Local Bodies or any other person in order to get through this extremely onerous task. Copies of the Act and various notifications issued by the State Government in regard to 1971 Census in Himachal Pradesh are printed, at Sl. Nos. 34 to 42 of Section XXVI-Appendices.

**Suggestions**

From my experience of the work I feel that the success of the Census does not merely depend on the statutory provisions in the Act, but to a great extent on the willing cooperation of both the public as well as the Census officials. Cooperation from the public is required to be enlisted through publicity media spelling out the importance of Census taking and the utility of the Census data thrown out to serve as the basis in the formulation of various programmes and schemes for the betterment of the masses. Every Census worker has to

carry out his duties with a sense of responsibility, sincerity and objectivity. He has also to record truthfully the various answers furnished by the respondent. The present law, however, only covers the enumeration stage of the Census Operations. Houselisting operation which is an essential pre-requisite to facilitate correct enumeration falls outside the perview of this Act. This however, did not affect the Census Operations in Himachal Pradesh. In this State there was no occasion to take recourse to the penal provisions of the Census Act.

SECTION-XVIII

# DIRECTIVES ISSUED BY STATE GOVERNMENT, HEADS OF DEPARTMENT ETC. TO FACILITATE CENSUS OPERATIONS

I have already detailed some of the steps taken to ensure a full and accurate coverage of the population of Himachal Pradesh in the previous sections. However, I find it desireable to recount the various types of instructions issued by the Government of India, the State Government and the State Heads of Department etc ; which facilitated organising and taking of Census successfully in the Pradesh.

**Instructions issued by the Government of India and the State Government to facilitate Census taking**

As early as in April, 1968, the Government of India, Ministry of Home Affairs, in their Circular Letter No. 28/66/68-Pub. I dated the 15th April, 1968 addressed to all States and Union Territories, apprised the Chief Secretary to the Government of Himachal Pradesh, that the next decennial population Census would be conducted under the direction of the Registrar General and *ex-Officio* Census Commissioner for India, in February-March, 1971. In this communication it was laid down that to ensure complete coverage at the Census, the entire country would be divided into small enumerator's blocks within the frame work of the administrative units in the States. Therefore for the efficient conductof the Census Operations, it was necessary to ensure that the boundaries of administrative units are not disturbed after the blocks have been determined and until the Census enumeration and tabulation of data are completed. Accordingly the State Government was advised to ensure that no changes whatsoever are made in the jurisdiction of Municipalities, Revenue Villages, Tehsils/Sub-Tehsils, Districts etc; during the period from Ist Jaunary, 1970 to the 30th June. 1971. Later on the Ministry of Home Affairs addressed another letter of the same number on the 9th July, 1969 to the Chief Secretary to the Government of Himachal Pradesh about fixity of boundaries of administrative units during 1971-Census Operations wherein it was again desired that changes in Jurisdiction contemplated and decisions on the proposals may be taken as expeditiously as possible. Copies of both the aforesaid communications are reproduced at Sl. Nos. 43 and 44 of Section XXVI-Appendices. These instructions facilitated our work of going ahead with the formation of Census divisons. Although no formal freeze orders were issued by the State Government to this effect, but no changes took place in the administrative units in so far as Districts and Tehsil/Sub-Tehsils etc; are concerened during the specified period. In the case of Local Bodies however, despite a freeze order having been issued by the State Government three Notified Area Committees of Santokhgarh, Sarahan and Ghamarwin were carved out constituting villages, which had been accounted for by us as rural areas for Census purposes. Consequently such areas had to be treated as urban after assigning them distinct local code numbers. This however, did not affect our work resulting in dislocation in any way. As I have made a mention in the preceeding chapters, the Chief Secretary to the Government of Himachal Pradesh issued a circular on the 5th May, 1969 (C.F. Sl. No. 7 of Section XXVI-Appendices) to all Secretaries, Joint Secretaries/Under Secretaries, Head of Departments and Deputy Commissionors in Himachal Pradesh introducing to them my predecessor Shri D.S. Misra, as Director of Census Operations. In this circular letter the importance of Census opreations was also emphasised and they were requested to take active and personal interest in the same. Inter-alia, the Director of Census Operations was also authorised to correspond with them direct in matters relating to the Census. In his subsequent circular letter dated the 30th Decembr, 1969 (C.F. Sl. No 26 of Section XXVI-Appendices) to all Heads of Departments and Deputy Commissioners in Himachal Pradesh, the Chief Secretary instructed them to intimate the names and designations of employees available at various places to the Deputy Commissioners concerned to be utilised for Census work within a District, and also to issue necessary instruction to such staff deployed on Census duty to comply with the instructions given by the local Census Officer in the discharge of duties connected with Census work. In the same circular they were further requested to ensure that employees under them, entrusted with Census work should accept and perform the work entrusted to them by the Local Census Officer readily and willingly. At the same time it was required that employees might be specifically instructed that they should give no cause for complaint by the officer incharge of the Census in respect of performance of census duty. Further the heads of Departments and Deputy Commissioners were requested to impress upon them that the manner in which they perform Census duties shall be taken into account in the

periodical assessment of their work and conduct. In pursuance of these instructions the Heads of Departments instructed establishments under their control accordingly. In the District as satated earlier in this report, the Revenue Assistants were appointed District Census Officers and the Tehsildars/Naib-Tehsildars as Charge Officers. These officers were required to train, control and supervise the circle supervisors (Kanungoes etc.) and the enumerators (Patwaris etc). Frequent transfers made or long leave allowed to the field staff would have dislocated the Census work. To obviate this difficulty the Financial Commissioner-cum-Secretary (Revenue) to the Government of Himachal Pradesh had kindly issued instructions (C.F. Sl. Nos. 27 and 28 of Section XXVI-Appendices) to the Deputy Commissioners that further transfers and long leave of the members of the Revenue Agency be stayed till the end of March, 1971, unless it was absolutely essential to allow leave in public interest. Similar instructions were issued by the Director of Education, Himachal Pradesh, vide his circular letter No. 17202-Estt. II-(4)-70 dated the 4th January, 1971, directing the authorities under him that the teaching personnel, who have been deputed for Census work should not be transferred till they accomplish those assignments which are allotted to them by the Census organisation. A copy of this circular is also reproduced at Sl. No. 45 in Section XXVI-Appendices.

The Registrar General, India and ex-officio Joint Secretary to the Government of India, Ministry of Home Affairs also addressed a memorandum No. 9/42/70-CTU (CEN) dated the 26th March, 1970 to all Ministries/Departments of the Government of India, and requested them to issue suitable instructions to their subordinate offices to the effect that the Directors of Census Operations in States may be afforded all reasonable facilities by deputing suitable staff for conducting Census in those areas. The necessity of extending concessions regarding office attendance etc., during the period they are drafted for Census duties was also emphasised in the memorandum. A copy of the aforesaid memorandum is printed at Sl. No. 46 of Section XXVI—Appendices. Accordingly the various Departments of Government of India, issued suitable instructions to their attached and subordinate offices located at various places for extending necessary facilities during the Census.

**Postponement of School and College Annual Examinations**

In his letter No. 38/1/70-Ad. II dated the 24th September, 1970, the Registrar General, India, requested the Chief Secretary to the Government of Himachal Pradesh to ensure that the annual examinations of schools and colleges for 1971 commence only after the 20th March, 1971 so that the teachers and others belonging to education Department who may be entrusted the duties as enumerators etc; are in a position to whole-heartedly devote themselves to Census work. But the mid-term Lok Sabha Elections in the country made it necessary to postpone Census enumeration by a month. Taking into account the changes in the dates of 1971 Census Operations, the Board of School Education, Himachal Pradesh, issued necessary instructions to the authorities concerned to hold Matric/Higher Secondary Part I and Part II examinations from 10.4.1971 onwards. A copy of the circular No. 21801/H/B dated the 13th January, 1971 issued in this behalf is printed at Sl. No. 47 in Section XXVI-Appendices. Similarly the Director of Education, Himachal Pradesh, vide his circular letter No. EDU, 17202-Estt. II(4)-71 dated the 3rd February, 1971, reproduced at Sl. No. 48 in Section XXVI-Appendices, sent out a directive to the authorities under his control that the annual examinations of all the classes should not be conducted before the 10th April, 1971. The postponement of examinations, no doubt, facilitated the taking of Census, as otherwise the teaching personnel and others belonging to the Education Department of Himachal Pradesh drafted on Census duty would not have been able to devote themselves whole-heartedly to the work entrusted to them.

**Postponement of Panchayat Elections**

Besides this Panchayat Elections in Himachal Pradesh were to be held in February, 1971 which were bound to clash with the revised Census schedule fixed in the same month, had it not been postponed by a month. Therefore, to avoid the same we had approached the State Government to hold impending elections of Local Bodies in the Pradesh only after the Census Operations were over. In response, the State, Government vide their letter No. 4-3/71-Elec. dated the 18th January, 1971 (printed at Sl. No. 49 in Section XXVI-Appendices), informed me that the Panchayat Elections in Himachal Pradesh had been postponed till the end of May, 1971.

**Concessions to Census Workers**

In order to accomplish the great national task of country-wide Census enumeration, it was necessary for the personnel put on Census enumeration work to be given certain concessions in the matter of office attendance during the period that they are actually engaged on Census work or while on Census training. In this behalf the Registrar General, India & Ex-officio Joint Secretary to the Government of India in the Ministry of Home Affairs, approached the various Ministries/Departments of the Government of India, to issue instructions to the establishments under their control to the effect that the

officials engaged on Census work should be considered as on duty and should be permitted to be away from their offices for half a day from 10th March to 31st March, 1971 and be allowed to be exclusively on Census work for the whole day from Ist April to 3rd April, 1971 in order to conduct the intensive revisional round during the last three days. A copy of the relevant communication No. 9/42/71-CTU (CEN) dated the 24th February, 1971, is printed at Sl. No. 50 in Section XXVI-Appendices. Accordingly various departments of the Government of India allowed the desired concessions to the employees of the Central Government establishments put on Census work. The practice followed in Himachal Pradesh was that the officials deputed on Census duty *i.e.* for training and enumeration work, were treated as on duty. We have had no difficulty in this behalf and the concessions extended to the worker, as mentioned above served our purpose well. No. general holiday was specifically declared as such for Census work.

**Participation of Ministers and Senior Officials in Census Work**

Dr. Y.S. Parmar the Hon'ble Chief Minister Himachal Pradesh was kind enough to bless our efforts in making the Census a success. At our request he very kindly inaugurated the Census Training conference held at the State level on the 6th November, 1971 in the committee room of the Himachal Pradesh Secretariat at Simla. Besides Secretaries to the Government some Ministers, Deputy Ministers and M.L.A's also graced the occasion. This conference was convened for training the Deputy Commissioners, District Census Officers and Charge Officers (including special Charge Officers) in Simla and Mahasu District. Sh. K.D. Ballal Dy. Registrar General, India, also addressed the conference. The Chief Minister in his inaugural speech assured full cooperation and help on behalf of the State Government and emphasised the importance of Census taking as also the utility of data thrown out as a result thereof. Beside the scholarly analysis of the past Census the Chief Minister remarked :—

"I regret I could not have an apportunity of meeting you earlier, but believe me my best wishes have always been with you. I am glad to learn that the first phase of the Census work which entailed housenumbering and houselisting is over throughout Himachal Pradesh and that the returns are under scrutiny. You are now going to grapple with the final phase of Census Operations and you through your vast agency will record the particulars of every individual in this State. It apparently is a stupendous work and I wish to assure you that in this great task you can count upon me and on my colleagues for our fullest cooperation. I need hardly tell you that necessary instructions to all concerned have already been issued by the Government. I expect that every Government employee drafted on Census work will do his best."

In the end of his speech the Hon'ble Chief Minister observed that :—

*"No doubt you have to face difficult odds in the discharge of your duties. The terrain is difficult and many areas are remote and inhospitable. Nevertheless I am fully confident that you gentlemen on whom rests this heavy responsibility of efficient completion of these time bound operations, will rise to the occasion and deliver the goods. I need hardly assure you that my good wishes are always with you and your Director can always approach me in case of any hitch or hinderance. I wish you all success in your work."*

The Deputy Commissioners, who are otherwise very busy with their multifarious duties and are responsible for law and order position in the Districts, also participated in the Census training Classes held at various places and encouraged the Census workers to give their best in the successful completion of the national task.

## SECTION—XIX

## CENSUS CIRCULARS

**Circulars conveyed writtenword about each phase.**

In all 20 circulars were issued; 1-9 of these carry simple serial numbers 1 to 9 and were issued upto the housenumbering and houselisting operations. 11 circulars bear serial numbers E-1 to E-11 (E' standing for Enumeration) and these were issued on subjects relating to Enumeration. The details about these circulars, which are available in bound registers in the Directorate Library, are given in the two statements below

**List of Census Circulars**

Part I. Circulars issued upto the Housenumbering and Houselisting Operations.

| Sl. No. | Circular No. | Date | File No. | Subject |
|---|---|---|---|---|
| 1 | 2 | 3 | 4 | 5 |
| 1. | 1 | 29.7.69 | SCOHP-53/69 | General Administrative Arrangements. |
| 2. | 2 | 6.9.69 | SCOHP-53/69 | (i) Location Codes (ii) Delimitation of Census Divisions and (iii) Census Registers. |
| 3. | 3 | 18.10.69 | SCOHP-53/69 | Training in Housenumbering, Houselisting and filling in of Establishment Schedules. |
| 4. | 4 | 21.10.69 | SCOHP-11/69 | Maps of Districts/Tehsils and Sub-Tehsils. |
| 5. | 5 | 30 10.69 | SCOHP-53/69 | Census in special areas. |
| 6. | 6 | 31.10.69 | SCOHP-53/69 | Preparation of Notional Maps in Urban Areas. |
| 7. | 7 | 4.11.69 | SCOHP-53/69 | Preparation of Notional Maps of Villages/Tikkas/Phattis in the rural areas. |
| 8. | 8 | 9.3.70 | SCOHP-53/69 | Houselisting Operations, Movement of Record Non-snowbound Areas. |
| 9. | 9 | 31.3.70 | SCOHP-53/69 | Houselisting Operations, Movement of Record snowbound areas. |

Part II—Circulars issued after the Housenumbering and Houselisting Operations i.e. in connection with enumeration.

| Sl. No. | Circular No. | Date | File No. | subject |
|---|---|---|---|---|
| 1 | 2 | 3 | 4 | 5 |
| 1. | E-1 | 14.5.70 | SCOHP-81/69 | Selection and ear-marking of enumerators and supervisors in each charge. |
| 2. | E-2 | 11.6.70 | SCOHP-81/70 | Delimitation enumerators Blocks and supervisory Circles. |
| 3. | E-3 | 13.7.70 | SCOHP-81/70-II | Enumeration in Snowbound, non-synchronous areas-appointment of supervisors and enumerators. |
| 4. | E-4 | 14.7.70 | SCOHP-81/70-II | Basic data required for the distribution of enumeration material in snowbound, non-synchronous areas of Himachal Pradesh-supply of. |
| 5. | E-5 | 25.7.70 | SCOHP-81/70-II | Enumeration. |

| Sl. No. | Circular No. | Date | File No. | subject |
|---|---|---|---|---|
| 1 | 2 | 3 | 4 | 5 |
| 6. | E-6 | 28.7.70 | SCOHP-81/70-II | Basic data required for the disiribution of enumeration material in the general areas (Rural/Urban) of Himachal Pradesh-supply of. |
| 7. | E-7 | 10.8.70 | SCOHP-113/70 | Snowbound, Non-Synchronous areas-Movement of Enumeration Record. |
| 8. | E-8 | 5.12.70 | SCOHP-143/70 | Provisional Totals. |
| 9. | E-9 | 4.1.71 | SCOHP-152/70 | Change in the Census Enumeration Programme and other Instructions. |
| 10. | E-10 | 7.1.71 | SCOHP-153/70 | Movement of Enumeration Record-General Areas. |
| 11. | E-11 | 22.1.71 | SCOHP-152/70 | Revised dates for Census Enumeration-Movement of enumeration record and Provisional Population Totals etc.-General Areas. |

At every important stage *i.e.* immediately before an intricate Census job had to be taken up in the field, I took care to issue a circular describing in details the action to be taken at the various levels. I tried to confine one particular circular to one particular subject, although at earlier stage circulars of general nature covering more then one topic had to be issued. I tried to be lucid in my style so that the Census Officers at various levels had no difficulty in grasping the instructions. I would like to recrod that the Census Operations are of such a nature that a manual can not be brought out in time. Sometimes instructions have to be issued after gaining actual field experience when many types of difficulties are encountered. Therefore, I would record that individual circulars are more useful.

All my circulars were memeographed and 150 copies of each were taken out. Copies of the circulars were sent to the Deputy Commissioners, District Census Officers, Charge Officers/Assistant Charge Officers and the Special Charge Officers. I felt the necessity of issuing a set of supplementary instructions to enumerators in a booklet form at the time of enumeration, wherein matters peculiar to this part of India were discussed and a gist of the general instructions to the enumerators was given. These instructions, proved to be very useful for the enumerators, supervisors and even for the Census Officers. The instructions were printed in Hindi, at the Himachal Pradesh Government Press in the form of a booklet and copies thereof are available in the office Library.

## SECTION—XX

## PUBLICITY MEASURES

### Importance of Publicity

The importance of publicity campaign for the success of a national project like Census need hardly be over emphasised. Since the scope of the Census coincides with the total dimension of the entire population, it is, no doubt, very essential to organise the publicity compaign to make the public aware of its importance and acquaint the people with the various processes connected with the operations. For the successful implementation of this project all sections of the community have got to be made Census concious and familiarise themselves with the modes operandi for the collection of the required data by enlisting their willing cooperation. For this a favourable climate has got to be created in the public mind bringing out the importance of a correct and successful count.

### Publicity measures decided in the first Conference

Realising the affective role be played by it a vast publicity programme was organised at the all India level during the 1971 Census. In the first Census conference held at Delhi in May, 1969 it was pointed out that a Census film on the pattern of 1961 Census in various regional languages would be prepared by the Ministry of Information & Broadcasting and would be displayed before the enumeration. In addition it was assured that various talks and dramas would be arranged in each State. The Registrar General held that teachers would be a good medium to publicise the operations through school going children carrying the message to their parent. It was therefore recommended that the Directors might suggest to the State administrative authorities to include a short lesson on population and Census during the academic year 1970-71.

### Publicity measures adopted in Himachal Pradesh

*Radio Talks* :—Various methods of publicity were adopted at the State level. These were Radio talks, press notes, lectures and tours. I gave radio talks on Census which were relayed from the Simla Station of the All India Radio on 4.9.70 and 27.4.71.

*Press Notes* :—Press notes were also issued by me to publicise the completion of various stages of different operations .Brief account of some of the press notes is given below :—

(i) Enumeration in Himachal Pradesh took place at two different times, one in September, 1970 in snowbound areas and other in March-April, 1971 when Census count was taken all over India. I sent out a press note to the Local Press Representatives and Director All India Radio Simla on the 4th September, 1970 when the actual enumeration in snowbound areas was on. Important features of the arrangements-made for enumeration in these areas were highlighted in the press note.

(ii) According to the original programme the Census was to be taken from 10th February to 3rd March, 1971. But to avoid clash with mid-term poll for Lok Sabha Elections, the above schedule was advanced by ten days from Ist to 22nd February, 1971. Although these dates were further changed, but I had in the mean-time issued a press note on 30.12.70 spelling out the revised programme to be followed.

(iii) Finally the Government of India declared the sunrise of Ist April, 1971 as reference date and the Census enumeration dates were again revised to commence from 10th March and to end on the 3rd April, 1971. We had to adjust our programme accordingly. Another press note to this effect was issued by me on the 12th January, 1971.

*Advertisements*:—Newspaper advertisements were inserted centrally by the Census Commissioner for India and by the Directorate of Advertising and Visual Publicity on behalf of the Census Commissioner for India which covered Himachal Pradesh also. No separate advertisements were inserted by us.

*Tours and Lectures*:—During my tours I used to arrange meetings of Government Officials and local people and request them for their cooperation in making Census a success. Officers in the Districts also organised their meetings and lecture-tours on Census.

*The Census Emblem*—All India Census emblem for

all States was also adopted this time. The pattern was approved and circulated by the Registrar General, India for adoption by the State Directors of Census Operations. The emblem was got printed on the outer cover pages of all instruction books etc. The emblem consists of a figure head of a man and a Census House together with a wheel symbolic of industry by its side within a rectangle. The word 'Census' is given just above the rectangle and 'India 1971' is shown below the same. The emblem at its first sight gives a flash in the mind of the observer that it represents the Census taking of population, houses and industries in the country about which he reads, and hears every day. The emblem was, no doubt, found useful in attracting the attention of the people towards the Census count. A specimen of the said emblem can be seen in Section XXVI-Appendices Sl. No. 51.

*Publicity through the Directorate of Advertising & Visual Publicity* :—The bulk of publicity like posters, stickers, folders, newspaper advertisements, Census films and cinema slides was organised centrally by the Directorate of Advertising & Visual Publicity, Ministry of Information and Broadcasting on behalf of the Census Commissioner for India. It was decided that individual publicity by State Directors of Census Operations need not be done. Publicity material was received in my office from the Directorate of Advertising & Visual Publicity. Brief account of the material received and used in Himachal Pradesh is given below :—

*Posters*—In all 21,000 posters were received in October, 1970 and January, 1971. Out of this number 3,000 were in English and 18,000 in Hindi.

*Stickers*—The number of stickers supplied to us was also 21,000. These were received in October, 1970 (3,000 in English), February, 1971 (10,000 in Hindi) and March, 1971 (8,000 in Hindi).

*Folders*-We received 150,000 Census folders in English in the month of February, 1971 and 90,000 in Hindi in the month of March, 1971. I am sorry to say that some publicity material was received in this office very late. The enumeration was started as stated earlier from 10th March, 1971, while posters and folders etc., were received in this office in the third week of March and so we could not utilise the publicity material properly. I will suggest that the said material should atleast be sentto this office a month before because of the transport and topographical difficulties in the Pradesh.

The above material was displayed at prominent public places throughout the Pradesh. The supply was issued to the District Census Officers keeping in view the size and population of the respective District for further distribution to the Charge Officers under them. They were instructed to display them at all conspicuous places. I made it a point to see during my tours that the publicity material was displayed at prominent points everywhere to attract the attention of the public. I am glad to observe that the people at large were in the know of our activity both in rural as well as urban areas. They knew that they had got a role to play in the Census count.

*Publicity through Press*—Instead of routing all announcements through the Directorate of Advertising & Visual Publicity, it was decided that advertisements in the local Newspapers may be inserted by the Directors at the time of population count. Except some press notes issued by me, a brief account of which is given earlier in this section, no special advertisement was inserted in the newspapers against payment. This was not considered worth while because there was no local newspaper worth its name in Himachal Pradesh. The advertisements inserted centrally by the Directorate of Advertising & Visual Publicity on behalf of the Census Commissioner for India had been appearing in the newspapers generally in circulation in Himachal Pradesh. These advertisements stood well in our case also. No special press conference was convened or articles issued.

*Publicity through All India Radio*—As has been mentioned earlier in this behalf I arranged talks through the All India Radio Simla and these were relayed on 4. 9. 70 and 27. 4. 71. The first one covered the comletion of first important phase of housenumbering and houselisting operations in the Pradesh beside the actual enumeration which was on in the snowbound areas. The second broadcast was in the form of questions and answers and was directed towards schools.

*Publicity through Films and Cinema Slides*—The Films Division of the Government of India, Ministry of Information and Broadcasting produced a special film on 1971 Census at the instance of the Census Commissioner for India. We received 9 copies on 16 m. m. of this film entitled "Operation Census" in Hindi on 26. 12. 70 for exhibition through the State publicity units. The film depicted the importance of Census and also the various stages of Census enumeration. The film was to be released a few months before the 1971 Census. Immediately after the prints were received in my office, I wrote to the Director of Public Relations, Himachal Pradesh and requested him to issue necessary instructions to the District Public Relations Officers to give maximum

possible publicity to the film by way of exhibiting the same extensively and intensively as far as possible within their respective Districts/Areas. He was very kind to issue these instructions vide his letter No.3-28/70-Pub. dated the 12th February, 1971 which is reproduced in Section XXVI-Appendices at Sl. No. 52. Accordingly one copy of the print of 16 m.m. publicity film in Hindi was supplied to the concerned District Public Relation Officers on 18. 2. 71 and they were requested to screen the film till the end of March, 1971. As was expected the film shows did create a climate of cooperation among the population.

As a part of compaign to publicise Census—1971 the Census Commissioner for India, arranged the supply of cinema slides through the Directorate of Advertising & Visual Publicity in different regional languages. The contents of the cinema slides were "Next Census March 10-31st March, 1971 and give your enumerator correct information." These were meant for free exhibition in the various cinema house and/or were to be screened through the District Publicity Units in the State. In all 16 slides were supplied to my office on 20. 2. 71 for distribution among the Districts. Out of these 16 slides, 10 were in Hindi, 3 in Urdu, 2 in English and 1 in Punjabi. All these cinema slides were also distributed among the District Public Relations Officers who were requested to screen them in their Districts till the end of March, 1971.

*Slogan Cancellation*—Besides this as per past practice followed in 1961 Census, the Census Commissioner for India moved the Post & Telegraph Department for provision of slogan cancellation in Post Offices in the country during 1971 Census also. The Post & Telegraph Department devised special stamp franking machine carrying the following slogan both in Hindi and English:—

"1971 Census 10 March-3 April get yourself and the family counted.

Ask your friends to do the same."

The slogan mark provided for franking of postal articles posted in all the Head Post Offices and also in the selected Post Offices at the headquarters of Districts during the period from 15. 2. 71 to 1. 4. 71. In Himachal Pradesh the Post Offices at the District headquarters of Bilaspur, Mahasu, Sirmaur, Kinnaur and Lahul & Spiti were selected for slogan cancellation in addition to the existing Head Posts Offices at Simla, Mandi and Dharamsala.

*Publicity through Schools and Colleges*—Since most of the enumerators and supervisors were drawn from amongst school teachers they were given thorough back-ground of Census during training classes which they passed on to their pupils. This had the desired effect.

*Publicity through Block Development Organisation*:—Publicity measures enumerated above served our purpose well and no need to utilise Block Development Organisation arose in our case.

*Messages and Talks*—Important personalities in the country issued messages in the Press and on All India Radio in connection with the 1971 Census. I have mentioned earlier in Section XVI of this report that on the eve of 1971 Census the Hon'ble. Prime Minister had kindly issued a message to countrymen and appealed each and every one to extend his/her cooperation in the successful completion of the Census. This message was broadcast on the All India Radio at 8. 30 p. m. on the 9th March, 1971. I am grateful to the Governor of Himachal Pradesh Shri S. Chakravarti who had also kindly issued a meesage on 10th March, 1971 just when the Census count was to start in the Pradesh. This was issued on the 10th March, 1971 asserting the national importance of a country-wide Census taking. The Hon'ble Chief Minister of Himachal Pradesh Dr. Y. S. Parmar had also kindly sent a message to the people of the State which was broadcast on the 9th March, 1971.

The subject matter of the messages and talks was the importance of the Census, when and how it would be taken and what data was to be collected and how the public should cooperate in the supply of the information.

## SECTION XXI

## HONORARIUM TO CENSUS ENUMERATION STAFF-CENSUS MEDALS

### Labour of Love

Census enumeration in India is a time-bound stupendous task which is accomplished with the co-operation of all Government, semi Government and Local Agencies. A big organisational set up is called for, for a grand operation to be accomplished on a grand scale within the prescribed period. The enumeration is primarily done on an honorary basis. India's tradition of honorary enumeration is being kept up. It is unique that in this country Census is acknowledged as a national undertaking for which all the State Governments extend their unstinted support and ready assistance and very large number of officials and non-officials cooperate.

Rates of honoraria allowed in 1961 Census till 1961 no remuneration, what-so-ever was paid to the enumeration agency at any level. However in the 1961 Census for the first time honorarium at the following rates was sanctioned to the enumeraters and supervisors :—

| | | Rs. |
|---|---|---|
| (i) | Honorarium to Enumerators for Housenumbering and Housellisting Operations. | 5/-per block |
| (ii) | Honorarium to Supervisors for Housenumbering and Housellisting Operations. | Nil |
| (iii) | Honorarium to Enumerators for population count. | 15/-per block |
| (iv) | Honorarium to Supervisors for population count. | 4/-per block |

In the case of Himachal Pradesh there was however, a departure from this uniform rate of honorarium. This was necessitated, because of heavy snow during enumeration period in February-March, 1961 in certain localities. The Enumeration staff in these areas had to wade through deep snow during Census count and they faced great hardship. To reward them suitably for their hard duty, a special honorarium of Rs. 10/- per head over and above the prescribed rates of honorarium was sanctioned by the Registrar General, India. There were 550 enumerators and supervisors, who were paid this special honorarium.

### Experience of 1961 Census

The experience of my predecessor of 1961 Census in this regard was that the above rates were adequate in all respects. But he was of the view that some honorarium to the supervisors, who supervised the housenumbering and houselisting operation should also have been paid. Honorarium for housenumbering and houselisting was paid at the rate of Rs. 5/-per block only to Patwaries for working as enumerators. The Kanungoes, who worked as supervisors did not get any thing. It was felt by the then presiding officer that they should also have been paid at this very rate. He has held that this could have induced them to exercise better check on the housenumbering and houselisting work. This recommendation was implemented this time besides other decisions taken in this behalf by the Registrar General, India.

### Honorarium paid for Pretesting Operations

During 1971 Census pretesting operation which was primarily done by the revenue agency *viz.* Patwaries in rural areas and staff of local bodies in urban areas no representation what-soever with regard to the payment of honorarium was made by anybody presumably, because of the fact that at the start of pretesting operation, the enumerators and supervisors were made aware of the fact that their contribution would not go unrewarded. Subsequently a small honorarium amounting to Rs. 555/- on the following rates was paid to all the 72 supervisors and enumerators engaged on the work relating to the second pretest of 1971 Census schedules in Himachal Pradesh:—

| | | Rs. P. | |
|---|---|---|---|
| (i) | Enumerators in rural areas | 20.00 | per head |
| (ii) | Enumerators in urban areas | 25.00 | per head |
| (iii) | Supervisors in rural areas | 25.00 | per head |
| (iv) | Supervisors in urban areas | 30.00 | per head |

### Rates of Honorarium sanctioned during 1971-Census

In the first conference of the Directors of Census Operations held in Delhi from 16th to 21st May, 1969 the question of payment of honorarium to the enumerators etc., to be appointed in the 1971 Census was discussed. All the participants were in favour of enhancing the rates which were adopted at the 1961 Census. The Registrar General had assured in the conference that he would give due thought to it and move the

Government for enhancing the amount.

Ultimately for the 1971 Census Operations the following rates of honoraria were sancitioned by the Government of India vide letters No. 8/17/69-Ad-II dated the 24th January, 1970, No. 8/10/71-Ad-II dated the 17th July, 1971 and No. 8/7/71-Ad-II dated the 16th July 1971 which may be seen in Section XXVI-Appendices at Sl. No. 53(i), 53(ii), and 53(iii) respectively:—

| | | Rs. |
|---|---|---|
| | *I. Enumerators* | |
| (a) | Housenumbering and House-listing and filling up of the establishment schedules (including cost of Housenumbering material) | 15/- per enumerartor's block |
| (b) | Actual Census enumeration | 25/- per block |
| | *II. Supervisors* | |
| (a) | Housenumbering and house-listing and filling up of establishment schedules for a supervisory circle. | 15/- per circle |
| (b) | Actual Census enumeration | 25/- per circle |
| | *III. Charge Superintendents* | Lump sum honorarium of Rs. 150/- per head for entire operations |
| | *IV. Assistant Charge Superintendents* | Lump sum honorarium of Rs. 125/- per head for the entire operations. |
| | *V. Sub-Divisional Census Officers* | Lump sum honorarium of Rs. 250/- per head for the entire operations. |
| | *VI District Census Officers* | Lump sum honorarium of Rs. 300/- per head for the entire operations. |

Though the quantum of honorarium per head indicated above may appear to be quiet low, the cumulative amount in a country of a population size as ours is very large and may amount to a few crores. Payment on higher rates would result in considerably high incidence of expenditure and the country can ill afford to pay huge amounts on this score. Indian Census enumeration has therefore, to be done necessarily on an honorary basis. The old tradition of honorary enumeration will have to be continued as long as possible. The above honorarium can at the most meet only the out-of-pocket expenses of the enumeration personnel.

**Honorarium allowed to Census Officers for the first time**

In 1961 no honorarium whatsoever was allowed to Census officials at higher levels viz., District Census Officers/Sub-Divisional Census Officers/Charge/Assistant Charge Officers. Moreover in 1961 the honorarium had been sanctioned only in a few States which must have caused much heart burning among others. However in 1971, honorarium has been prescribed to different functionaries on a uniform scale for all States and Union territories by the Government of India. Besides enumerators and supervisors, the District/Sub-Divisional/Charge/Assistant Charge Officers were also allowed honoraria on the above mentioned rates for the first time. For Military Census Officers the honorarium prescribed was @ Rs. 150/- per head. This had the desired effect in Himachal Pradesh. In this way the services of Revenue Assistants, General Assistants to the DC's., Sub-Divisional Officers (Civil), Tehsildars and Naib-Tehsildars who looked after the Census work in the Districts in addition to their other legitimate and multifarious duties as such were acknowledged.

**How drawn and Disbursed**

Now coming over to the procedure in the sanctioning and disbursement of honoraria, the following method was adopted. Claims for honorarium were made by the Charge Officers giving the names and addresses of enumerators and supervisors and number of enumeration blocks. Honorarium was sanctioned by me in individual cases and the sanction letter together with lists of persons in whose favour the honorarium was sanctioned were sent to the respective District Census Officers who had been authorised to sign pay and allowances bills of Census staff in Districts within their respective jurisdiction. The District Census Officers prepared bills in accordance with sanction letter and presented the same to the treasury concerned whereafter the amount of the bill was drawn and disbursed to the proper persons against actual payees receipt. In this manner prompt and correct disbursement of honoraria was ensured.

**Recognition of Services of Enumeration Staff.**

*Award of Census Medals* :—It has been the tradition since the 1951 Census to award Census medals to those who exhibit outstanding zeal and quality of work in Census. For 1971 Census 37 silver medals and 74 bronze medals alongwith equal number of certificates were allotted for this State at the rate of one silver medal and 2 bronze medals per one lakh of population. These medals were received from the Master of the India Government. Mint Bombay-1 on the demand placed by the Registrar General, India. Accordingly all the Deputy Commissioners in Himachal Pradesh were requested to recommend the names of suitable persons who in their opinion had exhibited outstanding zeal and quality of work in Census and deserved to be awarded either a silver or a bronze medal. Recommendations from some of them were received. Replies from others were not forthcoming despite reminders issued from my office. The medals were, therefore, allocated among the Districts keeping in view the population in each case and the requisite number of medals and certificates were sent to the Deputy Commissioners. They had instructions to present the same to the recepients on some suitable occasions. Lists of persons to whom these medals were actually awarded are awaited till the writing of this report. These medals were of prize type and were not provided with ribbons. The first allocation of medals, as stated above was lateron increased by one Silver medal and 2 Bronze medals for awarding them to the persons in the Tabulation Office. Thus in all seven silver and nine bronze medals were kept for being awarded to the officials of this office as will as Tabulation Office. Allocation of all these medals among the Districts, Directorate and the Tabulation Office is given below :—

| Sl. No. | Name of District | No. of Silver *medals* | No. of Bronze *medals* | Total No. of Certificates. |
|---|---|---|---|---|
| 1 | 2 | 3 | 4 | 5 |
| 1 | Chamba | 3 | 5 | 8 |
| 2 | Mandi | 3 | 9 | 12 |
| 3 | Bilaspur | 2 | 4 | 6 |
| 4 | Kulu | 2 | 4 | 6 |
| 5 | Lahul & Spiti | 2 | 3 | 5 |
| 6 | Sirmaur | 3 | 5 | 8 |
| 7 | Mahasu | 4 | 9 | 13 |
| 8 | Simla | 2 | 5 | 7 |
| 9 | Kinnaur | 2 | 3 | 5 |
| 10 | Kangra | 8 | 20 | 28 |
| 11 | Head quarters | 7 | 9 | 16 |
| | | *38* | *76* | *114* |

Good effects :— The award of medals to the Census workers cultivates in them the impetus of giving best in the performance of Census duties. During training classes held throughout the Pradesh all the persons were made fully conscious of the scheme of awarding Census medals to the deserving workers and it had its desired effect on them.

## SECTION–XXII

## GENERAL ADMINISTRATIVE, ACCOUNTS, STORES AND STATIONERY.

**General Administrative-Recruitment of Staff.**

Before 1961, the Census Offices all over the country were purely temporary and the entire staff used to be disbanded after the main Census work was over. The establishment of Census Offices on a permanent basis since 1961 gave rise to several Administrative problems. My office has been in continuous existence since 1959. Besides direct recruitment, we had to depend heavily on deputationists from the State Government Offices. By 1967 practically all deputationists were sent back to their offices as we had built up a cadre of our own. By the time preparations for the 1971 Census were started there were three deputationists one Assistant Director and two Statistical Assistants. The rest of the neucleus staff was of the Census organisation of its own. When my predecessor joined in February, 1969 the staff strength in the office consisted of 12 posts in the administrative wing and 26 posts on technical side, the details of which are given in Section VI. The task of strengthening the organisation was initiated in 1969-70 and 36 additional posts were sanctioned to cope with the increasing tempo of work. The number of posts sanctioned both on administrative and technical side are given category-wise in Section VI. At present there are two Assistant Directors and one Draught man on deputation from the State Government. It is not possible to do entirely without deputation of State Government Officers, because higher supervisory posts of Assistant Directors and Technical posts of Draughtsman etc., have to be filled up by experienced hands. It is essential to appoint senior State Government Officials on deputation against certain supervisory posts with a view to maintaining effective control over financial and administrative matters in the Districts. Due to unattractive deputation terms very few persons are now prepared to opt for deputation and that too for personal reasons.

The following posts were converted into permanent ones with effect from the date of issue of letter No. 3/85/66-RG (Ad. 1) dated 7th July, 1971 by the Registrar General of India.

| Sl. No. | Name of post | Scale of Pay. | No. of Posts converted into permanent |
|---|---|---|---|
| 1 | 2 | 3 | 4 |
| 1. | Head Assistant | 350-20-450/25-475. | 1 |
| 2. | Upper Division Clerk | 130-5-160-8-200/8-256-8-280-10-300. | 1 |
| 3. | Lower Division Clerk | 110-3-131-4-155/4-175-5-180. | 1 |
| 4. | Statistical Assistant | 210-10-290-15-320/15-425 | 1 |
| 5. | Proof Reader | 150-5-175-6-205/7-240. | 1 |
| 6. | Draughtsman | 150-5-175-6-205/7-240. | 1 |
| 7. | Daftri | 75-1-85/2-95. | 1 |
| 8. | Peon | 70-1-80/1-85. | 1 |

Later on one post of Assistant Director of Census Operations in the scale of Rs. 400-400-450-30-600-35-670-EB-35-950 was also converted into permanent one vide letter No. 3/85/66-RG (Ad. 1) dated 21.1.1972.

It is now hoped that almost all posts which are continuing since 1961 Census will be converted into permanent ones and the case of persons working against such posts could be considered for confirmation. Almost all serving persons with more then three years service have been declared quasi-permanent from the dates they were so eligible. The question of confirmation of eligible persons against permanent posts could not be taken up for want of finalisation of Recruitment and Promotion Rules which are to be notified by the Government of India. So far Recruitment and Promotion Rules for the posts of Assistant Director of Census Operations, Office Superintendent and Investigator have been finalised.

**Accounts Budget**

Census being a Central subject its budget provision is provided by the Government of India under the Central Grants in a separate major head of account. After the 1961 Census was over only three minor heads viz (i) A-Superintendence, (ii) C-Abstraction and Compilation & (iii) D-Printing & Stationery were being operated right upto the year 1968-69. With the opening of District Census Offices for 1971 Census work the expenditure on this account was classified under minor head B-Enumeration. From July 1969 onwards work relating to Sample Registration of Births and Deaths was also entrusted to this office. Its accounts were maintained

under a separate minor head "L-Registration Promotion, Methods Research & Population Studies". It was altogether a plan budget whereas budget under A-Superintendence B-Enumeration, C-Abstraction & Compilation and D-Printing & Stationery was non-plan.

A sum of Rs. 190,700/- was provided in the budget for 1968-69. Actual expenditure incurred was Rs. 149,741. Out of this a sum of Rs. 59,747/- was spent under A-Superintendence, Rs. 88,896/- under C-Abstraction and Compilation and Rs. 1,098/- under D-Printing and Stationery. In 1969-70, Rs. 253,700/- had been provided in the budget. In the revised estimates the provision was increased to Rs 457,800/- and actual expenditure incurred was Rs. 356,962/-. Rs. 129,338/- was the expenditure under A-Superintendence', Rs. 35,030/- under head B-Enumeration, Rs. 108,602/- under head 'C-Abstraction & Compilation and Rs. 55,961/- under head D-Printing & Stationery. Under L-Registration (Plan) the actual expenditure incurred was Rs. 28,031/-.

In 1970-71, Rs. 896,800/- had been provided in the budget. In the revised estimates the provision was reduced to Rs. 767,500/- and actual expenditure incurred was Rs. 843,114/-. Rs. 169,200/- was the expenditure under' A-Superintendence', Rs. 398,690/- under 'B-Enumeration' Rs. 170,900/- under C-Abstraction & Compilation and Rs. 34,700/- under D-Printing and Stationery. Under 'L-Registration (Plan) the expenditure was Rs. 79,300/-.Bulk of the, expenditure booked under 'B-Enumeration' was on account of honoraria amounting to Rs. 102,575/- paid to the housenumbering and houselisting staff and the staff engaged on population count in non-synchronous areas, where counting was done in September, 1970.

In 1971-72 a budget provision of Rs. 12,80,600 was made under 'Non-Plan' and Rs. 66,400/- under 'Plan'. Our revised estimates were Rs. 1,021,300/- under (Non-Plan) and Rs. 84,600/- under 'Plan'. Rs. 176,800/- was spent under 'A-Superintendence' Rs. 241,300/- under 'B-Enumeration', Rs. 539,600/- under C-Abstraction & Compilation and Rs. 63,900/- under D-Printing & Stationery.

For details of budget estimates and expenditure incurred under each sub head of account in each year the statement printed at Sl. No. 54 in Section XXVI-Appendices my be seen.

Bills of my office continued to be passed for payment at Simla Treasury. In the case of District Census Offices, their bills were authorised by the Accountant General Himachal Pradesh to be passed at the treasuries Sub-treasury in the repective Districts. Provision under minor head 'B-Enumeration', which is meant for expenditure to be incurred in the District was placed at the disposal of the District Census Officers. They were authorised to draw pay and allowances in respect of the District Census Staff working under them (including tehsils and sub-tehsils) under Rules 2 & 3 of the "Rules for the classification and Record of Receipts and Expenditure in connection with the Census to be held under the Indian Census Act1948" vide letter No. SCOHP-54/69-2354-2363 dated 8.9.1969. In the case of Tehsil Spiti of Lahul & Spiti District, the Tehsildar of Spiti was also authorised as such vide letter No. SCOHP-54/69-89 dated 5.1.1970. It was necessitated because of the fact that in winter it takes months together for postal mail to reach Keylong, the District Headquarters, from Kaza the Headquarter of Spiti Tehsil with the result that the accounts which have to be settled before the close of the financial year cannot wait for the favourable weather conditions. In future also this procedure may have to be adopted because the only direct route between Lahul & Spiti valleys remains open for vehicular and pedestrian traffic during summer and rainy months only.

In the Districts the expenditure on other charges was not so heavy. This was because of the fact that no hiring of building was resorted to, as the District Census Offices, were accommodated in the Deputy Commissioners Offices. Even furniture etc., was provided by the Deputy Commissioners. Stationery articles were in some cases supplied from my office.

Since was had only one Tabulation Office which was located at Simla proper, the minor head "C-Abstraction and Compilation" was also operated upon by me alongwith other minor heads. I was assisted by the Assistant Director of Census Operations (A) who acted as drawing & disbursing officer.

Expenditure on permanent housenumbering in the Municipal Committees, Notified Area Committees and Small Town Committees was incurred by the Local Bodies concerned. In the case of Cantonment Boards whole of the expenditure in connection with 1971 Census was appropriate charge on the respective Cantonments funds vide Government of India Ministry of Defence letter No. 29/Census/C/L & C/69/3499-C/D (Q & C) dated 15.9.1969 addressed to Director Military Lands and Cantonments, a copy of which is printed at Sl. No. 55 in Section XXVI-Appendices.

**Accounts-Rules**

The Census work is a Central subject and my office

functioned as a sub ordinate office of the Registrar General, India, Ministry of Home Affairs, Government of India. Central Rules, therefore, continued to be applied here in all accounts matters.

**Permanent Advance**

Permanent advance is essential for meeting day to-day urgent contingent expenditure. When my predecessor joined there was a permanent advance of Rs. 105/- in the office. This amount of Rs. 105/- was found to be inadequate and meagre to meet additional demands as a result of increased tempo of 1971 Census work. After the District Census Officers were appointed it was also considered necessary to place permanent advance of Rs. 25/- at the disposal of each office to enable them to meet petty day-to-day expenditure. The Registrar General' India was therefore requested to sanction additional amount of Rs. 395/- as permanent advance. On receipt of sanction the Accountant General, Himachal Pradesh authorised the drawal from Simla treasury. Thus total amount of permanent advance was Rs. 500/- out of which Rs. 250/- were distributed amongst the 10 District Census offices @ Rs. 25/- per office and the balance of Rs. 250/- was kept for my own office. On the closing of District Census Offices the imprest money was returned by the District Census Offices and a sum of Rs. 250/- was refunded into the treasury. For future my successor may have to ask for more permanent advance as 25/- was considered too meagre by the District Census Officers.

**Method of Keeping Census Accounts**

As in 1961 Census, accounts of receipt and expenditure were maintained in accordance with the "Rules for Classification and Record of Receipts and Expenditure in connection with the Census to be held under the Indian Census Act 1948". A copy of the said rules is printed at Sl.No. 56 in Section XXVI-Appendices. Proper cash-book, contingent register, bill register, and all other relevant stock registers and telephone Trunk call registers were maintained.

Returns of monthly expenditure figures duly reconciled with the Accountant General Himachal Pradesh, General Provident Fund returns of monthly credit and debits of class IV employees, monthly statements of outstanding audit objections and all other periodical returns of expenditure figures were sent regularly to the Registrar General, India. Local audit was conducted by the Accountant General, Himachal Pradesh regularly.

**Financial Powers**

The Registrar General, India in exercise of the powers conferred on him under Rule 10-A of the delegation of Financial Powers Rules 1953 had declared the Director of Census Operations as head of Office in respect of the Census Office establishment in Himachal Pradesh in connection with the 1971 Census. Prior to this the Assistant Director of Census Operations, Himachal Pradesh had been declared as drawing and disbursing Officer in respect of the Office of the Director of Census Operations, Himachal Pradesh under Rule 2(xii) of General Financial Rules (Revised and enlarged) 1963. This arrangement was not disturbed even after the declaration of the Director of Census Operation, Himachal as head of Office. So the Assistant Director continued to sign all bills. However the financial powers vested solely in the Director.

The Director of Census Operations and ex-officio Superintendent of Census Operations had been delegated special financial powers. The Ministry of home Affairs, Government of India had issued letter No. F.2/16/59-Pub-I, dated the 13th November, 1959 about the delegation of these financial powers to the Director of Census Operations and ex-officio Superintendent of Census Operations. A copy of the aforesaid letter is printed at Sl. No.57 in Section XXVI-Appendices. In December, 1959 some more financial powers were delegated vide Ministry of Home Affairs, Government of India letter No. F.2/16/59-Pub-I, dated 22.12.1959 a copy of this letter is also printed at Sl.No. 58 in Section XXVI-Appendices. Some amendments were incorporated vide letters No. 28/199/68-Pub-I dated 30.1.1969 and No. 3/25/66-RG, dated 12.6.1970 which are reproduced at Sl. No. 59 and 60 in Section XXVI-Appendices.

Staff for Census work had been provided to the District Census Officers and Charge Officers. The Himachal Pradesh Government had accorded administrative sanction to the creation of the requisite number of posts in the District and Tehsil Census Offices. I had however authorised the District Census Officers to draw pay and allowances of the staff on separate bills to be prepared by them and to charge the expenditure direct to Census grant. All travelling allowance bills of the District and Tehsil Census staff and bills of contingent expenditure incurred by the District Census Officers were scrutinised and countersigned by me before payment.

**Telephones**

When my predecessor joined there was only one telephone in the office which served as general office tele-

phone. Later on this telephone was used by the Director and an extension was provided to the stenographer. Thereafter another telephone on O.Y.T. basis was installed at the residence of the Director under sanction obtained from the Registrar General, India. For tabulation office at Sanjauli one telephone on O.Y.T. basis was also provided.

**Travelling allowances for the Officers and Staff of the Census Office, the District Census Staff, the Enumeration Agency**

Many of the officers of my office were sent out to almost every nook and corner in the State to check pretesting of Schedules, housenumbering and houselisting operation, to attend training classes and to check and report on the actual population count. They were paid travelling allowance from my office (Census budget).

Besides my touring and touring done by my office staff the District Census Officers and the Charge Officers also toured in their respective areas, Census work, as in the past Censuses was treated as part of their normal duties and no separate travelling allowance was, therefore, required to be paid to them from Census budget. They were paid travelling allowance by the respective Departments of Himachal Pradesh Government. However, in the case of clerical staff in the District Census Offices travelling allowance on account of tours undertaken by them was directly charged to the Census budget.

In the case of enumeration agency *i.e.* enumerators and supervisors the Himachal Pradesh Government had issued general instructions to all Secretaries, Heads of Departments and Deputy Commissioners in Himachal Pradesh vide their latter No. 4-37-GAD-II/69 dated 30.12.1969 to the effect that travelling allowance to the officials employed or to be employed on the work relating to Census Operations in 1971, including attending of training classes would be borne, if admissible, under the rules by the department to which the official belonged. In spite of these instructions a number of queries were received from the District offices which were replied to in individual cases. This was perhaps because of the fact that the Himachal Pradesh Government's letter referred to above did not reach every office. In the case of employees of the Local Bodies i.e. Panchayats and Zila Parishads and the staff of Beas Sutlej Link Project at Pandoh, whose services were drafted for Census work, payment of travelling allowance was to be made from Census budget. Employees of Local Bodies *i.e.* Panchayats etc. were non-officials and they were declared grade III officers for purposes of travelling allowance vide letter No. 8/8/71-Ad-II dated 27.9.1971 from the Registrar General, India.

**Indents for Stores and Stationery-Local Purchases**

Major portion of the stationery demand of this office was met from the supplies received from the stationery store, Government of India, New Delhi. This was done by placing on annual indent in the month of March every year. Adequate supplies were not however received from them. Therefore such of the supplies which were not received from the stationery store or were received in short, urgent requirements were met by making local purchases.

**Furniture and Fixture**

Furniture for office use had been prepared in 1961. This was well preserved and as such no new major purchases on this account had to be made. However due to increase in staff strength some furniture was purchased after completing codal formalities.

**Securing Accommodation-Procedures**

Since 1961 Census my office is housed in a building known as "Boswell" which was mainly built for residential purposes. This building is under the control of Himachal Pradesh Government and has four components which are being used for library records, garage and class IV servants quarters. The building is sufficient to serve the purpose of main office, but for storing the Census record and space for staff handling it another building shall have to be obtained. Housing requirements of offices are arranged by the Assistant Estate Manager, Directorate of Estates Government of India, Simla. In case of non availability, they issue a certificate to this effect and then private accommodation can be hired on 'rent reasonability' determined by the C. P. W. D. A number of the Himachal Pradesh Government offices are also in Simla and the State Government although cooperative in all matters cannot do much in the case of providing accommodation because they themselves are short of accommodation. Therefore we will have to make our own arrangements for securing additional suitable accommodation for storing the 1971 Census record after the tabulation office is wound up.

**Printing procedures-Printers bills etc.**

For 1971 Census almost all schedules and forms for the office were arranged by the Registrar General, India. However, in the case of such forms which were not supplied at all or the supplies ran short of our

requirements these were got printed at the Himachal Government Press, who were so helpful that our work was always taken up on priority. My successor can also seek their cooperations in the next Census as well. As for the printing of 1971 Census publications, the Chief Controller of Printing & Stationery, Government of India, has allowed the printing of 6 publications out of 21 main reports at the Government of India Press, Simla. For the rest of the publications, no objections certificate for their printing in private presses on competitive rates had been issued. This time the arrangements for printing at private presses were finalised by the office of Registrar General the Government of India have *interalia* authorised this office to make advance payment to the extent of 80% of the admissible claims to printers, on receipt of printed copies, confirming to the specification without reference to the Chief Controller of Printing and Stationery. Further it is laid down that the bills of private printers should be got scrutinised by the State Director of Printing before making final payment and such scrutiny would be final and conclusive. However if the State Director of printing does not find it possible to scrutinise any bill, the same should be sent to the Chief Controller's office for scrutiny before final payment.

**Honoraria account**

I have stated earlier in the preceeding section that claims for honorarium were made by the Charge Officers giving the names and address of enumerators and supervisors together with number of blocks. On the basis of these claims the amounts of honorarium sanctioned by me were drawn and disbursed by the District Census Officers to the actual payees against proper receipts. Record of payments was also maintained by the District Census Officers. However the adjustment in Accountant General's office was ensured. Year-wise break up of expenditure incurred on payment of honorarium is as under :—

| Year | Expenditure |
|---|---|
| 1970-71 | 102,575 |
| 1971-72 | 167,105 |
| Totai : | 269,680 |

Districtwise details of honorarium paid to all categories of Census workers may be seen at Sl. No. 61 in Section XXVI—Appendices.

**Cost of Enumeration**

A statement showing the budget estimates and figures of actual expenditure for the year 1968-69, 1969-70, 1970-71 and 1971-72 is already given at Sl. No. 54 in Section XXVI of this report. It will be observed from the Appendix that the expenditure under head "B Enumeration" was as under :—

| | |
|---|---|
| Year 1969-70 | Rs. 35,030. |
| Year 1970-71 | Rs. 398,600. |
| Year 1971-72 | Rs. 240,948. |
| Total : | Rs. 674,578 |

Per capita expenditure for enumeration thus comes to about 19.6 paise (expenditure of Rs. 674,578 ÷ by population of 3,424,332) including 7.8 paise per head paid as honoraria to enumerators. This however, does not include such items as cost of paper and printing of forms and payment of travelling allowance to the enumerators by the departments concerned.

## SECTION—XXIII

## POST ENUMERATION CHECK

The aim of the Post Enumeration Check is primarily to obtain an estimate of the extend of error in the Census count of persons. The term "Error" included both over and under enumeration. This check is carried out in selected sample blocks immediately after the general enumeration in the country is over. However, in the case of Himachal Pradesh it was not felt necessary to carry out the Post Enumeration Check, and so it was not done.

SECTION—XXIV

## ANCILLARY STUDIES

**Introduction**

In order to invest,the dry bones of statistics with flesh-and-blood accounts of social structure and social change, Census organisation has undertaken an intensive study of about 200 towns throughout the country in order to throw some light on the life of community from various angles, as a part of 1971 Census. In addition to these towns re-study of a few villages which were studied as an ancillary to 1961 Census has also been undertaken. The re-study will provide a comparative picture of these villages and the development and changes from 1961 to 1971.

The town studies will also reflect the trend toward urbanisation in our country which is a hall-mark of economic development. Reasons and rate of migration to and from the town, cultural economic, political and Social conditions will also be studied on micro level. This type of study as expected, will prove to be of immense help to Planners, Anthropologists, Sociologists, Geographers, Economists, Demographers, Research Scholars and other interested personnels.

**Intensive Study of Selected Towns**

*Criteria for Selection of Towns*:—The criteria laid down by Registrar General, India with the help of an Advisory Committee which consisted of various scholars and specialists in the field is discussed below.

(*i*) *Size* :

Though the medium towns and cities should also be studied yet the larger proportion should be small towns with less than 20,000 population.

(*ii*) *Demographic Features* :

While selecting the towns the following demographic features should also be kept in mind :—

(a) Growth Rate, Towns with (i) high growth rate (ii) Low growth rate and (iii) Negative growth

(b) Density of population, high, medium and low.

(c) Age of the town (i) old historical towns which are still growing (ii) Old declining towns and (iii) New towns.

(*iii*) *Functional Types* :

The sample should include the town representing each of the functional types as service mining or plantation, craft, manufacturing, construction, trade and commerce and transport etc.

(*iv*) *Location* :

Topography and natural environment climate, growth pattern of the region, growth history, metropolitan areas etc. were the main criterian in this connection.

In addition to the considerations mentioned above caste, tribe and ethnic composition tourism etc., were also to be kept in view to study the impact of urban areas on the rural neighbourhoods is also a salient feature of the study. 12 schedules have been evolved in the study to bring forth all the discussed aspects of the towns.

**Towns selected in Himachal Pradesh**

Mandi, Chamba and Kulu are the three towns selected in Himachal Pradesh for intensive study.

(*i*) *Mandi Town* :

Mandi Town the District headquarters of the District of the same name, is one of the towns under study. It was the second highest town in Himachal Pradesh in population according to the 1961 Census. It had been the capital of Mandi State since a very long period. Situated on the banks of River Beas, it is an ancient town which reflects the old culture of this part of Himachal Pradesh. The town has its own beauties and charms and with the commencement of Sutlej Beas link project the business has touched a new high in this town. I can say with all surity that out of the towns of Himachal Pradesh, had we not taken up this town for study, we would, have done a great injustice to the very aim of this social studies project.

(*ii*) *Chamba Town* :

Surrounded by sky touching peaks of Dhauladher ranges Chamba has its own antiquarian nature which

attracts one to say some thing about the town. Situated on the right bank of River Ravi, and inhabited by all the sects of people, this town is also the District Headquarter of Chamba District. The economy of this town is mainly governed by services and small scale business. It is also a Temple town consisting of mainly Shikhra (Hill Type) Temples of almost all the Hindu Gods and Goddesses. Every Temple has its own history of origination. There is a big maidan known as "Chaugan" in the heart of the town. This ground is the most important public place and a playing field, for the inhabitants of Chamba Town. The State famous Minjer fair is also held in the same ground. This is the second town selected for special studies.

(*iii*) *Kulu* .

Kulu, one of the town near to border is the third town which we have selected for intensive study in Himachal Pradesh. Situated in the lap of Himalyan ranges this town has its own attractions for the tourists of Himachal Pradesh. This town is also famous for its unique way of celebrating Dushehra festival. River Beas flows by the side of the town which adds to its beauty. This town has occupied an important place for out-door shooting in Indian movies. Besides this, the town is the District Headquarter of the District Kulu of Himachal Pradesh.

**Restudy of selected villages**

In Himachal Pradesh three villages have been selected for re-study out of those 35 villages which were studied as an ancillary to 1961 Census. This re-study will reflect the comparative image of social, cultural, political and economic aspects of these villages. The re-study will also depict the trend and extend of development from 1961 to 1971. Following are the three villages selected for re-study :—

(i) *Kanum*:—This village of Kinnaur District is situated very near to the international Indo-Tibet border. It is inhabited by the Tribal people who have their own way of living. Their culture, customs etc., are entirely different as compared to other parts of the State. The re-study of this village will be of a great significance because it will bring out the impact of country-wide healthy economic growth on this closed part of our economy. The extent of adoption of modern living and advanced technology will also be the important feature of the study.

(ii) *Tandi*:—As a result of re-organisation of Himachal Pradesh on Ist November, 1966, Lahul & Spiti District was one of the four Districts which were added to Himachal Pradesh, raising the total No. of Distr cts from 6 to10. Village Tandi of Lahul & Spiti District was a part of Punjab State before re- organisation. This village, again a tribal village, has been selected for re-study to locate the development trend and effect of re-organisation on the village.

(iii) *Kamrao* :—The third village selected for re-study is Kamrao of Sirmaur District. Though it is also a village lying in the interior of Himachal Pradesh yet it can be called an advancing village. The village is predominately inhabited by Rajputs. It is an electrified village and also enjoys small irrigation facilities. There is one co-operative society which finances the people for agricultural operations.

**Other Studies**

Apart from town and village studies I intend to take up two more studies i.e. (a) Ancient Temples in Himachal and (b) Apple cultivation in Himachal Pradesh.

There is quite a large number of ancient Temples in Himachal Pradesh and each one of them is having its own history of origin and importance. Many authors have made handsome attempts to study these temples particularly of Chamba District. But still there are number of ancient and very important temples which have not been touched by any scholar.

Apple cultivation is one of the dominant features of the economy of the Pradesh. Cultivated in the high altitude areas of Himachal Pradesh our apples have the honour to enter in almost all the recognised and unrecogni sed markets of India. Some samples were also sent on experimental basis to U.K. There is an increasing demand for our apples in all the parts of country which has further lubricated the wheels of the tempo of investment in the field of apple cultivation. The study of apple cultivation will no doubt be an important study of a particular sector of Himachal's economy which plays a significant role in bringing home the income from other States.

Due to shortage of staff and our concentration on compilation of data of 1971 Census we are not in a position to take up the above two studies soon and intend to take up just after the pressure of work is lessened. Availability of staff shall also be a consideration before I initiate these two studies.

## SECTION XXV

## CONCLUSION AND ACKNOWLEDGEMENTS

This Administration Report has been prepared with the underlying idea that it should serve as a guide for the 1981 Census. I have put down my impressions and difficulties that I had to encounter and the steps taken to overcome these problems. Himachal Pradesh is fast developing and it is expected that means of communications will vastly improve than what they are today. The greatest difficulty for organising of Census taking in Himachal Pradesh has so far been due to difficult terrain and remoteness of various places. I hope that many difficulties encountered in the matter of contacting and supplying Census material to remote places will not perhaps be there when the next Census is taken.

This time enumerators and supervisors were paid Rs. 15 each for housenumbering & houselisting operations and Rs. 25 each for enumeration. Perhaps this amount may be considered inadequate in the next Census and may have to be suitably increased. The secret of a successful count, in my opinion, lies in the fact that a correct estimate of Census material required, is made well before the time and arrangements for procuring the material and its transportation to all Charge Officers are worked out beforehand. Similarly a clear cut and feasible programme of training of enumerators and supervisors is chalked out and implemented with determination. I feel, the training of field staff should not be left to the Charge Officers, but should be imparted by officials of this Directorate, who should be given a thorough grooming before being sent out to the field.

I always had the blessings of the Governor, Shri Subramaniam Chakravarti. I am extremely grateful to the Honourable Chief Minister of Himachal Pradesh Dr. Y.S. Parmar from whom I received many favours. He was so good to inaugurate our training Conference and also to broadcast his message to the people of the State on the eve of Census. I am also thankful to the Chief Secretary Shri K.N. Channa, IAS, for gearing up the State Government machinery to extend their unstinted co-operation for the success of Census. He was very kind to issue necessary instructions to the staff and also enjoined upon all officials of the State Government to extend their fullest co-operation to this organisation. I must also acknowledge with thanks the co-operation rendered by Shri B.C. Negi, IAS, Secretary (GAD) and Shri S.K. Alok, IAS, Joint Secretary (GAD) to the Govt. of Himachal Pradesh who were always helpful in solving my difficulties. I shall be failing in my duty, if I do not acknowledge the good work put in by the team of enumerators and supervisors who covered every nook and corner of the State and canvassed the Census schedules. I am thankful to the office staff also, who ungrudgingly did their duty and contributed all their might towards a successful completion of these operations. In this regard I would like to make a special mention of Sarvshri R.R. Sharma and C.D. Bhatt, Assistant Directors, Bishan Das Sharma, Office Superintendent, S.P.Shabi, Tabulation Officer and my Stenographer, Piare Lal.

## SECTION XXVI—Appendices

*Details of Staff employed in the Office of the Director of Census Operations, Himachal Pradesh as on 1st June, 1970.*

| Sl. No. | Name of Post | Name of Official holding the post | Scale of pay excluding allowances |
|---|---|---|---|
| 1 | 2 | 3 | 4 |
| | | ADMINISTRATIVE CELL | |
| 1. | Assistant Director Census Operations | Shri R.R. Sharma | In the scale of Rs. 450-25-500-30-650/30-800 plus Rs. 75/- special pay. |
| 2. | Head Assistant | Shri Bishan Das | In the scale of Rs. 350-20-450/25-475. |
| 3. | Assistant | Shri Dina Nath Sharma | In the scale of Rs. 210-10-290-15-320/15-425. |
| 4. | Assistant | Shri Jamit Singh | In the scale of Rs. 210-10-290-15-320/15-425. |
| 5. | Stenographer | Shri Piare Lal | In the scale of Rs. 210-10-290-15-320/15-425. |
| 6. | Accountant | Vacant | — |
| 7. | Upper Division Clerk | Shri Babu Ram | In the scale of Rs. 130-5-160—8—200/8-256/8-280/10-300. |
| 8. | —do— | Vacant | |
| 9. | Record Keeper-cum-Librarian | Shri Joginder Kumar Dubey | In the scale of Rs. 110-3-131-4-155/4-175-5-180. |
| 10. | Stenographer | Vacant | — |
| 11. | Lower Division Clerk | Shri Prem Chand | In the scale of Rs. 110-3-131-4-155/4-175-5-180. |
| 12. | —do— | Shri Kapil Kumar | —do— |
| 13. | —do— | Vacant | — |
| 14. | —do— | Vacant | — |
| 15. | Driver | Shri Surinder Pal Singh | In the scale of Rs. 110-3-131/4-139. |
| 16. | Gestetner Operator | Vacant | — |
| 17. | Daftri | Shri Suharu Ram | In the scale of Rs. 75-1-85/2-95. |
| 18. | Peon | Shri Hari Singh | In the scale of Rs. 70-1-80/1-85. |
| 19. | Peon | Shri Atru Ram | —do— |
| 20. | Peon | Shri Krishan Lal | —do— |
| 21. | Peon | Vacant | — |
| 22. | Chowkidar | Shri Man Bahadur | In the scale of Rs. 70-1-80/1-85 |
| 23. | Mali | Vacant | — |
| 24. | Frash | vacant | — |
| 25. | Sweeper | Shri Krishan Chand | Rs. 70 plus allowances (fixed pay) |

*Details of Staff employed in the Office of the Director of Census Operations, Himachal Pradesh as on Ist June 1970.*

| Sl. No. | Name of Post | Name of Official holding | Scale of pay excluding allowances |
|---|---|---|---|
| 1 | 2 | 3 | 4 |
| | | TECHNICAL CELL | |
| 1. | Assistant Director Census Operations | Shri, C.D. Bhatt | In the scale of Rs. 350-25-500-30-590/30-800 plus Rs. 75/- special pay. |
| 2. | Tabulation Officer | Shri S.P. Shabi | In the scale of Rs. 350-20-450/25-475. |
| 3. | Statistical Assistant | Shri Onkar Nath Bhutani | In the scale of Rs. 210-10-290-15-325/15 425. |
| 4. | Statistical Assistant | Shri Prem Nath Sharma | In the scale of Rs. 210-10-290-15-320/15-425. |
| 5. | —do— | Shri S. M. Bhatnagar | —do— |
| 6. | Investigator | Vacant | — |
| 7. | —do— | Vacant | — |
| 8. | Draughtsman | Shri Tuka Ram | In the scale of Rs. 150-5-175-6-205/7-240. |
| 9. | —do— | Shri Shama Nand Bragta | —do— |
| 10. | Proof Reader | Shri Mahal Chand Jaswal | —do— |
| 11. | —do— | Shri Jagdish Chander | —do— |
| 12. | Computor | Shri Mohinder Singh Negi | In the scale of Rs. 150-5-160-8-280/10-300. |
| 13 | Computor | Shri Puran Chand Naini | —do— |
| 14. | —do— | Shri Des Raj Khanna | —do— |
| 15. | —do— | Shri Harbans Singh | —do— |
| 16. | —do— | Shri Triloki Nath Bharat | —do— |
| 17. | Stenographer (Junior) | Vacant | — |
| 18. | Assistant Compiler | Shri Tiree Bhawan Dutt | In the scale of Rs. 110-3-131-4-155/4-175-5-180. |
| 19. | —do— | Shri Naresh Chander Chakraborty | —do— |
| 20. | —do— | Shri Ram Singh | —do— |
| 21. | —do— | Shri Shakti Chand | —do— |
| 22. | —do— | Shri Ramesh Kumar | —do— |
| 23. | —do— | Shri Yogdhan Chopal Negi | —do— |
| 24. | —do— | Shri Rameshwar Dayal | —do— |
| 25. | —do— | Shri Baldev Singh | —do— |

*Details of Staff employed in the office of the Director of Census Operations, Himachal Pradesh as on 1st June, 1971.*

| Sl. No. | Name of Post | Name of Official holding the post | Scale of pay excluding allowances |
|---|---|---|---|
| 1 | 2 | 3 | 4 |
| | | TECHNICAL CELL | |
| 26. | Assistant Compiler | Shri Chander Mohan | In the scale of Rs. 110-3-131-4-155/4-175-5-180. |
| 27. | Daftri | Shri Jagdish Singh | In the scale of Rs. 75-1-85/2-95. |
| 28. | Peon | Shri M.K. Vasudevan | In the scale of Rs. 70-1-80/1-85. |
| 29. | Peon | Shri Chanan Ram | —do— |
| 30. | —do— | Vacant | — |
| | | SAMPLE REGISTRATION SCHEME | |
| 1. | Tabulation Officer | Shri Chuni Lal Sharma | In the scale of Rs. 350-20-450/25-475. |
| 2. | Statistical Assistant | Shri Hari Singh Verma | In the scale of Rs. 210-10-290-15-320/15-425. |
| 3. | Computor | Shri Krishan Kumar Sud | In the scale of Rs. 150-5-160-8-280/10-300. |
| 4. | Assistant Compiler (Pay drawn against the post of computor) | Shri Shanta Prasad | In the scale of Rs.110-3-131-4-155/4-175-5-180. |
| 5. | Assistant Compiler (Pay drawn against the post of computor) | Shri Ram Ditta | —do— |
| 6. | Assistant Compiler (Pay drawn against the post of computor) | Shri Amar Chand | —do— |
| 7. | Computor | Vacant | — |
| 8. | —do— | Vacant | — |
| 9. | —do— | Vacant | — |
| 10. | —do— | Vacant | — |
| 11. | Assistant Compiler | Shri Pavan Kumar | In the scale of Rs. 110-3-131-4-155/4-175-5-180 |
| 12. | Assistant Compiler | Shri Sohan Lal | —do— |
| 13. | Peon | Shri Laiq Ram | In the scale of Rs. 70-1-80/1-85. |

cf. Section I-Introduction

Sl. No. 2

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

No. 6/1/69-Ad. I
Government of India
Ministry of Home Affairs
Office of the Registrar General, India

New Delhi-11. March 12/13, 1969.

## NOTIFICATION

The President is pleased to appoint Shri D.S. Misra of the Indian Administrative Service of the Uttar Pradesh Cadre as Superintendent of Census Operations, Himachal Pradesh, with effect from the forenoon of 19th February, 1969, until further orders.

2. His headquarter will be at Simla.

(A. Chandra Sekhar)
Registrar General, India.

To

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

No. 6/1/69-Ad. I New Delhi-March 12, 1969.

Copy to :—

1. The Accountant General, Punjab, Haryana and Himachal Pradesh, Simla.
2. The Treasury Officer (Central), Simla.
3. The Chief Secretary to the Government of Himachal Pradesh, Simla.
4. Sh. D.S. Misra, Superintendent of Census Operations, Himachal Pradesh, Simla.
5. The Ministry of Home Affairs (Public I Section) New Delhi-1.
6. The Establishment Officer to the Government of India, Ministry of Home Affairs, New Delhi.
7. P.A. to the Registrar General, India.

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

Sl. No. 3

No 6/1/69-Ad. I
Government of India
Ministry of Home Affairs
Office of the Registrar General, India

New Delhi-11, the 11th April, 1969.

## CORRIGENDUM

In the office of the Registrar General, India's Notification No. 6/1/69-Ad. I, dated the 13th March, 1969, *for* the words "Uttar Pradesh Cadre" appearing in the third line thereof, please *read* as follows :—

"Union Territories Cadre"

(K.D.Ballal)
Deputy Registrar General, India.

To

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

No. 6/1/69-Ad. I New Delhi-11, the 11th April, 1969.

Copy to :—

1. A.G., Punjab, Haryana and Himachal Simla.
2. Treasury Officer (Central), Simla.
3. Chief Secretary to the Government of Himachal Pradesh, Simla. The H.P. Administration may kindly consider the desirability of issuing such orders as may be deemed fit in regard to Shri D.S Misra's functioning as Deputy Commissioner of Mandi also, during the period from 19th February, 1969 (Forenoon) to the forenoon of the 22nd February, 1969 in addition to his duties as whole time Superintendent of Census Operations, Himachal Pradesh.
4. Sh. D. S. Misra, S.C.O, Himachal Pradesh, Simla.
5. M.H.A. (Public I Section), New Delhi-1.
6. Establishment Officer to the Government of India, Ministry of Home Affairs, New Delhi-1.
7. P.A. to Registrar General.

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

Sl. No. 4

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

No. 6/1/69-Ad. I
Government of India
Ministry of Home Affairs
Office of the Registrar General, India.

2/A, Mansingh Road
New Delhi-11, the 18th December, 1969, Agrahayana, 1891.

## NOTIFICATION

Consequent on Shri D.S. Misra, Director of Census Operations and Ex-Officio Superintendent of Census Operations, Himachal Pradesh, proceeding on earned leave with effect from 2.12.1969, the President is pleased to appoint Shri I.E.N. Chauhan, Director of Census Operations, and Ex-Officio Supperintendent of Census Operations, Haryana as Director of Census Operations and Ex-Officio Superintedent of Census Operations, Himachal Pradesh also in addition to his own duties, until further orders.

Sd/-
(A. Chandra Sekhar)
Registrar General, India
and ex-officio Joint Secretary to the Government of India in the Ministry of Home Affairs.

To

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

No. 6/1/69-Ad. I
New Delhi-11, the 18th December, 1969.

Copy forwarded to :—

1. The Accountant General, Punjab, Haryana and Himachal Pradesh, Simla.
2. Shri I.E.N. Chauhan, Director of Census Operations, Haryana,
3. Shri D.S. Misra, Director of Census Operations, Himachal Pradesh (on leave).
4. P.A. to Registrar General.
5. P.A. to Deputy Registrar General.
6. Order File.
7. F. No. 3/1/69-RG.

Sd/-
(D.N. Krishnamurthy)
Administrative Officer.

cf. Section I-Introduction

Sl. No. 5

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

No. 6/1/70-Ad. I
Government of India
Ministry of Home Affairs
Office of the Registrar General, India.

2/A, Mansingh Road,
New Delhi-11, the June, 1970
Jyaistha, 1892.

## NOTIFICATION

The President is pleased to appoint Shri Attar Singh of the Indian Administrative Service (U.T. Cadre) as Director of Census Operations, Himachal Pradesh with effect from the forenoon of the 4th June, 1970 until further orders.

His headquarter will be at Simla.

Shri I.E.N. Chauhan, I.A.S. relinquished the charge of the post of Director of Census Operations, Himachal Pradesh—held by him in addition to his own duties as Director of Census Operations, Haryana with effect from the afternoon of the 3rd June, 1970.

Sd/-
(A. Chandra Sekhar)
Registrar General, India and
ex-officio Joint Secretary to the Govt. of India in the Ministry of Home Affairs.

To

The Manager,
Government of India Press,
**Faridabad** (Haryana)
(with Hindi Version).

No. 6/1/70-Ad. I New Delhi-11, the June, 1970.

Copy to :—

1. Accountant General, Punjab, Haryana and Himachal Pradesh, Simla.
2. Shri Attar Singh, Director of Census Operations, Himachal Pradesh., Simla.
3. Shri I.E.N. Chauhan, Director of Census Operations, Haryana, Chandigarh.
4. Sr. P.A. to Registrar General.
5. P.A. to Deputy Registrar General (C).
6. Ad. II Section.
7. Order File.
8. File No. 3/1/69-Ad. I

Sd/-
(S.L. Dhani)
Administrative Officer.

cf. Section-I Introduction

Sl. No. 6

No. 3/32/68-RG.
Government of India
Ministry of Home Affairs
Office of the Registrar General, India.

2/A, Mansingh Road
New Delhi-11,

To

The Director of Census Operations and ex-officio Superintendent of Census Operations, Himachal Pradesh, **Simla.**

Subject : Census-Superintendent of Census Operations in Union Territories and N.E.F.A.-Grant of special pay to the officers of I.A.S. on appointment to—

Sir,

In partial modification of the Ministry of Home Affairs' letter No. F. 28/143/68-Pub. I dated the 17th December, 1968, on the above subject, I am directed to say that the President is pleased to decide that, with effect from the date of issue of these orders, an officer belonging to the Indian Administrative Service when appointed to the Post of Superintendent of Census Operations (re-designated as Director of Census Operations and ex-officio Superintendent of Census Operations with effect from the Ist September, 1969) in Himachal Pradesh, which post has been included in Schedule III-C of the Indian Administrative Service (Pay) Rules, 1954, will be entitled to draw his grade pay in the Indian Administrative Service *plus* a special pay of Rs. 300/- (Rupees three hundred) only per month, and dearness and other allowances at the rates admissible under the rules of the Central Government.

2. Necessary amendment to Schedule III-C of the Indian Administrative Service (pay) Rules, 1954, will be issued separately by the Ministry of Home Affairs.

3. This issues with the concurrence of the Ministry of Finance *vide* their U.O. No. 552-HF/70, dated the 14th January, 1970.

Yours faithfully,
Sd/-
(A. Chandra Sekhar)
Registrar General, India and
ex-officio Joint Secretary to the
Govt. of India in the Ministry of Home Affairs.

cf. Section I-Introduction

Sl. No. 7

No. 4-37-GAD-II/69
Government of Himachal Pradesh
General Administration Department.

Dated Simla-2, the 5th May, 1969

From

The Chief Secretary
to the Government of Himachal Pradesh.

To

1. All Secretaries/Joint Secretaries/Under Secretaries.
2. All Heads of Departments in Himachal Pradesh.
3. All the Deputy Commissioner in Himachal Pradesh.

Subject :—1971 Census in Himachal Pradesh.

Sir,

You may be aware that for the work connected with the forthcoming Census in 1971, the Govt. of India have appointed Shri Daya Shankar Misra, IAS, to the post of Superintendent of Census Operations, H P. with H. Qrs. at Simla. The Census Operations are conducted under the directions of the Census Commissioner of India and the State Superintendents of Census Operations. The legal basis of all Census Operations is the Census Act 1948 as amended from time to time. The information collected during the Census Operations covers various aspects of the social and economic life of the people of the Pradesh. It does not merely mean the counting of human beings inhabiting a particular areas and the information collected during the Census discloses changes and progress made by the people during the previous 10 years. I would like to emphasise the importance of this work and would request you to take active and personal interest in the forthcoming Census Operations in this Pradesh. The Superintendent of Census Operations has been authorised to correspond with you direct in matters relating to the Census.

2. The Census work in the District would increase in future. It is necessary that an officer at the District level is designated as the District Census Officer to assist the Deputy Commissioner. Accordingly Deputy Commissioners are requested to nominate and intimate the name and designation of PCS/IAS Officer working under them at the H. Qrs. of the Districts who should be notified as District Census Officers under the Census Act of 1948. The name and designation of this officer

should also be intimated to the Superintendent of Census Operations. H.P., "BOSWELL", Simla-5.

Yours faithfully,
Sd/-
Joint Secretary
for Chief Secretary to the
Government of Himachal Pradesh.

No. 4-37-GAD-II/67

Dated Simla-2, the 5th May, 1969.

Copy forwarded for information to :—
The Superintendent of Census Operations H. P., Simla-5.

Sd/-
Joint Secretary
to the Government of Himachal Pradesh.

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cf. Section I—Introduction

Sl. No. 8

**(TO BE PUBLISHED IN THE GAZETTE OF INDIA PART III SECTION—1)**

No. 1/1/69-Ad. II
Government of India
Ministry of Home Affairs
Office of the Registrar General, India.

2/A, Mansingh Road,
New Delhi-11, the 29th August, 1969.
7 Bhadra, 1891.

## NOTIFICATION

The President is pleased to appoint each of the under mentioned Officer, presently Superintendent of Census Operations, as Director of Census Operations and *ex-officio* Superintendent of Census Operations for the respective State / Union Territory/Administration mentioned against each of them, with effect from Ist September, 1969 until further orders :—

| | | |
|---|---|---|
| 1. | Shri. T. Vedantam, IAS | Andhra Pradesh |
| 2. | Shri A.K. Saikia, IAS | Assam |
| 3. | Shri B.L. Das, IAS | Bihar |
| 4. | Shri C.C. Doctor, IAS | Gujarat |
| 5. | Shri I.E.N. Chauhan, IAS | Haryana |
| 6. | Shri K. Narayanan, IAS | Kerala |
| 7. | Shri A.K. Pandya, IAS | Madhya Pradesh |
| 8. | Shri R.B. Chari, IAS | Maharashtra |
| 9. | Shri P. Padmanabha, IAS | Mysore |
| 10. | Shri Daniel Kent, IFAS | Nagaland |
| 11. | Shri B. Tripathi, IAS | Orissa |
| 12. | Shri P.L. Sondhi, IAS | Punjab |
| 13. | Shri V.S. Verma, IAS | Rajasthan |
| 14. | Shri K. Chockalingam, IAS | Tamil Nadu and Pondicherry |
| 15. | Shri D.M. Sinha, IAS | Uttar Pradesh |
| 16. | Shri B. Ghose, IAS | West Bengal & Sikkim |
| 17. | Shri M.C. Joshi, UPCS | Andaman and Nicobar Islands |
| 18. | Shri S.R. Gandotra, DHANI Civil Service | Delhi |
| 19. | Shri D.S. Misra, IAS | Himachal Pradesh |
| 20. | Shri C.H. Naire | Laccadive, Minicoy and Amindivi Islands (in *ex-officio* capacity) |
| 21. | Shri Ranbir Singh, MCS | Manipur |
| 22. | Shri S.M. Krishnatry, IFAS | N. E. F. A. |
| 23. | Shri C.R. Paul, TCS | Tripura |

(A. Chandra Sekhar)
Registrar General, India.

To

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

No. 1/1/69-Ad II New Delhi-11, the August, 1969.
7 Bhadra, 1891.

Copy to :—

1. Shri D.S. Misra Director of Census Operations and *ex-officio* Superintendent of Census Operations with 2 spare copies for transmission to Treasury Office and one for his office record.

2. All the Accountant General. The redesignation does not involve any change in duties or classification or scale of pay of the posts. The above gazette notification has been issued in accordance with the procedure laid down in Ministry of Home Affairs' O.M. 13/2/58 Estts. (A), dated the Ist October 1958 (copy enclosed).

3. All Chief Secretaries of State Governments, Union Territories and N.E.F.A.

4. Ministry of Home Affairs with reference to their letter No. 28/26/69-Pub. I dated 12.8.1969.

5. The Linguist, Language Division, Calcutta.

6. All units/Sections (except Ad. I) in Registrar General's office.

7. Ad. I Sections with 25 spare copies.

8. PAs to Registrar General, Deputy Registrar General (Census) and Administrative Officer.

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

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cf. Section I—Introduction

Sl. No. 9

## Details of nucleus staff setup

*Office of the Director of Census Operations, Himachal Pradesh.*

| Sl. No. | Name of post | No. of Posts | Name of Official holding the post. | Scale of pay excluding allowances. |
|---|---|---|---|---|
| 1 | 2 | 3. | 4 | 5 |
| 1. | Assistant Director Census Operations | 1 | Sh. R.R. Sharma | In the scale of Rs. 450-25-500-30-650/30-800 plus Rs. 75/- Special pay. |
| 2. | Head Assistant | 1 | Sh. Bishan Das | In the scale of Rs. 350-20-450/25-475. |
| 3. | Steno Typist | 1 | Sh. Krishan Chand | In the scale of Rs. 110-3-131-4-155/4-175/5-180. plus Rs. 20/- as special pay. |
| 4. | Upper Division Clerk | 1 | Sh. Jamit Singh | In the scale of Rs. 130-5-160-8-200/8-256/8-280-10-300. |
| 5. | Lower Division Clerk | 2 | Sh. Babu Ram<br>Sh. Triloki Nath Bharat | In the scale of Rs. 110-3-131-4-155/4-175/5-180. |
| 6. | Record Keeper-cum-Librarian | 1 | Sh. Joginder Kumar Dubey | In the scale of Rs. 110-3-131-4-155/4-175-5-180. |
| 7. | Daftri | 1 | Sh. Suharu Ram | In the scale of Rs. 75-1-85/2-95. |
| 8. | Peons | 2 | Sh. Atru Ram<br>Sh. Chanan Ram | In the scale of Rs. 70-1-80/1-85. |
| 9. | Chowkidar | 1 | Sh. Man Bahadur | —do— |
| 10. | Tabulation Officer | 1 | Sh. S.P. Shabi | In tne scale of Rs. 350-20-450/25-475. |
| 11. | Statistical Assistant | 2 | Sh. Dina Nath Sharma<br>Sh. Onkar Nath Bhutani | In the scale of Rs. 210-10-290-15-320/15-425. |
| 12. | Junior Investigator | 1 | Sh. C.L. Sharma | In the scale of Rs. 210-10-290-15-320/15-425. |
| 13. | Draughtsman | 1 | Sh. Tuka Ram | In the scale of Rs. 150-5-175-6-205/7-240. |
| 14. | Proof Readers | 2 | Sh. M.C. Jaswal<br>Sh. Jagdish Chander | —do—<br>—do— |
| 15. | Computors | 3 | Sh. M.S. Negi<br>2 & 3 Vacant | In the scale of Rs. 150-5-160-8-280/10-300. |
| 16 | Assistant Compilers | 4 | Sh. P.C. Naini<br>Sh. D.R. Khanna<br>Sh. Harbans Singh<br>Sh. T.B. Dutt | In the scale of Rs. 110-3-131-4-155/4-175-5-180. |
| 17. | Daftri | 1 | Sh. Jagdish Singh | In the scale of Rs. 75-1-85/2-95. |
| 18. | Peons | 2 | Sh. Hari Singh<br>Sh. M.K. Vasudevan Nair | In the scale of Rs. 70-1-80/1-85. |

cf, Section I—Introduction

Sl. No. 10

A.CHANDRA SEKHAR

D.O.No. 37/10/68-RG
Ministry of Home Affairs
Registrar General, India,
2/A Mansingh Road,
New Delhi-11.

**CENSUS OF INDIA 1971-CIRCULAR NO.I**

We are all privileged to be members of this great Organisation. The years you will spend with the Census Organisation will be one of the most rewarding. You will soon acquaint yourself with the great work that your predecessors at the earlier Censuses had achieved. This has, however, been the result of hard, sustained and dedicated work, unmindful of one's own comforts. In your new assignment you may at times find yourself denied of the comforts and privileges that you might have normally expected as the head of a department or the head of a District or in a Secretariat post under the State Government. Yet, the work you will have done as Superintendent of Census Operations will be one of the most enduring and of lasting value. The work you are charged with will be quite exacting. You will have to win the confidence and cooperation of the State Government as well as a host of State Government officials throughout the State, and also of the local bodies and various other individuals over whom may have no administrative control and it is only by commanding their good will that you can get the best out of them. It is the unstinted efforts of all the dedicated workers associated with the Census that had helped to build the reputation that the Indian Census enjoys as the single fruitful source of information about the country.

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

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

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

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

6. One of the earliest tasks in preparing for the Census, therefore, is the building up of District and Tashil/Thana maps indicating the boundaries of all administrative units down to the village. You may be fortunate to have already inherited good maps prepared at the last Census on a scale of 1" = 1 mile or 1" = 4 miles. I believe your office had already taken upon itself the task of bringing these maps upto-date, taking into account all changes of boundaries that might have occurred since the last Census. It is important that this work should receive first priority so that these maps are finalised as quickly as possible. The State Governments were already addressed by the Ministry of Home Affairs vide their letter No. 28/66/68-Pub.I dated the 15th April 1968 a copy of which should be available in your office, requesting the State Governments not to give effect to any changes of boundaries after 31.12.1969. If at all the State Governments contemplate any changes, it is hoped that they would have given effect to them much earlier then this date. You may therefore, in consultation with the State Government, bring all your maps upto-date well before the end of 1969. These maps will be useful for determining the location code numbers of each administrative unit which will facilitate the allotment of jurisdictions to Census Officers in a systematic manner without overlapping or omission thus ensuring complete coverage of territory.

7. You have to take a decision urgently on the smallest administrative unit for which the primary Census data will be presented at the next Census. The experience of the last Census recorded by your predecessor will help you to take a decision. You have to decide whether the revenue village or the village panchayat or gram-sabha, etc., should be the smallest rural unit for the purpose of Census. It is always desireable to choose a viable and stable unit with definite fixed boundaries. These should generally be comparable with the units of previous Censuses. A revenue village with definite surveyed boundaries is generally preferred. In some States, Census Officers had thought of recognising even hamlets of villages as units of enumeration and the presentation of primary Census data separately for these units. This may be feasible at least for the larger hamlets. Since the list of villages with the primary Census data provided by the Census serves as a invaluable frame for all types of future studies, suggestions have also been made that in respect of large villages the primary Census data may be furnished for portions of villages which may constitute separate Census enumerator's blocks. Suggestions have also been made that where a village panchayat is recognised as a Census village, the data for individual revenue villages that may constitute the panchayat should be separately given. You may like to give careful thought to these questions and let me know of your views as early as possible. Sometimes, in the midst of unsurveyed areas such as the tribal agencies, forest areas, etc., groups of habitations are recognised as rural units in the village series at the Census. It will be necessary for you to clearly define the boundaries of such units as to be definitely identifiable by any other organisation who may like to use the series as a sampling frame.

8. Two broad divisions of areas, *viz.* rural and urban, have always been recognised at the Censuses. It will be necessary to demarcate these two categories as early as possible. The definition of an urban unit as was evolved in India for adoption at the 1951 Census was as follows:

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

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

(1) A minimum population of 5,000,

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

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

This definition, by and large, had worked well and has brought about some uniformity of concept throughout the country. It is proposed to continue the same difinition at the 1971 Census also which will enable us to have better comparability with the data of the last Census. The detailed data of area and population from which the density can be derived and the composition of the working force for each rural and urban unit provided at the 1961 Census will make it easier for you to apply the criteria laid down above and determine the urban status more accurately. You may examine the cases of all rural units of 1961 which might have had a population of 4,000 or more at the 1961 Census which can be expected to have crossed 5,000 population mark by 1971, to see if the composition of the working force, the density of population and other factors would qualify those places to be categorised as urban. In the Census General Report of your State your predecessor might have already given some guidance in this matter. At the same time, you may also see if there are any areas recognised as urban at the 1961 Census which did not deserve to continue as urban either due to any education in the population size or due to the composition of the working population or other factors. This work must also be completed as early as possible since you have to develop your location codes for your State quickly. I expect that your office might have already done some exercise in this regard. You may kindly finalise these, get the concurrence of the State Government also and let me have the final list of towns as quickly as possible.

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

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

11. Since it is reasonable to expect a fairly high growth rate of urban population between 1961 and 1971, you may examine the cases of all the class I (population of 100,000 and above) and class II (50,000 to 99,999) towns of 1961 Census whose populations are likely to reach 100,000 by 1971 and try to locate the possible further town groups. Your predecessor might have already indicated in the administration report or the General Report of 1961 the areas which might deserve to be treated as town groups.

12. The idea of recognising the town group is that the life in the constituent units of the town group around a large urban centre may be so articulating that it may be more realistic to give an integrated picture of the group together in the presentation of the data. The concept of a town group referred to in para 10 above may undergo further change on the basis of some more fresh thought being given to it by the Town and Country Planning Organisation and other bodies. If there is going to be any change I shall let you know. For the present you may take action as suggested in para 11 above.

13. When once the State is divided into definite administrative territories down to the smallest unit of village or town, it will be convenient to develop a location code under which each District in your state is allotted a distinguishing code number and within each District, each Tahsil or Thana is allotted a serial number and ultimately within each Tahsil or Thana every village and town is allotted separate series of numbers so that by a combination of the code numbers allotted to each one of these units in the hierarchy, it would be possible to have a complete location code, by which any particular village or town within a State can be conveniently indicated. The towns are distinguished from villages by the allotment of a Roman code number for the town, where as for the villages, the code number will be in Arabic numberals. Thus 3/6/79 will represent village No. 79 in Tahsil No. 6 of District No. 3. or 3/6/II would mean town No. II in Tahsil No. 6 of District No. 3. If it is proposed to recognise each of the larger hamlets for the purpose of giving primary Census data it may be necessary to give a sub-number to the main village number as say 79(i), 79(ii) and so on to identify the hamlet. If to this location code is added within brackets the house number that may be allotted to a house within a village or town, e.g. 3/6/79 (1-109) we shall have a system by which every house and within it, every household in all local areas can be indicated by a convenient location code. This will be extremely useful for the purpose of depiction on the Census schedules and also while demarcating the jurisdictions of Census enumerators. You may like to acquaint yourself fully with the system of location codes that was developed at the 1961 Census. We shall follow the same system. However, on an examination of the location code system last adopted in your State, if you find any defects, they can be rectified.

14. It has been found that in some cases, at last Census, some local variations had been made by the field staff and some other elements such as the enumerator's number and so on, had been introduced into the location code and it was found that the allocation of slips to the correct village became difficult at the tabulation stage. It is, therefore, necessary to have a uniform and well-understood system adopted throughout the State. The location code numbers could perhaps follow the geographical contiguity as at 1961 Census rather than the alphabetical order.

15. The old location code will have to be brought upto-date, taking into consideration the changes if any, in the jurisdictions of any of the administrative boundaries. It will be useful for you to draw up a statement showing the location code number now allotted for the 1971 Census for each village and town and the corresponding location code number of that unit at the 1961 Census, for the purpose of comparison as also to make sure that all the units of the 1961 Census are fully accounted for. You will have to ensure that the system of location code numbers is fully understood by the enumeration agency and that the code numbers allotted to each village or town are correctly noted on the schedules of that particular village or town.

16. The preparation of layout sketches of every village and town should be taken up immediately if not already done, in which the location of every building and house, residential or non-residential, should be shown and the important I and marks such as roads, rivers and canals, wells, temples, important public buildings, etc., should be indicated. This will serve as a basis for a rational house numbering scheme to be evolved. I expect that your office, with the assistance of State Government, should have already started on the implementation of the scheme of permanent housenumbering. You may get yourself fully acquainted with the manual on housenumbering that had been issued. In some States, good housenumbering system may be already in existence and every house may already be bearing a prominent housenumber. In others the painting or affixing of permanent housenumbers may take their own time, depending on the finance

of the local bodies concerned. But the preparation of a layout plan is an essential preliminary step which should be taken up immediately through the normal administrative agency of the Government or the municipal or panchayat administration. This can serve as the basis for you to allot housenumbers which can be indicated on the layout sketch and these can be marked on the doors of houses by chalk or tar, etc., on the eve of the houselisting operations. These housenumbering sketches need not be to scale but even notional maps with adequate details to indentify every house will go a long way in achieving the ojective in view, *viz.*, the ultimate demarcation of the jurisdictions of the enumerator's blocks so as to ensure equitable load on the enumerators and complete coverage of area. In the notional maps, not merely should the built up area be shown but the entire area of a village within its recognised boundaries. This will enable a complete coverage of the entire geographical area constituting the village. At the 1961 Census, at the stage of houselisting, such sketches were prepared. The quality of work vastly differed as the work had to be done in some hurry by some enumerators themselves. Now, if you start this work even now in a systematic way and get the work completed by the normal administrative machinery, such as the revenue or panchayat agency at the village level and the municipal or cantonment agency at the urban level, you are likely to have far better layout plans that will prove very useful for your work.

Four copies of such layout plans could be prepared, one copy to be kept at the town or village itself, one to be kept at the Tahsil or Police Station headquarters and two copies to be kept in your office. These maps, if prepared carefully on sheets of uniform size, can be built up into convenient Atlases for each Tahsil/Thana and can serve as invaluable reference material for the purpose of Census Operations as well as for various other statistical or administrative purposes. You may, therefore, please concentrate on the preparation of, these layout sketches immediately. The manual on permanent housenumbering, a copy of which should already be available in your office, will be the guide for the preparation of these village and town layout sketches.

17. While the above preparations go on, you should also determine the best agency suitable for Census enumeration work. The experience of 1961 Census in your State will be useful. By and large, the school teachers proved to be the best agency. This will have to be of course supplemented by others. The observations recorded by your predecessor of the last Census will help you in the selection of the enumeration agency. You should get the officer in charge of the Tahsil, Thana, or municipality to prepare an inventory of all the personnel that will be available for Census work. While such a list may be got ready about a year in advance of Census enumeration, you may have to request the State Government to issue, instructions to the effect that the personnel selected for Census work should not be disturbed till the Census enumeration is completed. It may be necessary that the list of such presonnel is prepared with reference to the place of residence of the individual concerned and not the place of his work, for, the Census enumerator is expected to work outside of his normal working hours and he would obviously find it convenient to attend to this if the area allotted to him for Census purposes is close to his residence. It was also the experience at the last Census that some institutions furnished the list and others did not, and, so much so, the Census personnel were selected only from the institutions which furnished the lists. This led to unnecessary burden on some institutions. You may have to ask the local Census Officers to see that all the institutions and officers within their jurisdiction do furnish the lists of all the personnel. It may be good to gather some particulars about the age and qualifications of the persons offered for Census work.

18. It will be advantageous for you to get the officials at various levels *i.e.* at the District, Sub-division, Tahsil/Thana and town level, notified Census Officers under the Census Act as early as possible. This will also give you the necessary authority to direct the operations and also make the local Census Officers responsible to you. You may get yourself thoroughly acquainted with the provisions of the Census Act. The State Governments generally extend all kinds of assistance to the Census Superintendent for the successful completion of the Census Operations. Various concessions are also extended to the personnel put on Census duty. You may like to get yourself acquainted with the instructions issued in the past and you may persuade the State Government to issue suitable instructions to meet the present needs.

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

list will be canvassed. The houselisting will have to be done about February-April 1970 *i.e.* about an year in advance of the Census enumerations.

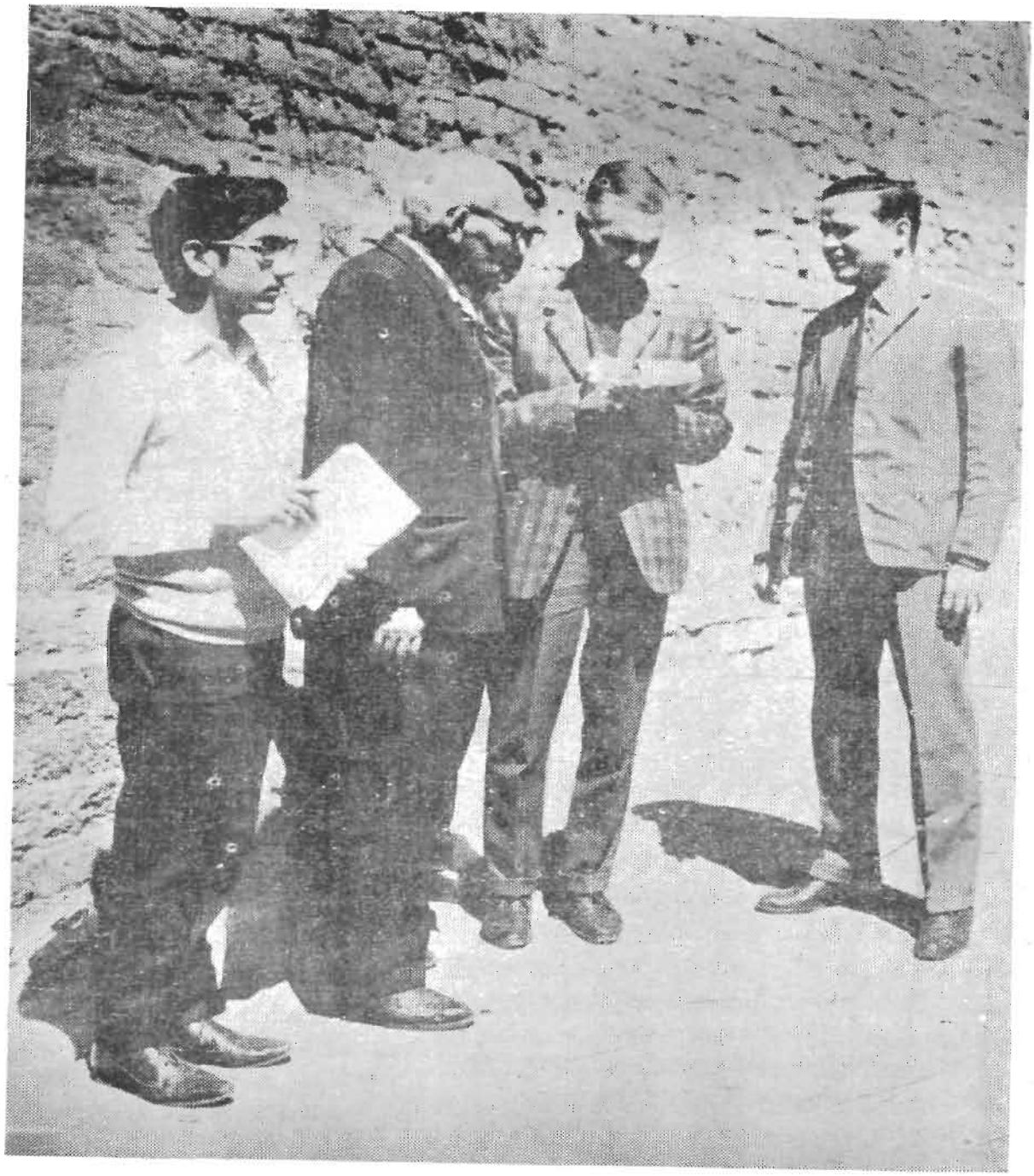
20. The experience of the last Census, as also the first pretest of the draft questionnaires for the 1971, showed that the size of the enumerator's block in rural areas may be about 750 to 1000 in population, *i.e.* about 150 to 200 house holds, and in the urban areas, about 600 to 750 population, *i.e.*, 120 to 150 households. You shall have to get your local charge Superintendents to demarcate the Census enumerator's blocks accordingly. The formation of the enumerator's blocks is most important and the area of each enumerator's block should be clearly defined with reference to the boundaries as well as the housenumbers, that actually fall within his block. The housenumbering layout sketches, in conjunction with the houselist. will enable the charge Superintendents to carefully demarcate the Census enumerator's block. The Census enumerator's blocks so formed at the Census served as a frame for all type of future sampling studies as well. A general criticism has been levelled that the Census enumerator's blocks were not easily identifiable. It is true that it may be difficult to reconcile between an area with some natural physical boundaries such as roads, streets, and the desired size of population ideally suited for an enumerator. For Census purposes obviously, it is more important that we have blocks of convenient population size to ensure complete and convenient coverage. The enumerator's blocks had been generally indicated in the past in terms of merely housenumbers that constitute a block such as for example, along a straight road housenumber 1 to housenumber 150 may form one enumerator's block and housenumbers 151 to 250 may form another enumerator's block depending on the population size. Sometime, the layout may be such that a cluster of houses will have to be allotted to an enumerator. Again, in a village which has both the built up area as also the cultivated area around with some odd farm houses, it will be necessary to clearly indicate the area allotted to an enumerator especially if a large village is divided between more than one enumerator. It is desirable that in an over-all control map of the village the jurisdiction of each individual Census enumerator's block should be clearly demarcated and shown, even if the enumerator's block may be linear merely following a row of housenumbers along a street. At the same time, it may be advantageous to get each enumerator to prepare a separate sketch of the area allotted to him in which he can set out in little more detail all the landmarks and all the individual houses that constitute his block. The name of the street along which his jurisdiction may lie and also the names of the adjoining streets and eocalities can be shown. This may greatly help in easier identification of the enumerator's blocks in future. The Census enumerator can be required to furnish this sketch along with the enumeration abstract which he would be required to furnish at the end of Census enumeration.

21. In several urban areas the National Sample Survey Organisation had already prepared an urban area frame. This was used at the 1961 Census in some States for the purpose of forming the Census enumerator's blocks. *You may examine if the urban area* frame so prepared is easily identifiable on ground and if the Census enumerator's blocks can be conveniently formed as to conform to this frame.

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

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

24. You will have occasion to now pretest the second draft. The experience you will gain at the pretesting of the Census schedules will be valuable. You may have the schedules and instructions translated and printed locally in your State language. I believe some translation has already been attempted by your staff of the first draft. This has to be merely brought upto-date to take into account the further changes in the schedules and these can be pretested. You may take about 1000 urban households and 1000 rural households for the pretest. You may for the purpose of the pretest divide them into



Shri C. D. Bhatt Asstt. Director with some enumerators

blocks of about 100 households. You may pretest the household forms along with individual slips in half the number of blocks and the individual slips alone in the other half. You should try to engage the same type of enumerators for the pretest as will be appointed ultimately at the actual Census. You may have to get suitable instructions issued by the State Government to the District Officers to help you in the conduct of the pretest. Ultimately, the responsibility of successful enumeration will fall on your shoulders. You should utilise the opportunity of this pretest to satisfy yourself that the concepts can be fully understood by the enumerators and the enumerated and that there is no scope for any misinterpretation. You shall have to intensively train the local officers in charge of the pretest work who should, in turn, train the field enumerators thoroughly. An important document which the enumerator will be required to fill at the next Census is the Enumerator's Abstract which is quite different from what was adopted at the 1961 Census. In the Abstract now prescribed for the 1971 Census, the enumerator will be required to carefully post some data from each individual slip at the end of each day and ultimately the entries are all totalled and an abstract for the enumerator's block is prepared on completion of enumeration. Particular importance is attached to this as it is proposed to release the provisional population data after the actual Census is over on the basis of the totals that these abstracts provide. I would like you to particularly assess to what extent the enumerator has been able to post the data in his abstracts accurately. The Census supervisors should be made particularly responsible for the correct posting of these statements.

25. We shall finalise the schedules and instructions for the actual Census soon after you complete your pretest and we shall have occasion to discuss your experiences at a meeting before we finalise them.

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

27. As in the past the Census enumeration of the household population will be spread over a period of about 19 days from 10th February 1971 to 28th February, 1971 with a revisional round of three days from 1st March so as to bring the data upto-date as at sunrise of 1st March, 1971, which would be the reference date for the 1971 Census. The houseless persons may have to be enumerated by a single night enumeration on the 28th February, 1971. In the areas difficult of accessibility non-synchronous enumeration will have to be resorted to spread over a longer time. The experience of 1961 Census in your State/Territory will be useful. It is likely that since 1961 several of the inaccessible areas might have been opened up with better communications and the development activities may have made available adequate personnel to serve as Census enumeration staff so that enumeration in such areas can be carried out at the same time as in the rest of the country. You may like to examine this.

28. The intensive training of the Census personnel at the various levels from the District staff down to the actual enumerator will be one of the most important items of Census Operations. Much of the success of the Census will depend on the quality of training imparted. You will undoubtedly be assisted by a good number of Deputy Superintendents of Census Operations whom you shall have to appoint adequately in advance. Most of them will have to be in position by the end of 1969. You shall have to undertake training programme for the houselisting from early in 1970 and then after the Census enumeration blocks are formed and Census enumerators appointed, the training of the enumeration staff will have to be taken up in the second half of 1970. It is important that the District Census Officers, Charge Superintendents in Charge of Tehsils, Towns and special areas etc., should be very thoroughly trained first as they have to train up in turn the other Census personnel under them. Every Census worker should receive not merely theoretical training but should have adequate practical training in actual enumeration. Each should practice to enumerate a number of households before completion of the training. Your predecessor of 1961 must have already laid down guidelines in this regard and might have also suggested improvements of procedure. You shall have to give careful attention to the training programme. I enclose for your information a circular on training issued at the 1961 Census in Andhra Pradesh which you may find of some use.

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

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

31. The provisional population totals will have to be announced as early as possible after the completion of Census enumeration. At the 1961 Census the provisional totals of several States were relayed to the Registrar General as early as 7th March 1961. The provisional totals of Districts had started reaching the Census Superintendents immediately after the revisional round was over *i.e.* 5th March 1961. (In 1961 the revisional round was extended till 5th March, 1961 due to intervening Holi festival). It should be possible at the next Census to have the provisional figures even earlier. The revisional round is expected to be completed by 3rd March 1971 itself. I had already referred to the form of Enumerator's Abstract prescribed for the next Census. If these are carefully posted by the enumerator then and there each day there should be no difficulty in communicating the provisional figures by the targetted time. By careful organisation and efficient system of relay it should be possible for us to publish the provisional population totals almost immediately after the completion of Census enumeration.

32. Immediately after the enumeration is completed, the Census schedules will have to be received at a number of regional tabulation offices. A regional tabulation office will have to be opened to cover 5 to 6 million population. It will be necessary to secure buildings for this purpose adequately in advance. You may have to be in the look out for them even from the end of 1969. As at 1961 Census one Deputy Superintendent of Census Operations will be appointed for each one of the regional tabulation office. It is proposed to appoint these Deputy Superintendents even from about December, 1969 so that they may assist you in the houselisting programme from early 1970 and also later on in supervising the formation of enumerator's blocks and the training of Census personnel. The experience of 1961 showed that these Deputy Superintendents appointed adequately in advance can be of great assistance to the Census Superintendent. You should be on the look out for capable, energetic and dedicated members of the State Civil Service whose services could be secured on deputation from December, 1969. These Deputy Superintendents when appointed could immediately locate buildings for opening regional tabulation offices. Later on they will have to recruit a large number of sorters, train them, control them and get the primary sorting and tabulation done as quickly as possible.

33. In the regional tabulation offices the sorting of the schedules for producing the primary Census data for the smallest unit of the village in the rural area and the enumerator's block in the urban area will have to be taken up manually as was done at the 1961 Census. The other tabulations are proposed to be done by taking a sample of the individual slips. Therefore, at the regional tabulation office the drawing of the sample schedules will be an important item of work. A team of carefully trained staff may have to be earmarked for this purpose. It is tentatively proposed to tabulate 10 per cent of rural slips and 20 per cent of urban slips. The 10 per cent of the rural slips may be manually sorted and tabulated at State Headquarters and 20 per cent of the urban slips may be processed through computers. This means that cards may have to be punched to take the data of the 20 per cent of the urban slips. The data from the household forms which are canvassed in 10 per cent sample areas will be fully processed. Adequate number of persons will have to be trained at each State Headquarters to see that by the time the punching of cards is taken up the trained punch operators are available. Further detailed instructions will issue in due course.

34. The data on the houselist may be processed by about 20 per cent sampling of the entries which will be coded and transferred to punch cards. The key punch installations and the trained key punch operators should, therefore, be in position in each of the State Census Offices even by about March/April 1970.

35. Details of the Tabulation programme and the instructions for sorting and tabulation will issue in due course from the Registrar General's Office.

36. Details of the publication programme for the 1971 Census will be worked out in due course in consultation with the Census Superintendents. The limitations of printing proved to be one of the greatest bottle-necks at the 1961 Census. We shall discuss and decide how best to get over it at the 1971 Census. In the meantime,

any suggestions you may have in this regard will be welcomed. Generally much time is lost between the completion of Census Operations and the availability of the Census data to the public. It would appear desireable to publish as quickly as possible handy popular versions, well illustrated, giving out several basic Census data which are of great use and interest to the Government and the public. The primary Census data will have to be published as quickly as possible.

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

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

Wishing you every success.

Yours sincerely,

Sd/-

(A. Chandra Sekhar)

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cf. Section II- Initial preparatory measures

Sl. No. 11

**MOST IMMEDIATE**

A. CHANDRA SEKHAR

D. O. No. 9/3/69-CTU
Ministry of Home Affairs
Registrar General, India
New Delhi-11.
27th May, 1969

Dear Misra,

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

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

(a) Age of the Census House,

(b) Material of Floor,

(c) reasons for vacancy, and

(d) information on Deaf and Dumb.

(ii) The questionnaire on household amenities proposed through the Household Form need not be canvassed. These items of information which may be largely meaningful for urban areas will be collected by the National Buildings Organisation directly from the municipal or other local administrative bodies.

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

(a) Age at marriage, and

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

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

(v) Since the definition of work at the 1961 Census as also perhaps the one proposed for the 1971 Census led to a large section of housewives and students etc., being treated on par with whole-time workers even though their contribution to economic activity was marginal, it was felt necessary that the 1971 concept should distinguish them from full-time workers and their economic activity should be brought under the category of secondary work only and for their main activity they should be treated as housewives or students as the case may be.

(vi) Consequent on the decision at (v) the question 'If studying now' in the individual slip becomes superfluous.

(vii) The individual slip will be further simplified by :

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

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

My only regret is that these decisions were not taken earlier than the date of our Census conference. We would have saved ourselves of much of the time we spent on discussing certain items as sampling procedures and a few concepts which are now rendered superfluous. However, I was very happy at the very detailed, well-informed and useful discussion we have had at the Census conference which helped all of us to appreciate fully the intricacies of the Census procedures. The present decisions communicated in this letter are undoubtedly welcome and will make for more convenient Census taking. The vexed and somewhat difficult problem of sampling at enumeration stage and the recruitment and training of a separate set of enumerators is now obviated. We shall have only uniform training for all enumerators. The filling up of population record in certain villages selected for the purpose would hardly call for any specialised training. You will be informed in due course how these villages are to be selected, probably on the basis of stratification of villages by population size. All that would appear necessary is to issue the population record books with a short covering note of instructions to the enumerators Censusing those villages to say that they have to copy out certain particulars of the individual slip on to the population record at the end of each day. It may now be possible to have a uniform size of the enumerator's block throughout the country, each covering a population of 750 on the average. Small villages that are remote even if they are of smaller population size may have to in charge of separate enumerators.

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

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

Kindly acknowledge receipt of this letter.

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

Shri D.S. Misra,
Superintendent of Census Operations,
Himachal Pradesh, Simla.

cf. Section III-First Census Conference—May, 1969

Sl. No. 12

No. 2/8/70-RG (Ad. I)
Government of India
Ministry of Home Affairs
Office of the Registrar General, India

2/A, Mansingh Road,
New Delhi-11, the 11 September, 1970

To

The Director of Census Operations
and ex-officio Suprintendent of
Census Operations, Himachal Pradesh,
*Simla.*

Subject : Creation of one post of Deputy Director of Census Operations in the office of the Director of Census Operations, Himachal Pradesh.

Sir,

I am directed to convey the sanction of the President to the creation of one (1) temporary post of Deputy Director of Census Operations in the office of the Director of Census Operations and ex-officio Superintendent of Census Operations, Himachal Pradesh with effect from the date of filling up of the post up to the *28th December, 1972* on the terms and conditions laid down in the Ministry of Home Affairs letter Nos. 28/24/67-Pub. I, dated the 9th February, 1968 as amended *vide* that Ministry's letter No. 28/90/68-Pub. I dated the 3rd December, 1968.

2. The expenditure is non-plan and is debitable to the head "39-Miscellaneous Social and Developmental Organisations, A-Superintendence" under the Census Grant (Himachal Pradesh circle of accounts) for the financial year 1970-71. The sanction for the years 1971-72 onwards is subject to funds being provided in the Census Grant for those years and voted by the parliament.

3. This issues with the concurrence of the Ministry of Finance vide their U·O· No. 4436-E.III A/70 dated the 3rd July, 1970.

Yours faithfully,
Sd/-
( K. D. Ballal )
Deputy Registrar General, India and
ex-officio Deputy Secretary to the
Government of India in the
Ministry of Home Affairs

cf. Section VI-Building up of staff strength.

Sl. No. 13

No. F. 28/135/69-Pub. I
Government of India
Ministry of Home Affairs

To

The Registrar General and ex-officio
Census Commissioner,
New Delhi.

New Delhi-1, the 25th August, 1969.

Subject : Creation of posts of Deputy/Assistant Superintendents of Census Operations to man Regional Tabulation Offices to be set up in the various States, in connection with the 1971 Census.

Sir,

With reference to your letter No. 2/1/69-Ad.I dated the 4th July, 1969 on the subject noted above, I am directed to convey the sanction of the President to the creation of under mentioned posts of Deputy Superintendent of Census Operations and Assistant Suprintendent of Census Operations to man the Regional Tabulation Offices to be set up under the Superintendent of Census Operations in various States and Union Territories, with effect from the *Ist October, 1969 upto the 28th February, 1970,* on the terms and conditions laid down in this Ministry's letter No. 28/24/67-Pub. I dated 9th February, 1968, as amended *vide* this Ministry's letter No. 28/90/68 Pub. I dated the 3rd December, 1968 :

| Office | Designation of the post | Number of posts sanctioned |
|---|---|---|
| X | X | X |
| Office of the Superintendent of Census Operations, Himachal Pradesh. | Assistant Superintendent of Census Operations | 1 |
| X | X | X |

2. The expenditure involved is debitable to head "39—Miscellaneous Social and Developmental Orgrnisations, C-Abstraction & Compilation" under Grant No. 47-Census (in respective State circle of account) for the year 1969-70.

3. This issues in consultation with the International Financial Adviser.

Yours faithfully,
Sd/-
( L. D. Hindi )
Under Secretary to the Government of India

No. 28/135/69-Pub. I Dated the 25th August, 1969.

Copy forwarded for information to :-

1. The Accountant General Central Revenue, New Delhi.
2. All Accountant General.
3. Finance Section of the Ministry of Home Affairs.

Sd/-
( L. D. Hindi )
Under Secretary to the Government of India.

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cf. Section VI-Building up of staff strength.

Sl. No. 14

**CONFIDENTIAL**

D.S. MISRA, IAS

D.O. NO. SCOHP-42/69-3143
Director of Census Operations,
Himachal Pradesh

Dated : *Boswell*, Simla-5,
the 6th Nov. 1969.

Dear Shri Mattoo,

As discussed with you the other day, one post o. Assistant Superintendent of Census Operations, re-designated as Assistant Director of Census Operations, has been created for my office by the Government of India, Ministry of Home Affairs with effect from 1st october, 1969. This is a temporary post and is likely to continue until February, 1973. The officer selected for this job would assist me in the supervision of Census work in the field and after the Census enumeration is over in March, 1971, he will work as incharge of the Regional Tabulation Office to be set-up at Simla. The other post of Assistant Director of the Census Operations in my office is held by an officer of the Himachal Government Secretariat. The processing and analysis of Census data is becoming highly specialised and I would like to have an officer who has the back ground of Statistics or demography.

2. I discussed the matter with the Director of Economics and Statistics, Himachal Pradesh, and he agreed to spare an officer from his organisation for this work. I had occasion to see the work and conduct of Shri C.D. Bhatt District Statistical Officer, Mandi, when I was working as Deputy Commissioner, Mandi. He appears to me to be a suitable officer for this post and the Director of Economics and Statistics, Himachal Pradesh, also

confirmed my assessment of Shri C.D. Bhatt. I would, therefore, request that the services of Shri C.D. Bhatt may be made available for this organisation as early as possible. The Registrar General, Government of India, Ministry of Home Affairs is the appointing authority for the post of Assistant Director of Census Operations. I would request that orders of Government placing the services of Shri C.D. Bhatt at the disposal of the Registrar General, India, for appointment as Assistant Director of Census Operations, Himachal Pradesh, be issued as early as possible and Shri Bhatt be directed to report to this office as early as possible. I might add that Shri Bhatt had expressed his willingness to work on this post on being enquired by me informally.

3. I also enclose a copy of the Government of India, Ministry of Home Affairs letter No. 28/90/68-Pub.I dated the 3rd December, 1968, prescribing the scale of pay and special pay admissible to State Government Officer for working on this post. I shall be grateful for issue of orders as early as possible as I need the services of an officer as early as possible.

With regards,

Yours faithfully,
Sd/-
(D.S. Misra)

Shri P.K. Mattoo, IAS
Additional Secretary (Planning)
to the Government of Himachal Pradesh,
Simla-4.

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cf. Section VI-Building up of staff strength.

Sl. No. 15

No. 9-12/69-Plan (Estt.)
Government of Himachal Pradesh
'Planning Department'

NOTIFICATION

The Lieutenant Governor, Himachal Pradesh is pleased to place the services of Shri C. D. Bhatt, District Statistical Officer, Mandi at the disposal of the Government of India, Ministry of Home Affairs, Census Operations with effect from the date of his relieve till the 31st December, 1972, on the terms and conditions as stipulated in the Government of India, Ministry of Home Affairs, letter No. 28/90/68-Pub-I, dated the 3rd December, 1968.

By order
P.K. Mattoo
Secretary (Economics & Statistics) to the
Government of Himachal Pradesh.

No. 9-12-69-Plan (Estt.) Dated, Simla-4, the 24th February, 1970.

Copy forwarded to :-

1. The Registrar General, Government of India, Ministry of Home Affairs Census Organisation, New Delhi, for information.
2. The Director of Census Operations, Himachal Pradesh, 'Boswell' Simla, for information and necessary action with reference to his D.O. letter No. SCOHP-42/69-3143, dated the 6th November, 1969.
3. The Deputy Development Commissioner, Himachal Pradesh (Directorate of Economics & Statistics), Simla, for information and necessary compliance with reference to his letter No. DES-6-4/59, dated the 16th January, 1970.
4. Shri C.D. Bhatt, District Statistical Officer, Mandi District, Mandi, for information.
5. The Accountant General, Himachal & Chandigarh, Simla for information alongwith an unsigned spare copy.
6. The Finance Department (R & E II Branch) for information. This issues with their concurrence obtained vide U.O. No. 181, dated 27.1.70. A copy of the Ministry of Home Affairs letter is sent for record.
7. The Deputy Controller, Printing and Stationery, Himachal Pradesh, Simla, for publication in Rajpatra.
8. Relevant files.

Sd/
(K.R. Shandil)
Under Secretary (Economics & Statistics)
to the Government of Himachal Pradesh.

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cf. Section VI—Building up of staff strength.

Sl. No. 16

IMMEDIATE

No. 28/90/68-Pub. I

Government of India
Ministry of Home Affairs

To

The Registrar General and
ex-officio Census Commissioner,
New Delhi.

New Delhi-1, the 3rd December, 1968.
12 Agrahayana, 1890.

Subject: Prescription of scales of pay for the posts of Deputy Superintendents of Census Operations and Assistant Superintendents of Census Operations.

Sir,

In partial modification of this Ministry's letter No. 28/24/67-Pub. I dated 9.2.1968, on the subject noted above, I am directed to say that the President is pleased to decide that para 2 thereof may be substituted by the following:

(1) The State Government Officers to be appointed to the posts of Deputy Superintendents of Census Operations and Assistant Superintendents of Census Operations or already holding these posts would with effect from Ist March, 1968 to 31.12.68, be governed by the normal rules of deputation allowance, as laid down in the Ministry of Finance Office Memorandum No.F. 10 (24)-E. III/60, dated the 4th May, 1961, as amended from time to time.

(2) The State Government Officers to be appointed to the posts of Deputy Superintendents of Census Operations and Assistant Superintendents of Census Operations *or already holding* these posts would, in relaxation of the Ministry of Finance O.M.No.F. 10 (24)-E. III/60, dated the 4th May, 1961, as amended from time to time, with effect from the *1st January 1969, up to the 31st December, 1972*, be entitled to the following terms:-

| | | |
|---|---|---|
| (i) (a) | Deputy Superintendents of Census Operations in all States. | Their grade pay from time to time under the parent service *plus* a special pay of Rs. 150/- p.m. |
| (b) | Assistant Superintendents of Census Operations in all the States and Union Territories/Administrations. | Their grade pay from time to time under the parent service *plus* special pay of Rs. 75/- p.m. |

(ii) They will not have the option to have their pay fixed in the scale of pay of Rs. 700-40-1100-50/2-1250 or Rs. 400-400-450-30-600-35-670-EB-35-950, as the case may be, even if the same is advantageous to some of them.

3. This issues with the concurrence of the Ministry of Finance vide their U.O. No. 7762-HF/68 dated 29.11.1968.

Yours faithfully,
Sd/-
(L.D. Hindi)
Under Secretary to the Government of India

No. 28/90/68-Pub. I Dated the 3rd December, 1968.
12 Agrahayana, 1890.

Copy forwarded for information to:-
1. All Accountant General.

Sd/-
(L.D. Hindi)
Under Secretary to the Government of India

Office of the Registrar General, India.

No. 3/93/66-RG (Pt) New Delhi-11, the 16th December, 1968.

Copy forwarded for information to Superintendents of Census Operations/Deputy Superintendents of Census Operations as the case may be in all States/Union Territories and Administrations.

Sd/-
(K.K. Chakravorty)
Central Tabulation Officer.

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cf. Section VI Building up of staff strength.

Sl. No. 17

(TO BE PUBLISHED IN THE GAZETTE OF INDIA PART III SECTION 1)

No. 6/21/70-RG (Ad.1)
Government Of India
Ministry of Home Affairs
Office of the Registrar General, India.
2/A, Mansingh Road,
New Delhi-11, the April, 1970.
Chaitra, 1892.

## NOTIFICATION

The present is pleased to appoint Shri C. D. Bhatt, District Statistical Officer, Mandi as Assistant Director of Census Operations in the Office of the Director of Census Operations, Himachal Pradesh, with effect from the forenoon of the 31st March, 1970 until further orders.

His headquarter will be at Simla.

Sd/-
(A. Chandra Sekhar)
Registrar General, India and ex-officio Joint Secretary to the Government of India in the Ministry of Home Affairs.

To

The Manager,
Government of India Press,
**Faridabad** (Haryana) (with Hindi version)

No. 6/21/70-RG (Ad. I) New Delhi-11 the April, 1970.

Copy to :-

1. Accountant General, Himachal & Chandigarh, Simla-3.
2. Treasury Officer, Simla.
3. Secretary (Economics & Statistics) to the Government of Himachal Pradesh, Planning Department, Simla-4.
4. Director of Census Operations and ex-officio Superintendent of Census Operations, Himachal Pradesh, Simla-5.
5. Shri C. D. Bhatt, Assistant Director of Census Operations, Himachal Pradesh, Simla-5.
6. P. A. to Registrar General
7. P. A. to Deputy Registrar General (C).
8. Ad. II Section.
9. Order File.

Sd/-
(V. Ramamoorthy)
Section Officer.

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cf. Section VI-Building up of staff strength.

Sl. No. 18

IMMEDIATE.

No. 1-46/60-Rev-II.

Government of Himachal Pradesh,
Revenue Department.
Dated Simla-2, the 4th November, 1969.

From

Shri S. N. Bisarya,
Under Secretary to the
Government of Himachal Pradesh.

To

The Superintendent of Census Operations,
Himachal Pradesh, Simla-4.

Subject: Clerical assistance to District, Sub-Divisional, Tehsil/Sub-Tehsil Establishments and local bodies in connection with the 1971 Census work-Creation of posts.

Sir,

With reference to your letter No. SCOHP 54/59-1718, dated the 30th July, 1969, on the subject noted above, I am directed to convey the sanction of the Lt. Governor, Himachal Pradesh, in exercise of the powers vested in him vide Schedule III of the Delegation of Financial Powers Rules, 1958 to the creation of the following temporary posts for District Census Offices in Himachal Pradesh in the scales of pay as mentioned against each with effect from the Ist November, 1969, upto the 28th February, 1970, in the first instance, in accordance with the decision of the Govt. of India on the subject :-

| Particulars of post | No. of posts. | Scales of pay. |
|---|---|---|
| 1 | 2 | 3 |
| Assistants (One each for all the District Census Officers). | 10 (Ten) | Rs. 116-8-180/ 10-250. |
| Clerks (One clerk for each of the 10 District Census Officers and one clerk per Tehsil and Sub-Tehsil Office for 53 Tehsils and Sub-Tehsils in Himachal Pradesh.) | 63 (Sixty three) | Rs. 60-4-80/ 5/120/5-175 |
| Peons (One Peon for each of the 10 District Census Officers). | 10 (Ten) | Rs. 30-1/2-35. |

2. The expenditure is debitable to "Central Head of Account-39-Miscellaneous Social Service Organisation

B-Enumeration" under Grant No. 47-Census for the year 1969-70.

3. This issues with the prior concurrence of the Finance Department obtained vide their U.O. No. 6245, dated 12.8.1969.

Yours faithfully,
Sd/-
(S.N. Bisarya)
Under Secretary to the
Government of Himachal Pradesh.

No. 1/46/60-Rev-II, Dated Simla-2, the 4th November, 69.

Copy, alongwith a copy of the Govt. of India, Ministry of Home Affairs (Registrar General's) letter No. 4/3/-69- Ad.I, dated 23rd July, 1969 and enclosures thereto, forwarded to :—

1. All Deputy Commissioners in Himachal Pradesh for information and necessary action.

2. The Finance Department (R&E), Government of Himachal Pradesh, for information.

3. The Accountant General, Himachal Pradesh & Chandigarh, Simla-3 (alongwith an unsigned spare copy) for information and necessary action.

4. The Commissioner (Revenue) H.P., Simla-2, for information.

5. The Budget Assistant, Revenue. II Branch.

Sd/-
(S.N.Bisarya)
Under Secretary to the
Government of Himachal Pradesh

cf. Section VI-Building up of staff strength

Sl. No.19

No. SCOHP- 54/69-2354-2363-

From

Shri D.S. Misra, IAS,
Director of Census Operations and Ex-Officio Superintendent of Census Operations, Himachal Pradesh, Simla-5.

To

The District Census Officers,
Chamba/Kangra/Mandi/Kulu/Lahaul & Spiti/Bilaspur/Mahasu/Simla/Sirmur Kinnaur (Himachal Pradesh).

Dated Simla-5, the 8th September, 1969.

Subject : Authorisation for drawal of Funds from Census Budget.

Sir,

I hereby authorise you to draw Pay and Allowances in respect of District Census staff working under you including Tehsil and Sub-Tehsil Offices under Head "39-Miscellaneous Social Service Organisation-B-Enumeration" under Central Grant No. 47-Census-*Vide* Rule 2 and 3 of Rules for the classification and record of receipts and expenditure in connection with the Census.

Yours faithfully,
Sd/-
(D.S.Misra)
Director of Census Operations and ex-officio Superintendent of Census Operations, Himachal Pradesh.

No. SCOHP-54/69- Dated Simla-5, the 8th September, 69.

Copy to :

1. The Accountant General Himachal and Chandigarh, Simla.
2. The Registrar General, India, Kotah House Annexe, 2/A, Mansingh Road, New Delhi-11
3. All the Treasury Officers in Himachal Pradesh.

Sd/-
(D.S. Misra)
Director of Census Operations and ex-officio Superintendent of Census Operations, Himachal Pradesh.

cf. Section VI-Building up of staff-strength.

*Abstract of Tours of the Director of Census Operations* Sl. No. 20

| Date of Departure from Simla | Date of Return to Simla | No. of days spent on tour | Destination | No. of hours of conference / discussions | Places visited enroute | No. of Kilometers Travelled | |
|---|---|---|---|---|---|---|---|
| | | | | | | By road | By rail |
| 1. | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 9.6.70 | 10.6.70 | 2 | Bilaspur | | ... | 275 | ... |
| 11.6.70 | 1.7.70 | 21 | Courtallam and Kanya Kumari | | Delhi, Madras Trichonapalli, Kanya Kumari and Mandapam | 1,967 | 5,048 |
| Departure from Bilaspur arrived at Simla on. | | | | | | | |
| 4.6.70 | 4.6.70 | 1 | Simla | | ... | 137 | ... |
| 9.7.70 | 11.7.70 | 3 | Kulu | | Bilaspur | 498 | ... |
| 13.7.70 | 21.7.70 | 9 | Kaurik | | Rampur, Poo, Sangla and Nachar | 1,104 | ... |
| 30.7.70 | 9.8.70 | 11 | Delhi | | Slogra and Kiarighat | 786 | ... |
| | Availed casual leave w.e.f. Ist to 3rd August T.A.and D.A. not claimed. | | | | | | |
| 14.8.70 | Halt at Solan 14.8.70 5.00 P.M. from Solan proceeded on leave. | | | | | 50 | ... |
| 3.9.70 | 12.9.70 | 10 | Chamba | | Bilaspur, Mandi, Palampur, Pathankot and Parwanu | 1,366 | ... |
| 18.9.70 | 26.9.70 | 9 | Kaza | | Kulu, Keylong Chottadara, Koksar aud Manali | 1,400 | ... |
| 28.9.70 | 8.10.70 | 12 | Delhi | | ... | 830 | ... |
| | Availed casual leave w.e.f. 6th and 7th October, 1970. | | | | | | |
| 14.10.70 | 17.10.70 | 4 | Manali | | Mandi, Kulu and Manali | 627 | ... |
| 24.10.70 | 5.11.70 | 13 | Delhi | | ... | 830 | ... |
| | Availed casual leave and gazetted holidays on 31st October and Ist to 3rd November, 1970. | | | | | | |
| 24.11.70 | 26.11.70 | 3 | Bilaspur | | ... | 200 | ... |
| 11.12.70 | 19.12.70 | 9 | Rainka and Paonta | | Nahan and Kasauli | 745 | ... |
| 23.12.70 | 27.12.70 | 5 | Delhi | | ... | 854 | ... |

*Abstract of Tours of the Director of Census Operations*

| Date of Departure from Simla | Date of Return to Simla | No. of days spent on tour | Destination | No. of hours of conference/ discussions | Places visited enroute | No. of Kilometers Travelled | |
|---|---|---|---|---|---|---|---|
| | | | | | | By road | By rail |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 3.1.71 | 11.1.71 | 9 | Dharamsala and Chandigarh | | Hamirpur, Bilaspur and Una | 1,086 | ... |
| 19.1.71 | 24.1.71 | 6 | Delhi | | ... | 854 | ... |
| 15.2.71 | 25.2.71 | 11 | Dharamsala | | Bilaspur, Mandi, Jogindarnagar and Dehragopipur | 714 | ... |
| 10.3.71 | 24.3.71 | 15 | Pathankot, Chamba and Dharamsala | | Parwanu, Nangal, Una, and Dalhousie | 1,528 | ... |
| | w.e.f. 11.3.71 2 P.M. proceeded to avail gazetted holidays on 12th, 13th and 14th. | | | | | | |
| 16.4.71 | 18.4.71 | 3 | Solan | | ... | 100 | ... |
| 7.5.71 | 13.5.71 | 7 | Delhi | | Solan | 854 | ... |
| 29.5.71 | 10.6.71 | 13 | Delhi | | ... | 750 | ... |
| | Availed casual leave on 2nd, 3rd and 4th June, 1971. | | | | | | |
| 28.6.71 | 28.6.71 | 1 | Chandigarh and back | | ... | 254 | ... |
| 1.7.71 | 7.7.71 | 7 | Delhi | | ... | 854 | ... |
| 19.7.71 | 23.7.71 | 7 | Bilaspur | | ... | 200 | ... |
| 16.8.71 | 2.9.71 | 18 | Jammu | | Jullundur Pahalgam, Srinagar, Phillaur | 1,604 | ... |
| 3.11.71 | 11.11.71 | 9 | Kulu and Dharamsala | | Bilaspur, Mandi and Chandigarh | 948 | ... |
| 17.11.71 | 30.11.71 | 14 | Delhi | | ... | 854 | ... |
| | Availed casual leave restricted holidays & gazetted holidays, from 19.11.71 to 25.11.71. | | | | | | |
| 18.12.71 | 21.12.71 | 4 | Chandigarh | | ... | 278 | ... |
| | Total : | 234 | | | | 22,547 | 5,048 |

cf. Section VII—Touring

Sl. No. 21

No. 4-37-GAD-II/69

Government of Himachal Pradesh
General Administration Department

Dated : Simla-2, the 30th December, 1969.

From

Shri S.K. Alok,
Joint Secretary to the
Government of Himachal Pradesh.

To

All Secretaries to Himachal Pradesh
Govermnent, Simla.
All Heads of Departments and D. Cs. in H.P.

Subject : T.A. to Government servants employed on work relating to Census Operations in 1971.

Sir,

I am directed to say that the T.A. to the officials employed or will be employed on the work relating to Census Operations, in 1971, including attending of training classes in that connection will be borne, if admissible under rules, by the Department to which the official belongs.

I am accordingly to request that these instructions may kindly be noted for careful compliance.

Yours faithfully,
Sd/-
Joint Secretary.

No. 4-37-GAD-II/69 dated : Simla-2, the 30th December, 1969.

Copy forwarded to the Director of Census Operations and Ex-Officio Superintendent of Census Operations, Himachal Pradesh, Simla-5 with reference to his letter No. SCOHP-77/69-466 dated the 11.9.69. for information.

Sd/-
Joint Secretary
to the Goverment of Himachal Pradesh.

cf. Section VII-Touring

Sl. No. 22

No. 8/8/71-Ad. II
Government of India
Ministry of Home Affairs
Office of the Registrar General, India
2/A, Mansingh Road,
New Delhi-11, the 27th September, 1971

To

The Director of Census
Operations, Himachal Pradesh,
Simla.

Subject : Payment of Travelling Allowance to non-officials viz; Panchayat Secretaries etc.

Sir,

With reference to your letter No. SCOHP-77/69-5881 dated the 30th July and letter of even number dated the 6th February 1971, I have the honour to accord sanction for incurring of expenditure not exceeding Rs. 3000 (Rupees three thousand) only, in connection with the payment of T.A./D.A. to 86 non-official enumerators drafted for Census work. Under S.R. 190 I also declare Panchayat Secretaries and other non-officials engaged in 1971 Census enumeration in Himachal Pradesh to be grade III officers for the purpose of drawal of travelling allowance and daily allowance at the following rates :-

| | Travelling Allowance | Daily Allowance |
|---|---|---|
| a) | In respect of journeys by rail, one IInd class fare plus incidentals @ 13P per every 10 Kms. or part thereof if the past exceeds 5 Kms. subject to maximum of Rs. 4.50 for every 24 hours of the railway journey or part thereof. | Rs. 4.50 per day |
| b) | In respect of journeys by road and on foot rates of mileage allowance as admissible to the officers of the third grade. | Rs. 4.50 per day |

The expenditure involved is debitable to the Head "39-Miscellaneous Social and Developmental Organisation, B-Enumeration, B-3-Travelling expenses under Grant No. 42 Census in Himachal Pradesh and Chandigarh circle of account.

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

cf. Section VII-Touring

*Statement showing the distribution of various forms for Houselisting Operations*

| Name of State/District | Houselist Schedule | Establishment Schedule | Houselist Abstract | Houselist Abstract for charge | List of Scheduled Castes/ Scheduled Tribes | | Instruction Books (Blue) | Supplementary Instruction Books (White) | Remarks |
|---|---|---|---|---|---|---|---|---|---|
| | | | | | Old | New | | | |
| 1 | 2 | 3 | 4 | 5 | 6 | | 8 | 9 | 10 |
| HIMACHAL PRADESH | 139,555 | 52,697 | 54,735 | 4,049 | 1,990 | 1,765 | 3,510 | 3,095 | |
| CHAMBA | 13,320 | 4,692 | 4,320 | 342 | 590 | 85 | 420 | 305 | |
| KANGRA | 48,700 | 15,550 | 17,925 | 1,360 | — | 960 | 860 | 850 | |
| MANDI | 26,500 | 13,355 | 12, 50 | 760 | 490 | — | 640 | 490 | |
| KULU | 3,900 | 880 | 560 | 56 | — | 130 | 130 | 130 | |
| LAHUL & SPITI | 1,040 | 460 | — | — | — | 140 | 100 | — | |
| BILASPUR | 6,300 | 2,250 | 3,130 | 284 | 145 | — | 145 | 145 | |
| MAHASU | 17,850 | 6,650 | 8,600 | 622 | 475 | — | 475 | 475 | |
| SIMLA | 8,400 | 4,460 | 5,090 | 365 | — | 450 | 450 | 450 | |
| SIRMAUR | 11,400 | 3,850 | 2,570 | 196 | 250 | — | 250 | 250 | |
| KINNAUR | 2,145 | 550 | 290 | 64 | 40 | — | 40 | — | |

Note :—The English version of schedules and books were supplied to the District Census Officers and other Census Officers in various quantities for official and training purposes only. The same have not been accounted for in the statement.

*Statement showing distribution*

| State/District | Abridged Houselist | Individual Slip | | | Population Record | | |
|---|---|---|---|---|---|---|---|
| | | Training | Census | | Training | Census | |
| | | Pads @ 25 | Pads @ 25 | Pads @ 100 | Number of forms | Pads @ 25 | Pads @ 50 |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| HIMACHAL PRADESH | 104,635 | 16,500 | 129,876 | 16,193 | 172,780 | 20,306 | 12,825 |
| CHAMBA | 13,085 | 1,420 | 10,246 | 1,138 | 14,110 | 1,585 | 915 |
| KANGRA | 31,880 | 5,976 | 48,415 | 6,384 | 73,628 | 6,320 | 5,155 |
| MANDI | 13,790 | 2,199 | 19,830 | 2,408 | 22,277 | 3,465 | 1,875 |
| KULU | 4,055 | 961 | 7,125 | 878 | 9,208 | 595 | 865 |
| LAHUL & SPITI | 1,400 | 220 | 950 | 79 | 110 | 450 | — |
| BILASPUR | 9,060 | 835 | 7,590 | 985 | 10,250 | 720 | 890 |
| MAHASU | 15,360 | 2,322 | 16,605 | 1,973 | 17,506 | 4,241 | 820 |
| SIMLA | 8,580 | 1,020 | 8,145 | 1,025 | 12,400 | 1,530 | 865 |
| SIRMAUR | 6,120 | 1,065 | 9,070 | 1,115 | 13,050 | 795 | 1,440 |
| KINNAUR | 1,305 | 482 | 1,900 | 208 | 241 | 605 | — |

cf. Section VIII-Requirements of Census Schedules-Translation-Printing and distribution of schedules and instructions

*of Enumeration Material*

| Instruction Books/ Supplementary Instruction Books | | Enmerator's daily posting statement | | | | Enumerators Abstract | | Degree Holder and Technical Personnel Card | Lists of Scheduled Castes/Scheduled Tribes | |
|---|---|---|---|---|---|---|---|---|---|---|
| | | Training | | Census | | Training | Census | | | |
| Instruction Books | Supplementary Instruction Books | Male | Female | Male | Female | | | | Old Areas | New Areas |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 8,113 | 8,113 | 8,290 | 8,290 | 64,100 | 64,100 | 8,290 | 21,897 | 45,835 | 4,689 | 4,736 |
| 675 | 675 | 705 | 705 | 5,110 | 5,110 | 705 | 1,910 | 3,195 | 735 | 40 |
| 2,972 | 2,972 | 3,008 | 3,008 | 23,245 | 23,245 | 3,008 | 7,525 | 11,315 | — | 3,383 |
| 1,048 | 1,048 | 1,102 | 1,102 | 10,215 | 10,215 | 1,102 | 3,725 | 6,850 | 1,287 | — |
| 472 | 472 | 493 | 493 | 2,815 | 2,815 | 493 | 402 | 2,235 | — | 553 |
| 130 | 130 | 110 | 110 | 575 | 575 | 110 | 270 | 380 | — | 130 |
| 410 | 410 | 420 | 420 | 3,600 | 3,600 | 420 | 1,140 | 1,850 | 500 | — |
| 1,129 | 1,129 | 1,171 | 1,171 | 9,025 | 9,025 | 1,171 | 3,585 | 5,755 | 1,281 | — |
| 506 | 506 | 515 | 515 | 4,630 | 4,630 | 515 | 2,065 | 10,690 | — | 630 |
| 530 | 530 | 525 | 525 | 4,035 | 4,035 | 525 | 1,140 | 2,565 | 645 | — |
| 241 | 241 | 241 | 241 | 850 | 850 | 241 | 135 | 1,000 | 241 | — |

Sl. No. 24

Dr. B. K. Roy
Map Officer

D. O. NO. 1/2/72-Map
Telegrams: Reggenlind
Ministry of Home Affairs
The Registrar General,
India, New Delhi.
April, 12/13, 1972.

Dear Shri Attar Singh,

Please refer to your D.O. letter No. SCOHP-128/70-936 dated 24th March, 1972 to Dr. Roy Burman, regarding the District Census Handbook maps. The District maps of your State facing the international boundary, i.e. the District maps of Lahul & Spiti and Kinnaur and Tahsil map of Spiti have been certified by Survey of India.

I may further mention that the Tahsil maps of Morang, Sangla; Hangrang and Poo have been scrutinised by Survey of India and correction traces were supplied for correcting our maps. The correction traces of Tahsil maps of Morang, Sangla, Hangrang and Poo have also been sent by hand through Shri Kaul Singh Thakur of your office vide our letter No. 1/2/72-Map dated 30th March, 1972. There is no objection to include these maps as scale maps in the District Census Handbooks. Regarding the Tahsil maps of Morang, Sangla, Hangrang and Poo, the maps may be corrected according to the correction traces as mentioned above and may be sent to this office along with the original correction traces supplied by Survey of India and sent to your office for correcting the maps.

It was earlier decided that the Tahsil maps facing the international boundary viz., Lahul & Spiti and Kinnaur and their Tahsils will be notional because Survey of India could not certify those till then. But since the Survey of India have certified and the other correction traces are supplied, the maps may be printed with scale as per certification. But before the final printing order is given to the Press the clearance from the Survey of India according to the certified copies of the maps will have to be obtained from Survey of India.

I presume the other Districts which are not facing the international boundary have been prepared according to scale along with the Tahsil maps because such maps will be based on Land Record Office and no certification of the boundaries are needed by the Survey of India. But such maps are to be vetted by the Land Record Office of Himachal Pradesh.

I may indicate further that press proof maps of DCH specially facing the international boundary may not be sent to the final printing without the clearance of Survey of India for final printing. In these circumstances there may be slight delay in publication of the DCHs only for Kinnaur, Lahul and Spiti District and the Tahsils of these Districts. Since you have approached the State Government of Himachal Pradesh to earmark an amount of Rs. 10,000 for taking of the prints of the DCH maps the final approval of the State Government, when received, may please be conveyed to this Division for information. *Since there are a lot of problems in your State, I hope to visit your State sometime in first week of May.*

With kind regards,

Yours sincerely,
Sd/-
(B. K. Roy)

Shri Attar Singh, Director,
Census Operations, Himachal
Pradesh, Boswell, SIMLA-5.

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cf. Section IX-Procurement of maps

Sl. No. 25

*Distribution of Enumerators and Supervisors (Including Reserve) By Broad Categories for 1971 Census Enumeration*

| State/District | TRU | ENUMERATORS | | | | | | | | SUPERVISORS | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | Teachers | | Villages Officers | | Govt. & Local admn. Officials | | Others | | Teachers | | Villages Officers | | Govt. & Local admn. Officials | | Others | |
| | | 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 |
| HIMACHAL PRADESH | T | 3160 | 59 | 502 | ... | 1445 | 2 | 113 | 8 | 722 | 4 | 13 | ... | 464 | 1 | 25 | ... |
| | R | 3083 | 59 | 502 | ... | 1164 | 2 | 60 | ... | 711 | 4 | 13 | ... | 367 | 1 | 13 | ... |
| | U | 77 | ... | ... | ... | 281 | 1 | 53 | 8 | 11 | ... | ... | ... | 97 | ... | 12 | ... |
| CHAMBA DISTRICT | T | 177 | ... | 46 | ... | 201 | ... | ... | ... | 38 | ... | ... | ... | 80 | ... | ... | ... |
| | R | 164 | ... | 46 | ... | 176 | ... | ... | ... | 38 | ... | ... | ... | 69 | ... | ... | ... |
| | U | 13 | ... | ... | ... | 25 | ... | ... | ... | ... | ... | ... | ... | 11 | ... | ... | ... |
| KANGRA DISTRICT | T | 1451 | 59 | 73 | ... | 452 | 1 | 19 | ... | 352 | 4 | ... | ... | 74 | ... | 4 | ... |
| | R | 1434 | 59 | 73 | ... | 397 | 1 | 11 | ... | 349 | 4 | ... | ... | 58 | ... | 2 | ... |
| | U | 17 | ... | ... | ... | 55 | ... | 8 | ... | 3 | ... | ... | ... | 16 | ... | 2 | ... |
| MANDI DISTRICT | T | 364 | ... | 112 | ... | 172 | ... | 47 | 8 | 85 | ... | 2 | ... | 66 | ... | 13 | ... |
| | R | 359 | ... | 112 | ... | 122 | ... | 18 | ... | 83 | ... | 2 | ... | 56 | ... | 5 | ... |
| | U | 5 | ... | ... | ... | 50 | ... | 29 | 8 | 2 | ... | ... | ... | 10 | ... | 8 | ... |
| KULU DISTRICT | T | 92 | ... | 47 | ... | 161 | ... | ... | ... | 11 | ... | ... | ... | 53 | 1 | ... | ... |
| | R | 92 | ... | 47 | ... | 143 | ... | ... | ... | 11 | ... | ... | ... | 48 | 1 | ... | ... |
| | U | ... | ... | ... | ... | 18 | ... | ... | ... | ... | ... | ... | ... | 5 | ... | ... | ... |
| LAHUL & SPITI DISTRICT | T | 32 | ... | ... | ... | 27 | ... | ... | ... | 6 | ... | ... | ... | 12 | ... | ... | ... |
| | R | 32 | ... | ... | ... | 27 | ... | ... | ... | 6 | ... | ... | ... | 12 | ... | ... | ... |
| | U | ... | ... | ... | ... | ... | ... | ... | ... | ... | ... | ... | ... | ... | ... | ... | ... |
| BILASPUR DISTRICT | T | 169 | ... | 80 | ... | 40 | 1 | ... | ... | 53 | ... | 2 | ... | 16 | ... | ... | ... |
| | R | 161 | ... | 80 | ... | 36 | 1 | ... | ... | 51 | ... | 2 | ... | 14 | ... | ... | ... |
| | U | 8 | ... | ... | ... | 4 | ... | ... | ... | 2 | ... | ... | ... | 2 | ... | ... | ... |

Sl. No. 25

*Distribution of Enumerators and Supervisors (Including Reserve) By Broad Categories for 1971 Census Enumeration*

| State/District | T R U | ENUMERATORS | | | | | | | | SUPERVISORS | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | Teachers | | Villages Officers | | Govt. & Local admn. Officials | | Others | | Teachers | | Villages Officers | | Govt. & Local admn. Officials | | Others | |
| | | 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 |
| MAHASU DISTRICT | T | 398 | ... | 94 | 1 | 163 | ... | 32 | ... | 78 | ... | 8 | ... | 65 | ... | 6 | ... |
| | R | 395 | ... | 94 | ... | 137 | ... | 30 | ... | 78 | ... | 8 | ... | 55 | ... | 6 | ... |
| | U | 3 | ... | 1 | 1 | 26 | ... | 2 | ... | ... | ... | ... | ... | 10 | ... | ... | ... |
| SIMLA DISTRICT | T | 131 | ... | 17 | ... | 169 | ... | 8 | ... | 27 | ... | ... | ... | 64 | ... | 2 | ... |
| | R | 109 | ... | 17 | ... | 82 | ... | 1 | ... | 25 | ... | ... | ... | 30 | ... | ... | ... |
| | U | 22 | ... | ... | ... | 87 | ... | 7 | ... | 2 | ... | ... | ... | 34 | ... | 2 | ... |
| SIRMAUR DISTRICT | T | 309 | ... | 18 | ... | 28 | ... | 7 | ... | 65 | ... | ... | ... | 14 | ... | ... | ... |
| | R | 300 | ... | 18 | ... | 12 | ... | ... | ... | 63 | ... | ... | ... | 5 | ... | ... | ... |
| | U | 9 | ... | ... | ... | 16 | ... | 7 | ... | 2 | ... | ... | ... | 9 | ... | ... | ... |
| KINNAUR DISTRICT | T | 37 | ... | 15 | ... | 32 | ... | ... | ... | 7 | ... | 1 | ... | 20 | ... | ... | ... |
| | R | 37 | ... | 15 | ... | 32 | ... | ... | ... | 7 | ... | 1 | ... | 20 | ... | ... | ... |
| | U | ... | ... | ... | ... | ... | ... | ... | ... | ... | ... | ... | ... | ... | ... | ... | ... |

cf. Section—XI—Enumeration Agency

Sl. No. 26

NO. 4-37-GAD-II/68

Government of Himachal Pradesh

General Administration Department

Dated Simla-2, the 30.12.1969

From

Shri K.N. Channa, IAS,
Chief Secretary to the Government of Himachal Pradesh.

To

All Heads of Departments in Himachal Pradesh
All the D.Cs. in Himachal Pradesh.

Subject :— Census of India-1971-Employment of State Govt. Servants and Local Bodies for Census work.

Sir,

I am directed to say that preparations for the taking of Census in Himachal Pradesh are under progress. The State Government have also notified officers to work as District Census Officers under the over-all charge of Deputy Commissioners. It has been estimated that the Census staff in the field would consist of about 7,000 enumerators and 2,000 supervisors. The work will, as in the past, be done by the fullest use ot all establishment under the central Government and Local Bodies on voluntary basis. Such a large number of workers would not be available from any particular Department and it is, therefore, necessary that the burden should be fully shared by all public Departments. It has, therefore, been decided that the staff of the various Government Departments (wherever they may be located) and Local Bodies should be pooled together to be utilized for Census work within a District. Heads of Department are accordingly requested to intimate the names and designations of employees available at various places to the Deputy Commissioners and also to issue necessary instructions to them to comply with the instructions given by the Local Census Officer in the discharge of duties connected with Census work.

2. You are further requested to ensure that employees under you entrusted with Census work should accept and perform the work entrusted to them by the Local Census Officer readily and willingly. The employees may please be specifically instructed that they should give no cause for complaint by the officer incharge of the Census in respect of performance of Census duty. You may kindly impress upon them that the manner in which they perform Census duties shall be taken into account in the periodical assessment of their work and conduct.

3. I am to request that necessary instructions in the matter may kindly be issued to establishments under your control under intimation to the Deputy Commissioners and the Director of Census Operations, Himachal Pradesh.

Yours faithfully,
Sd/-
for Chief Secretary.

No. 4-37-GAD-II/68 Dated 30-12-1969.

Copy with 25 spare copies also forwarded to the Director of Census Operations, H.P., Boswell, Simla-5, w/r. to his D.O.No. SCOHP-9/69-2845 dated the 15th October, 1969.

Sd/-
for Chief Secretary.

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cf. Section XI- Enumeration Agency

Sl. No. 27

IMMEDIATE

NO. 2-29/70-Rev.I.

Government of Himachal Pradesh

Revenue Department

From

Shri U.N. Sharma,
Financial Commissioner-cum-Secretary (Revenue) to Government of Himachal Pradesh.

To

All the Deputy Commissioners in Himachal Pradesh.
Simla-2, the 24th March, 1970.

Subject :— Census Operations 1971-Issue of instructions.

Sir,

I am directed to say that the work with regard to the forthcoming decennial Census of 1971 has gaited full momentum. The operation is time bound and has been divided into two phases-houselisting operation scheduled for March-June this year and enumeration for the same period next year. To start with, Census Organisation has launched upon an extensive and intensive training

programme for the purpose. In the Districts, the Revenue Assistants have been appointed District Census Officers and the Tehsildars and Naib-Tehsildars as Chrage Officers. These officers will train, control and supervise the Circle Officers and the Circle Patwaries (the enumerators).

2. I am, therefore, to say that further transfers and long leave of the members of the revenue agency be stayed till the 30th June, 1970, unless it is absolutely essential to allow leave in public interest. As the Census work is of national importance, it is emphasized that the Tehsildars, Naib-Tehsildars and Kanungoes must take this work seriously. You may like to inform them that their performance in the Census Operations will be reflected in their annual confidential reports.

3. The receipt of this letter may please be acknowledged.

Yours faithfully
Sd/-
(U.N. Sharma)
Financial Commissioner-cum-Secretary (Revenue) to Government of Himachal Pradesh.

No. 2/29/70-Rev. I Dated Simla-2, the 24th March 1970.

Copy forwarded for information and necessary action to :-

1. The Commissioner (Revenue), Himachal Pradesh. Simla-2.
2. The Settlement Officer, Mandi District, Sundarnagar.
3. The Director of Land Records, Himachal Pradesh, Simla-2.
4. The Joint Secretary (Apptt.) to Govt. of Himachal Pradesh, Simla-2.
5. The Director of Census Operations, Himachal Pradesh, 35/Sector 10-A, Chandigarh.

Sd/-
(U.N. Sharma)
Financial Commissioner-cum-Secretary (Revenue).

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Cf. Section XI-Enumeration Agency

Sl. No. 28

**IMMEDIATE**

No. 2-29/70-Rev. I
Government of Himachal Pradesh
Revenue Department

From

Shri U.N. Sharma,
Financial Commissioner-cum-Secretary (Revenue) to the Government of Himachal Pradesh.

To

All the Deputy Commissioners in Himachal Pradesh.
Dated Simla-2, the 20th August, 1970.

Subject : Census Operations, 1971-Issue of instructions.

Sir,

I am to invite a reference to my letter of even number, dated the 24th March, 1970, where by instructions were issued to the effect that further transfers and long leave of the members of the revenue agency be stayed till the 30th June, 1970, and to say that the actual enumeration in the snow-bound areas, including Kinnaur District, would be taken in September, 1970, and in the rest of the areas in February, 1971. In view of these circumstances, the operations of the instructions already issued vide my letter of even number, dated the 24th March, 1970, is further extended upto the end of March 1971.

Please acknowledge receipt.

Yours faithfully,
Sd/-
(U .N. Sharma)
Financial Commissioner cum-Secretary (Revenue) to the Government of Himachal Pradesh.
Dated Simla-2, the 20th August, 1970.
No. 2-29/70/Rev. I.

Copy forwerded for information and necessary action to :-

1. The Commissioner (Revenue), Himachal Pradesh Simla-2.
2. The Settlement Officer, Mandi District Sundarnagar.

3. The Director of Land Records, Himachal Pradesh Simla-1

4. The Joint Secretary (Apptt.) to Government of Himachal Pradesh, Simla-2.

5. The Director of Census Operations, Himachal Pradesh Simla-5, with reference to his letter No. SCOHP-9/69-4815 dated the 25th July, 1970

Sd/-
(U. N. Sharma)
Financial Commissioner-cum-Secretary (Revenue) to the Government of Himachal Pradesh.

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cf. Section IX-Enumeration Agency

Sl. No. 29

D. S. Misra

D. O. No. SCOHP-9/69-520
Dated *Boswell*, Simla-5,
the 20th March. 1969.

My dear,

As you are aware the work connected with the 1971 Census in Himachal Pradesh has been entrusted to me. The Census is technically a central subject but it has been possible to carry out these operations successfully in the past through the generous help and willing cooperation of the Government of Himachal Pradesh. I am confident that for the 1971 Census also the Government of Himachal Pradesh would extend necessary help and cooperation.

2. At the State level the Census Organisation would require the help of the various departments of Goverment and heads of Departments. The District Officer will be head of Census Organisation in a District. As in the previous Censuses, he will be assisted by a P.C.S./I.A.S. Officer working under him and who would be designated as District Census Officer. In the previous Census Revenue Assistants/Sub-divisional Officers at headquarters of the District were appointed as the District Census Officers.

3. I trust that all my colleagues and other officials concerned with Census would extend desired cooperation and help in the conduct of Census Operations. It would be desirable if you could kindly issue suitable directions to all concerned to render whole-hearted cooperation in conducting the 1971 Census Operations successfully and efficiently. At the time of 1961 Census also instructions were issued to all heads of Deparments and Deputy Commissioners over the signature of the Chief Secretary to the Government of Himachal Pradesh. I would, therefore, request that a circular letter may kindly be issued to all Secretaries to the Government, heads of Departments and Deputy Commissioners and I may also be authorised to correspond with them directly.

4. As the Deputy Commissioners remain busy with multifarious duties they may not be able to give the desired attention to the letters and circulars issued by this office regarding Census work. It is desirable to nominate a P.C.S./I.A.S. Officer as District Census Officer so that he may attend to our letters/circulars on behalf of the Deputy Commissioner. The officers nominated by the Deputy Commissioners will be notified as District Census Officers under the Census Act of 1948.

5. A draft of the letter proposed for issue along with a copy of letter No. GAD-13/395/59, dated the 5th December, 1959 issued under the signatures of the then Chief Secretary to Himachal Pradesh Goverment in respect of 1961 Census is enclosed.

Yours sincerely,
Sd/-
(D.S. Misra)

Shri K.N. Channa, IAS.,
Chief Secretary to the
Government of Himachal Pradesh,
Ellersilie, Simla-2.

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cf. Section XIV-Census Heirarchy-Formation of Enumeration Blocks

Sl. No. 30

Office of the Director of Census Operations and Ex-Officeio Superientendent of Census Operations, Himachal Pradesh

General Administrative Arrangements

Circular No. 2 Gram : "HIMCENSUS' SIMLA
Phone : 2378

No : SCOHP-53/69
Dated "Boswell", Simla-5,
the 5th September, 69.

From

Shri D.S. Misra, IAS,
Director of Census Operations and
Ex-Officio Superintendent of Census Operations,
Himachal Pradesh.

To

All the Deputy Commissioners
in Himachal Pradesh.

Subject :- Census of India 1971-(1) Location Codes
(2) Delimitation of Census Divisions and
(3) Census Registers.

Sir,

I have the honour to state that following principles should be observed in the allotment of location codes, delimitation of Census divisions and preparation of Census registers for the 1971 Census.

**1. LOCATION CODES :**

As in 1961 Census for the purpose of 1971 Census also a system of location code numbers has been devised. Every District and every Tehsil/Sub-Tehsil has been allotted a location code number. It would be seen in the statement-I circulated with the Circular No. 1 dated the 29th July, 1969, that the location code numbers of the Districts run from 1 to 10 in a continuous order. Again within a District the Tehsils/Sub-Tehsils and Towns have been allotted location code numbers separately in a continuous order so that the code number of the last Tehsil/Sub-Tehsil and town is equal to the number of Tehsils/Sub-Tehsils and towns respectively within a particular District. With a view to have the convenience of distinction between urban and rural areas the code number in case of urban areas have been given in Roman, whereas the code numbers of Districts, Tehsils/Sub-Tehsils have been given in Arabic numerals.

**Location Codes in Towns**

In the urban areas, all the wards/mohallas within a town will be given location code numbers in a continuous order, taking into consideration the physical location of the different wards/mohallas. In case the wards/mohallas have already been numbered, these numbers may be adopted suitably.

**Location Codes in Rural Areas**

The concept of a revenue village differs from District to District and sometimes within the same District. The primary village wise figures-compiled on the basis of this concept are therefore rendered uncomparable from area to area, which defects the very purpose of collecting such detailed statistics is being done in Census. Therefore, with a view to having better and comparable picture of the various Districts it has been decided that in rural areas the following shall form the smallest Census units, which shall be given District code numbers in Arabic numerals in a continuous manner, so that the last code number allotted is equal to the number of smallest Census rural unit in a particular Tehsil/Sub-Tehsil.

| Smallest Census Rural Unit | Area where recognised |
|---|---|
| 1. Revenue Village | (i) In the Districts of Chamba, Mandi, Bilaspur, Mahasu, Kinnaur, Sirmur and Chamba. |
| | (ii) Una Tehsil of Kangra District. |
| 2. "Tikka" having a distinct *sub-hadbast number.* | Kangra District *excepting* — Una Tehsil. |
| 3. "Phatti" having a distinct sub-hadbast number. | Kulu and Lahaul & Spiti Districts. |

Obviously the revenue villages comprised of more than one smallest Census rural units will not be given any code numbers as the Tikkas/Phattis having a distinct sub-hadbast number form the smallest Census rural units in such cases. However, if a revenue village has no Tikka/Phatti having distinct sub-hadbast numbers, then it will be considered as the smallest unit itself and will therefore be given a location code number.

The smallest Census rural units will be allotted location code numbers at the charge (Tehsil/Sub-Tehsil) level. This job will be taken up only after a Tehsil/Sub-Tehsil map has been prepared (in accordance with the instructions given in Circular No. 1) in which the location and boundaries of all the smallest Census rural units are shown alongwith their hadbast /sub-hadbast numbers. In case there is no change in the territorial jurisdiction of the Tehsil/Sub-Tehsil since 1961 Census, the code numbers allotted to the various Census villages for the purposes of 1961 Census may be adopted this time also.

But wherever there have been jurisdictional change, or change with regard to the concept of the smallest Census rural unit, code numbers will have to be given afresh to all the smallest Census rural units in a systematic manner, the location code numbers preferably running from north-west to south-east of the Tehsil/Sub-Tehsil boundaries. In case of minor changes in the territorial jurisdictions of Tehsil/Sub-Tehsils, the system of code numbers followed in 1961 Census will be suitably modified, wherever necessary.

An important point with regard to the areas where Tikka and Phatti are proposed to be considered as the

smallest Census rural units, is that these units will be given code numbers running continuously within a revenue village bearing a main hadbast number and in the order of their sub-hadbast numbers. This, it is hoped, will prove to be very useful in all Census Operations including tabulation. For instance if a revenue village having hadbast number 50 has ten Tikkas/Phattis, and if the Tikka/Phatti with sub-hadbast number 50/1 gets code number say 132 then the next Tikkas/Phatti i.e. the one having sub-hadbast No. 50/2 will get code number 133 and so on till code number 141 when the list of Tikkas/Phattis within that particular revenue village is exhausted.

It has been noticed that in 1961 Census certain villages which were fully transferred to urban areas were also given location code numbers. The procedure suggested for 1971 Census is that all the smallest Census units which are fully or partially rural shall be allotted distinct location code numbers in a running, continuous order. It would naturally follow that the units which have been merged in the urban areas completely shall not be given location code numbers as these will be accounted for in the relevant towns.

**Sub-Code Number in Rural Areas**

It is observed that the smallest Census units often have such habitation patterns that these are in fact comprised of more than one locally recognised hamlets having distinct local names. Although these hamlets are not recognised as separate entities for the purpose of Revenue Department, yet the distinction of the names and habitation very much exists. It is feared that in the process of housenumbering/houselisting, and later during the enumeration of 1971 Census, some of these hamlets may be inadvertantly left out of account if some provision is not made to net in all these settlements automatically. With this object in view it is proposed that all such hamlets shall be given sub-code number. Although these sub-code numbers shall not be displayed, in the Tehsil/Sub-Tehsil maps, yet these will find place independently, in the village and charge registeres discussed in Section 3 of this note. The method of giving sub-code numbers will be that a location code number will be given to the main smallest Census unit and a distinct serial number within brackets to every single hamlet e g. if a smallest Census rural unit named PIHAN has been allotted location code number 96 and if it has three locally recognised hamlets namely PIHAN, SAPWAS and KHALTU, then the sub-location code numbers of these hamlets will be 96 (1), 96 (2) and 96 (3), respectively. The last serial numbers within brackets will be equal to the total number of hamlets which comprise a particular smallest Census rural unit.

It must once again be emphasised that the hamlets which are given sub-code numbers will not replace at any stage the smallest Census rural units which will be the basic units for the purposes of housenumbering houselisting, enumeration and also tabulation of primary data. It is expected that this procedure should exclude the chances of omission of any Census rural units during any of the Census Operations. Besides this we should be able to collect Census figures in respect of these hamlets which are not available so far.

## 2. DELIMITATION OF CENSUS DIVISIONS :

For the efficient carrying out of the Census Operations various officers are appointed to look after the Census work at various levels. A District will be devided into a numbers of Census charges. In the rural areas a Tehsil/Sub-Tehsil will constitute a charge and the Tehsildar/Naib-Tehsildar concerned shall be appointed as Charge Officer for that area. All urban areas, not being a Municipal Committee or Cantonment Board shall be included in the Tehsil charge, where as towns having a Municipal Committee or Cantonment Board shall be considered as separate Charges and the Secretary/Executive Officer of the Local Body shall be appointed as Charge Officer. Each cantonment area will form a special charge and the Executive Officer incharge of the area will be the Charge Officer for that area. The Secretary of a Notified Area Committee may be designated as Assistant Charge Officer for that area. Population inhabiting military areas will form Special Charge and the Commanding Officer of that military area will be designated as Military Census Officer for that area.

**Enumeration Blocks and Circles**

The area and population contained in each charge has to be divided into enumeration blocks and circles. An enumeration block will be formed of a population of 750 persons or say about 150 households in rural areas and of about 600 persons or say about 120 households in urban areas. However, it may be difficult to enumerate a population of 750 persons within the prescribed period because of the scattered nature of the population. In such sparsely populated areas, enumeration blocks with lesser population may be formed. Large sized Villages/Phattis/Tikkas may be divided to form more than one enumeration block. Similarly more than one Village/Phatti/Tikka may be rouped to form one enumeration block. However in no case, an enumeration block may include parts of two or more Villages/Phattis/Tikkas.

While forming an enumeration block of more than one Village/Tikka/Phatti, care should be taken to include contiguous Villages/Phattis/Tikkas in one block. The names of all Villages/Phattis/Tikkas contained in an enumeration block shall be entered in a register, which will be known as Charge Register, which has been discussed in Chapter 3 of this note. Similarly enumeration blocks will be formed in the urban areas in such a manner that no part of one ward/mohalla falls in more than one enumeration block.

These enumerator's blocks shall be formed before starting the operations of housenumbering and houselisting. The blocks should be formed with the greatest care and thoroughness, so that after completing housenumbering and houselisting operations, it can be adopted with modification (if at all necessary) for enumeration also. It should thus be realised that a little carefulness and thoroughness at the time of block formation would save much botheration and avoidable additional work at the enumeration stage.

In the rural areas the Patwaries will be responsible for the housenumbering and houselisting operations. A Patwari may have to carry out these operations in more than one enumeration block. Similarly in urban areas the blocks will be formed before the housenumbering houselisting operations. The staff of the Local Body or other Government Departments will be employed for housenumbering and houselisting operations.

There will be a circle supervisor to guide and supervise the work of 4 to 6 enumerators. He will be responsible for the accuracy of work within his circle. In the rural areas, the Field Kanungo can be appointed as Census supervisor. In urban areas, officials of the Local Body concerned should be appointed as Census supervisor for a group of enumeration blocks.

## 3. CENSUS REGISTERS

The following four important registers, the formats of which are given in Appendices I to IV to this circular, are proposed to be maintained at various levels. (The formats of the village and town registers circulated with the first circular dated the 29th July, 1969, have been dropped.)

(i) Census Village Register.
(ii) Charge Register for Rural Areas.
(iii) Charge Register for Urban Areas.
(iv) Register of receipt and distribution of Census forms and instructions.

The importance of these registers need hardly be emphasised in view of the fact that all the Census Operations shall be based on the information recorded therein. Therefore all these registers must be prepared very neatly and accurately in English. Adequate number of registers are being prepared in this office and shall be supplied to the District Census Officers in requisite numbers, soon. Necessary vertical and horizontal lines on the pages therein shall be drawn in the Charge/Sub-Charge Offices.

The procedures to be followed in the preparation and maintenance of these Census registers are detailed in the following lines, individually for each Register.

### (i) Census Village Register

This register shall be prepared in duplicate in every charge and will cover the entire rural area within the jurisdictions of the charge. After the completion of the Census Operations one copy of the register shall be sent to the office of the Superintendent of Census Operations, Himachal Pradesh, whereas the duplicate copy shall be kept in the Tehsil/Sub-Tehsil records.

The objective of the preparation of this register is that a complete inventory of all the smallest Census rural units alongwith their respective hamlets, if any, showing certain other important information is prepared. It will be on the basis of this village register that delineation of enumerator's blocks and supervisory circles shall be done. The data regarding area will be used at the Tabulation stage.

Columns 1 to 6 of the register shall be filled up in the first instance while columns 7 and 8 shall be filled up after completing houselisting and enumeration respectively. The example given in appendix I illustrates how to complete this register. The various columns of this register are discussed hereunder.

**(Col.1) Sl. No. of Location Code**

In this column the code numbers of the smallest Census rural units shall be recorded in serial order. Wherever smallest Census rural units have one or more hamlets their sub-code numbers shall follow the code number of the main smallest Census rural unit.

**(Col. 2) Name of village and hamlets (if any)**

In the order of the code and sub-code numbers the names of the smallest Census rural units and hamlets thereof (if any) shall be posted. The names of the hamlets shall obviously follow those of the main smallest Census rural units. It may be pointed out here that barring a few unavoidable exceptions, where housenumbering may have to be done hamletwise, the housenumbering shall be done continuously in the smallest Census rural unit. The entries of names of the hamlets (if any)

shall follow the order of the housenumbering scheme. The names of main smallest Census rural units shall be written in capital letters, whereas those of hamlets (with sub-code numbers) shall be written in itallics.

**(Col. 3) Hadbast No./Sub-hadbast No. of Village/Hamlet (if any).**

In this column the hadbast Nos./Sub-hadbast Nos. of the smallest Census rural units shall be shown against each. In case of hamlets which don't have any sub-hadbast number and which have been allotted only sub-code numbers, a dash ( -) shall be put in this column against such hamlets.

**(Col. 4 and 5) Area in acres and Sq. Kms.**

The total area of the smallest Census rural unit shall be posted in these columns. For hamlets having a sub-code number a dash (—) shall be put in this column. In case of units which have partially been transferred to urban areas, the area which is left rural after such transfer shall be recorded. The totals of the columns should tally with the total rural area of a Tehsil/Sub-Tehsil in acres and sq. Kms. respectively.

**(Col. 6) Total Population of Village/Hamlet in 1961**

This information will be posted against every smallest Census rural units, which is available in the District Census Handbooks 1961 Census, some of which have already been printed. In case of areas the District Census Handbooks in respect of which are not yet printed the 1961 population figures will be available in the Tehsil/Sub-Tehsils/District Census records of 1961 Census.

**(Col. 7) Total population of the village according to houselist for 1971**

Against every smallest Census rural unit and the hamlets the total population according to the houselists that will be prepared for 1971 Census, shall be posted, after completing the housenumbering and houselisting operations. In case of units having hamlets which are given sub-code numbers the population shown against a smallest Census rural unit shall be equal to the total of the figures shown against the hamlets. The total of this column shall give out the total houselist population in respect of rural areas of a Tehsil/Sub-Tehsil.

**(Col. 8) Total Population of the village/hamlet according to 1971 Census**

This column shall be filled up after completing the enumeration of 1971 Census. The total of this column shal be equal to the 1971 Census population of the rural areas of a Tehsil/Sub-Tehsil.

**(ii) Charge Register for Rural Areas**

This register shall be prepared in duplicate in every charge and will cover the rural areas within its jurisdiction. After completion of the Census Operations one copy of this register shall be sent to the office of the Superintendent of Census Operations, Himachal Pradesh whereas the duplicate copy shall be kept in the Tehsil/Sub-Tehsil records. This register copy shall be the pivot around which all the Census Operations shall revolve.

Having prepared the Census village register, the work of formation of enumerator's blocks will be taken up. Starting from the smallest Census rural unit having location code No. 1 a convenient number of enumerator's blocks shall be formed (as explained in section 2 delimitation of Census divisions) and entries shall be made in this register block-wise. Columns 1 to 3 of the register shall be completed well in advance of the housenumbering and houselisting operations, cols. 4 to 7 after the housenumbering houselisting operations and cols. 8 to 12 after appointment of the enumerators and supervisors for Census enumeration. The Charge Officers shall have to use their sense of judgement in the formation of the enumerator's blocks of convenient sizes, so that, as far as possible no change is required to be made in them at the time of enumeration. A Patwari may be made responsible for more than one enumerator's block for the purposes of housenumbering and houselisting operations,but for enumeration one enumerator shall be put in charge of one block. The various columns of the register as illustrated in Appendix-II are discussed hereunder.

**(Col. 1) Serial No. of Enumeretor's Block**

The enumerator's blocks shall be numbered serially so that the number of the last block shall be equal to the total number of blocks in a charge. The first smallest Census rural unit (or part thereof) shall fall in the last enumerator's block of a particular Tehsil/Sub-Tehsil. The serial numbers of the blocks shall be given in this column one after the other. The remaining particulars shall also be filled up block-wise.

**(Col. 2) Name of village(s)/Hamlets included in the block**

There are three possibilities for this column i.e.

(a) If a complete smallest Census rural unit goes to form one block, then the name of the unit and its hamlets (if any) shall be entered in this column.

(b) If more than one block are culled out of one smallest Census rural unit then its name shall be repeated against all these blocks which are formed out of it, particularly recording the names of hamlets (if any) in each case.

(c) If more than one smallest Census rural unit are grouped into one block then the names of all the units contributing towards the jurisdictions of the block alongwith their hamlets (if any) shall be recorded one after the other. Here also, the names of the main smallest Census rural units shall be written in capital letters whereas those of hamlets (with sub-code numbers) shall be recorded in italics.

**(Col. 3) Code/Sub-Code Nos. of village(s) hamlets**

The code numbers of the smallest Census rural unit and sub-code numbers of hamlets thereof as entered in column 2 shall be recorded against them in this column.

**(Col. 4 and 5) No. of Census houses in the block as per houselist for 1971 Census (From———to———)**

The house numbers (from———to———) of all the smallest Census rural units and hamlets thereof (if any) included in a block shall be entered in this column in the same order as given in the village register (i.e. in the order of the housenumbering scheme followed).

**(Col. 6) No. of Census households as per houselist 1971 Census and (Col. 7) population of the block as per houselist 1971 Census**

Entries in those two columns shall obviously be made on the basis of the houselists after housenumbering and houselisting operations. The total of entries in col. 7 shall be equal to the total houselist population of rural areas of a Tehsil/sub-Tehsil.

**(Col. 8) Name, Designation and address of the enumerator and (Col. II) Name, Designation and address of the supervisor**

These columns shall be filled up immediately after the appointment of the staff for enumeration purposes. In cases where last minute changes in the staff are made due to exigencies like sickness of the enumerator/ supervisor, the necessary corrections shall be made in these columns of the register so that finally the register shows the particulars of the staff actually engaged in the enumeration of 1971 Census.

**(Col. 9) No. of Supervisory Circle (blocks within a circle to be bracketed)**

The blocks that are supposed to form a particular supervisory circle shall be bracketed and the serial number of the supervisory circle entered in this column. The circles shall be given serial numbers in a running order, as in case of blocks.

***(Col. 10) No. of blocks in the supervisory circle***

Here the actual number of blocks that constitute a Circle shall be posted.

**(Col. 12) Remarks**

Any remarks that the Charge Officer considers worth recording in relation to a particular block/circle may be entered here. This column must be used where last minute changes are made in the staff.

**(iii) Charge/Sub-Charge Register for Urban Areas**

This register shall be prepared like the previous two registers in duplicate, for every town. After completion of the Census Operations, one copy of the register shall be sent to the office of the Superintendent of Census Operations, Himachal Pradesh, and the duplicate copy shall be kept in the record of the charge/ sub-charge office i.e. in the Tehsil/Sub-Tehsil office or the urban Local Body (in case of sub-charges). Most of the columns have corresponding columns as in the charge register for rural areas, discussed in the previous sub-section (ii). An illustration appears at Appendix III. However these columns are discussed hereunder :—

**(Col. 1) Sl. No. of Enumerator's Block**

The enumerator's blocks shall be serially numbered so that the number of the last block be equal to the total number of blocks in a town. To avoid possible ambiguties the blocks shall preferably follow the order of the wards/mohallas if housenumbering is done ward-wise/mohallawise and if all the houses in a town are numbered in a single continuous order ; then from here number 1 to the last.

**(Col. 2) Name/Number of Ward/Mohalla (or parts thereof) included in the block**

In some towns the various wards/mohallas are named while in others they are simply numbered. The name(s)/number(s) of ward(s), mohalla(s) included fully or partly in a particular block shall be recorded in this

column one after the other. All names shall be recorded in capital letters.

**(Col. 3 & 4) No. of Census houses in the block as per houselist for 1971 Census (from———to———).**

The housenumbers (from———to———) of all the wards/mohallas (or parts thereof) as included in the block shall be recorded in running order, in this column.

**(Col. 5) No. of Census Households as per Houselist 1971 Census and (Col. 6) Population of the block as per houselist 1971 Census**

Entries in these two town columns shall obviously be made after the housenumbering houselisting operations, and on the basis of the houselists. The total of all the entries in column 6 shall be equal to the total houselist population of the town.

**(Col.7) Name, Designation and address of the Enumerator and (Col.10 Name, Designation and address of the Supervisor**

These columns shall be filled up immediately after the appointment of the staff for enumerati
In cases where last minute changes in the staff are made due to exigencies like sickness of the enumerator/supervisor, the necessary corrections shall be made in these columns of the register, so that finally the register shows the particulars of the staff actually engaged in the enumeration of 1971 Census.

**(Col. 8) No. of Supervisory Circle (blocks within a circle to be bracketed)**

The blocks that constitute a particular supervisory circle shall be bracketed and the serial number of supervisory circle entered in this column. The circles shall be given serial numbers in a running order which will follow the scheme of delineation of the blocks.

**(Col. 9) No. of blocks in the Supervisory circle**

The actual number of blocks that constitute a circle shall be posted here.

**(Col. 11) Total population of the block according to 1971 Census**

This column shall be filled up on the basis of the results of the enumeration of 1971 Census. The total of this column shall give out total population of the town according to 1971 Census.

**(Col. 12) Remarks**

Any remarks that the Charge Officer (Assistant Charge Officer in case of a sub-charge) considers worth recording here in relation to a particular block/circle may be entered here. This column must be used where last minute changes are made in the staff.

**(iv) Register of receipt and distribution of Census Forms and Instructions**

This register shall be prepared in every District Charge and sub-charge Census office and the receipt and distribution of the various schedules, forms and copies of instruction books/series issued from time to time shall be shown in it. The various columns of this register (appendix IV) are self explainatory. Provision of separate sheets for the various forms shall be made and the particulars of a form/schedule/instructions book shall be written on the top right hand side of the first page of the sheets provided for maintaining account of that form/schedule/instructions book.

Thus suitable provision of sheets shall be made in the first instance for the following schedules, forms, books of instructions which have been prescribed till now :—

1. Houselist Schedule.
2. Establishment Schedule.
3. Houselist Abstract Form.
4. Houselist Abstract for Enumerator Form.
5. Individual Slip.
6. Pass for Snowbound areas (in case of snowbound areas only).
7. Degree Holder and Technical Personnel Card.
8. Population Record Form.
9. Enumerator's Daily Posting Statement (Form M).
10. Enumerator's Daily Posting Statement (Form F).
11. Enumerator's Abstract (Form T).
12. Instructions to Enumerators for filling up the Houselist and Establishment Schedule.
13. Instructions to Enumerators for filling up the Individual Slip.
14. Supplement to Instructions to Enumerators for filling up the Individual Slip.
15. List of Scheduled Castes/Scheduled Tribes.

Sufficiently thick registers are being supplied for this purpose. But in case the pages provided therein are

considered to be insufficient in any charge/sub-charge an additional register may be prepared on the same lines and the two registers may be tagged together. Record of some of the forms may be maintained in the first register and of others in the second register.

Yours faithfully,
Sd/-
(D.S. Misra)
Director of Census Operations and
Ex-Officio Superintendent of Census
Operations, Himachal Pradesh.

No. : SCOHP-53/60- Dated. *Boswell*, Simla-5 the September, 1969.

Copy forwarded for information and necessary action to :-

1. Shri Het Ram, District Census Officer (R.A.), Bilaspur with 6 spare copies for Sub-Divisional Census Officers and Charge Officers.
2. Shri S.N. Verma, District Census Officer (R.A.), Kangra District, Dharamsala with 30 spare copies for Sub-Divisional Census Officers and Charge Officers.
3. Shri Surinder Pal, District Census Officer (R.A.), Sirmur District, Nahan with 12 spare copies for Sub-Divisional Census Officers and Charge Officers.
4. Shri A.J.S. Sahney, District Census Officer (T.O.), Kinnaur District, Kalpa, with 14 spare copies for Sub-Divisional Census Officers and Charge Officers.
5. Shri B.R. Lakhanpal, District Census Officer (M.I.C.), Simla with 14 spare copies for Sub-Divisional Census Officers and Charge Officers.
6. Shri Romesh Kumar, District Census Officers (R.A.), Mahasu District, Kasumpti, with 25 spare copies for Sub-Divisional Census Officers and Charge Officers.
7. Shri Karam Singh, District Census Officer (R.A.), Mandi District, Mandi with 16 spare copies for Sub-Divisional Census Officers and Charge Officers.
8. Shri M.C. Padam, District Census Officer (R.A.), Chamba with 12 spare copies for Sub-Divisional Census Officers and Charge Officers.
9. Shri T.R. Sharma, District Census Officer (G.A.), Kulu with 10 spare copies for Sub-Divisional Census Officers and Charge Officers.
10. Shri P.T. Wangdi, District Census Officer (D.C.), Lahaul & Spiti District, Keylong with 5 spare copies for Sub-Divisional Census Officers and Charge Officers.

Sd/-
(D.S. Misra)
Director of Census Operations and
Ex-Officio Superintendent of Census
Operations, Himachal Pradesh.

APPENDIX-I

# 1971 CENSUS

## HIMACHAL PRADESH

### CENSUS VILLAGE REGISTER

Name of the District.....  Census Location Code No.....

Name of Tehsil/Sub-Tehsil.....  Census Location Code No.....

| Sl. No. of Location code | Name of Village and Hamlets (if any) | Hadbast No./Sub-Hadbast No. of Village/ Hamlet (if any) | AREA | | Total Population of the village/ hamlet in 1961 | Total Population of the village according to Houselist for 1971 | Total Population of the village/hamlets according to 1971 Census |
|---|---|---|---|---|---|---|---|
| | | | Acres | Sq. Kms. | | | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| | Illustration for areas where a revenue village is the smallest Census Rural Unit | | | | | | |
| 1. | NURANDI | 38 | 595 | 2.41 | 430 | 414 | 425 |
| 1(1) | Nurandi | – | – | – | 125 | 151 | 153 |
| 1(2) | Jharaun | – | – | – | 205 | 263 | 272 |
| 2 | BANI | 37 | 52 | 0.21 | 312 | 377 | 382 |
| 3 | KASAN | 39 | 1,134 | 4.59 | 285 | 366 | 383 |
| 3(1) | Kasan | – | – | – | 172 | 201 | 209 |
| 3(2) | Raru | – | – | – | 45 | 68 | 69 |
| 3(3) | Nangni | – | – | – | 68 | 97 | 105 |
| | Etc..... | | | | | | |
| | Illustration for areas where Tikka/Phatti having a sub-hadbast number is the smallest Census Rural Unit | | | | | | |
| 1. | BHANOLI | 1/1 | 257 | 1.04 | 311 | 379 | 387 |
| 2. | DOLAB | 1/2 | 904 | 3.66 | 219 | 284 | 289 |
| 3. | BANERU | 1/3 | 624 | 2.53 | 594 | 705 | 726 |
| 3(1) | Onarar | – | – | – | 233 | 290 | 302 |
| 3(2) | Samker | – | – | – | 361 | 415 | 424 |
| 4. | KHARAR | 10/1 | 458 | 1.85 | 248 | 302 | 318 |
| 5. | JANALA | 10/2 | 627 | 2.54 | 35 | 47 | 54 |
| | Etc..... | | | | | | |

APPENDIX—II

# 1971 CENSUS

## HIMACHAL PRADESH

## CHARGE REGISTER FOR RURAL AREAS

Name of District.....  Census Location Code No.....

Name of Tehsil/Sub-Tehsil.....  Census Location Code No. ..... .....

| Sl. No. of Enumerator's Block | Name of Village (s) /Hamlets included in the Block | Code/ Sub-Code Nos. of Village(s)/ Hamlets. | No. of Census Houses in the block as per houselist for 1971 Census From | To | No. of Census Households as per houselist 1971 Census | Population of the block as per houselist 1971 Census | Name, Designation and Address of the Enumerator | Sl. No. of Supervisory circle (blocks within a circle to be bracketed) | No. of blocks in the Supervisory Circle | Name, Designation and Address of Supervisor. | REMARKS |
|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 1. | NURANDI<br>Nurandi<br>Jharaun | 1<br>1(1)<br>1(2) | 1<br>1<br>212(1) | 618(4)<br>211(2)<br>618(4) | 81 | 414 | Sh. Ram Singh Teacher Govt. High School, Vill., & P.O. Nurandi | – | – | Sh, Prem Singh Headmaster, Govt. High School, Vill. & P.O. Nurandi. | |
| 2. | BANI | 2 | 1(1) | 506(3) | 177 | 743 | Sh. Karam Chand Panchayat Secretary, Gram Panchayat Bani. | 1 | 5 | | |
| | Etc..... | | | – | | | | Contd. upto the 5th Block | | | |

APPENDIX-III

# 1971 CENSUS

## HIMACHAL PRADESH

## CHARGE/SUB—CHARGE REGISTER FOR URBAN AREAS

Name of District.....

Census Location Code No.....

Name of Tehsil/Sub-Tehsil.....

Census Location Code No.....

Name of Town.....

Census Location Code No.....

| Sl. No. of enumerator's block | Name/No. of Ward/Mohalla (or parts thereof) included in the block | No. of Census houses in the block as per houselist for 1971 Census | | No. of Census households as per house list 1971 Census | Population of the block as per house list 1971 Census | Name, Designation and address of the Enumerator | Sl. No. of Supervisory circle (blocks within a circle to be bracketed) | No. of Blocks in the Supervisory Circle | Name, Designation and address of Supervisor | Total population of the block according to 1971 Census | REMARKS |
|---|---|---|---|---|---|---|---|---|---|---|---|
| | | From | To | | | | | | | | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 1. | Kashmiri mohalla | 1(1) | 312(4) | 110 | 572 | Sh. Naresh Kumar Teacher, Govt. High School, Chamba | —— | —— | | 586 | — |
| 2. | Hatnala mohalla | 313 | 527(3) | 118 | 613 | Sh. Ramesh Chand Draftsman, P.W.D. Office, Chamba. | 1 | 4 | Sh. Jagdish Singh Headclerk, B.D.O'S Office, Chamba. | 623 | — |
| 3. | Hatnala mohalla | 528 (1) | 817(2) | 102 | 510 | Sh. Tarlock Chand Clerk, D.C's Office, Chamba. | —— | —— | | 518 | — |
| 4. | Jansali mohalla | 818(1) | 1012(3) | 121 | 622 | Sh. Desh Raj Teacher, Govt. High School, Chamba. | —— | —— | | 639 | — |
| | Etc..... | | | | | | | | | | |

APPENDIX—IV

*Register of Receipt and Distribution of Census Forms and Instructions*

Name of District.....

Particulars of Forms (Loose, books, Pads)/ Books of Instruction.....

Office of the District Census Officer/

Charge Officer/Assistant Charge Officer.....

| RECEIPT | | | | DISTRIBUTION | | | | | |
|---|---|---|---|---|---|---|---|---|---|
| Date | Number received | Source from which received | Intitials of District Census Officer/ Charge Officer/ Assistant Charge Officer | Date | Number issued | To whom issued | Balance in stock | Initials of District Census Officer/ Charge Officer/ Assistant Charge Officer | Remarks |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8. | 9. | 10 |

cf. Section XIV-Census heirarchy-Formation of Enumeration Blocks

Sl. No 31

**Message from the Chief Minister Dr. Y. S. Parmar issued on 9th March, 1972**

दोस्तो,

हमारे देश में अगली जनगणना जो पहले फरवरी 1971 में होनी थी अब 10 मार्च से 31 मार्च 1971 तक होगी। ऐसा लोकसभा के चुनाव की वजह से करना पड़ा। हिमाचल प्रदेश में भी यह कार्य इन्हीं दिनों में पूरा किया जावेगा, जो कुछ इलाकों में जहां बर्फ पड़ने के कारण आने जाने के साधन मुश्किल होते हैं जनगणना का काम पिछले सितम्बर में पूरा कर लिया गया था। हिमाचल की जनता अभी-अभी लोकसभा के चुनाव की भट्ठी में से गुजर चुकी है मगर मुझे उम्मीद है कि वो जनगणना के काम में भी पूरी दिलचस्पी लेगी। ये आंकड़े जो जनगणना में इकट्ठे किये जाते हैं बहुत महत्वपूर्ण होते हैं और इनके आधार पर ही प्रदेश की जनता का जीवन स्तर ऊंचा उठाने की योजनायें बनाई जायेंगी। इसलिये यह जरूरी है कि ये आंकड़े सही हों और विश्वास के योग्य हों। यह तभी मुमकिन है जब हिमाचल का हर व्यक्ति इस काम में पूरा-पूरा सहयोग दें। जनगणना के दौरान जनगणना विभाग का अधिकारी हर घर पहुंचेगा और हर व्यक्ति चाहे वह छोटा है या बड़ा है या नवजात शिशु ही है, के बारे में कुछ प्रश्न पूछेगा। हर व्यक्ति के बारे में एक व्यक्तिगत पर्ची भरी जावेगी जिसमें सत्रह प्रश्न हैं। जनगणना अधिकारी इन प्रश्नों के उत्तर सही-सही जो आप लिखायेंगे, लिखेगा और आप भी अपनी तसल्ली कर लें कि वो वही लिख रहा है जो आप लिखा रहे हैं। आप बिना संकोच किसी किस्म के दबाव के वगैर ठीक उत्तर दें, क्योंकि जो कुछ भी आप बतायेंगे गोपनीय होगा और किसी अन्य कार्य के लिये प्रयोग नहीं हो सकता। मेरा हिमाचल की जनता से अनुरोध है कि वो जनगणना के काम में पूरा सहयोग दें ताकि ठीक और सही आँकड़े इकट्ठे किये जा सकें जो प्रदेश के विकास के लिये सुचारू रूप से योजनायें और परियोजनायें बनाने के लिये काम में लाये जा सकें।

जयहिन्द

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cf. Section XVI—The Census Enumeration

Sl. No. 32

IMMEDIATE

Government of India
Ministry of Home Affairs
New Delhi-1, the 3rd July, 1969.
12 Asadha, 1891.

NOTIFICATION

S.O. ... In pursuance of Section 3 of the Census Act, 1948 (37 of 1948), the Central Government is pleased to declare that a Census of the population of India shall be taken during the year 1971. The reference date for the Census will be the sunrise on 1st March, 1971.

[28/101/69-Pub. I]

Sd/-
(K.R. Prabhu)
Joint Secretary to the Government of India

No. F. 28/101/69-Pub. I New Delhi-1, the 3rd July, 1969.
12 Asadha, 1891.

Copy forwarded for information to all State Governments/Union Territories.

Sd/-
(L.D. Hindi)
Under Secretary to the Government of India.

No. F. 28/101/69-Pub. I New Delhi-1, the 3rd July, 1969.
12 Asadha, 1891.

Copy forwarded for information to the Registrar General of India, New Delhi.

Sd/-
(L.D. Hindi)
Under Secretary to the Govvernment of India.

15 copies for Public I Section.

Office of the Registrar General, India

No. 9/30/69-CTU New Delhi-11, 9th July, 1969.

A copy of M.H.A. Notification No. F. 28/101/69-Pub. I dated the 3rd July, 1969 is endorsed to all Superintendents of Census Operations for information.

Sd/-
(K.K. Chakravorty)
Central Tabulation Officer.

cf. Section XVII—The Census Act

Sl. No. 33

IMMEDIATE

Government of India
Ministry of Home Affairs
Office of the Registrar General, India

New Delhi, the 14th January, 1971.

S.O. 371-In pursuance of Section 3 of the Census Act, 1948 (37 of 1948), the Central Government hereby makes the following amendment to the Notification of the Government of India in the Ministry of Home Affairs No. S.O. 2709, dated the 3rd July, 1969 namely:-

In the said Notification, for the expression "lst March, 1971", the expression "lst April, 1971" shall be substituted.

[No. 9/30/69-CTU]

Sd/-
(A. Chandra Sekhar)
Registrar General, India
& ex-officio, Joint Secretary
to the Government of India.

No. 9/30/69-CTU (CEN) New Delhi-11, dated the 1 March, 1971.

Copy forwarded for information to:-

(i) All State Governments/Union Territories
(ii) All Directors of Census Operations.

[The above amendment has been published in the gazette of India, Part II-Section 3-Sub-Section (ii) dated January 23, 1971]

Sd/-
(K.D. Ballal)
Deputy Registrar General, India
& ex-officio, Deputy Secretary
to the Government of India.

cf. Section XVII—The Census Act.

Sl. No. 34

The Census Act, 1948
(Act No. XXXVII of 1948)

Amended by Acts XL of 1949. II of 1950, the Adaptation of Laws Order, 1950 and Act XXII of 1959.

(Passed by Dominion Legislature)

Received the assent of the Governor General on the 3rd September, 1948.

AN ACT

To provide for certain matters in connection with the taking of Census.

Whereas it is expedient to provide for the taking of Census in India or any part thereof whenever necessary or desirable and to provide for certain matters in connection with the taking of such Census.

It is hereby enacted as follows :-

1. *Short title and extent* - (i) This Act may be called the Census Act, 1948.

(ii) It extends to the whole of India.

2. *Rule of construction respectively enactments not extending to Jammu and Kashmir* - Any reference in this Act to the Indian Penal Code (XLV of 1860), or the Indian evidenc Act, 1872 (I of 1872) shall, in relation to the State of Jammu and Kashmir, be construed as a reference to the corresponding enactment in force in that State.

3. *Central Government 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* - (i) The Central Government may appoint a Census Commissioner to supervise the taking of the Census throughout the area in which the Census is intended to be taken and Superintendents of Census Operations to supervise the taking of the Census within the several States.

(ii) The State Government may appoint persons as Census Officers to take, or aid in, or supervise the taking of the Census within any specified local area and such persons when so appointed, shall be bound to serve accordingly.

(iii) A declaration in writing, singed 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.

(iv) The State Government may delegate to such authority as it thinks for the power of appointing Census Officers conferred by sub-section (2).

(5) *Status of Census authorities as public servants*:- Census Commissioner, all Superintendents of Census Operations and all Census Officers shall be deemed to be public servants within the meaning of the Indian Penal Code (XLV of 1860).

(6) *Discharge of duties of Census Officer in cases* - (i) Where the District Magistrate, or such authority as the State Government may appoint in this behalf, by a written orders so directs:-

(a) Every officer in command of any body of men belonging to the naval, military or air forces or of any vessel of war, of India,

(b) every person (except a pilot of harbour-master) having charge or control of a vessel,

(c) every person incharge of a lunatic asylum, hospital, work house, prison, reformatory or lock-up or of any public, charitable, religious or educational institutions,

(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 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.

(ii) All the provisions of this Act relating to Census Officer 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 (XLV 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 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, firms, and establishment, to give such assistance as shall be specifies 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 (XLV of 1860).

8. *Asking of questions and obligation to answer -*

(i) 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.

(ii) Every person of whom any question is asked under sub-section (1) shall be legally bound to answer such question to the best of his knowledge or belief.

Provided that no person shall be bound to state the name of any female member of his household, and no woman shall be bound to state the name of her husband or deceased husband or of any other person whose name she is forbiden by custom to mention.

9. *Occupier to permit access and affixing 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 or Manager to fill up schedule-* (i) 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 an 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 their of 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.

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

(b) Any Census Officer who intentionally puts any offensive or improper question or knowingly makes any false return or, without the previous sanction of the Central Government or the State Government, discloses any information which he has received by means of, or for the purposes

of a Census return, or

(c) Any sorter, compiler or other member of the Census staff who removes secrets, damages or destroys any Census document or ideals 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, refuses to answer to the best of his knowledge or belief, any question asked of him by a Ceusus 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 on or affixed for the purpose of the Census, or

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

(h) Any person who trespasses into a Census office, shall be punishable with fine which may extend to one thousand rupees and in case of a conviction under part (b) or (c) shall also be punishable with imprisonment which may extend to six months.

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 any authority authorised in thisbehalf 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 or in a Part B State, a Magistrate corresponding to a Magistrate of the second class shall try, whether under this Act or under any other law,any Act or omission which constitutes an offence under this Act.

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 not withstanding anything to the contrary in the Indian evidence Act, 1872 (I of 1872), no entry in any such book, register, record or schedule shall be admissible as evidence in any civil proceeding whatsoever or in any criminal proceeding other than a prosecution under this Act or any other law for any act or omission which constitutes an offence under this Act.

16. *Temporary suspension of other laws as to mode of taking Census in Municipalities*—Notwithstanding anything in any enactment or rule with respect to the mode in which a Census is to be taken in any municipality the municipal authority, in consultation with the Superintendent of Census Operations or with such other authority as the State Government may authorise in this behalf, shall, at the time appointed for the taking of any Census cause the Census of the municipality to be taken wholly or in part by any method authorised by or under this Act.

17. *Grant of statistical abstract*—The Census Comissioner or any Superintendent of Census Operations or such person as the State Government may authorise in this behalf may, if he so thinks fit, at the request and cost (to be determined by him) of any local authority or person, cause abstracts to prepared and supplied containing any such statistical information as can be derived from the Census returns for India or any State as the case may be, being information which is not contained in any published report and which in his opinion it is reasonable for that authority or person to require.

18. *Power to make rules*—(i) The Central Government may make rules for carrying out the purposes of this Act.

(ii) In particular, and without prejudice to the generality of the foregoing power, the Central Government may make rules providing for the appointment of Census Officers and of persons to perform any of the duties of Census Officers or to give assistance towards the taking of a Census, and for the general instructions to be issued to such officers and persons.

cf. Section XVII—The Census Act

Sl. No. 35

Government of Himachal Pradesh
General Administration Department-II

Simla-2, the 16th August, 1969.

NOTIFICATION

No. 4-37-GAD-II/69. In exercise of the powers conferred by sub-section (2) of Section 4 of the Census Act 1948, (Act No. 37 of 1948) read with the Government of India, Ministry of Home Affairs Notification No.2/26/49-(II)-Public, dated the 13th January, 1950, the Lieutenant Governor Himachal Pradesh, is pleased to appoint the following officers as District Census Officers to take, or aid in, or supervise the taking of the Census within the limits of their respective Districts with immediate effect:-

1. Revenue Assistant, Chamba District, Chamba.
2. Revenue Assistant, Kangra District, Dharamsala.
3. Revenue Assistant, Mandi District, Mandi.
4. General Assistant, Kulu District, Kulu.
5. Deputy Commissioner, Lahaul & Spiti District, Keylong.
6. Revenue Assistant, Bilaspur District, Bilaspur.
7. Revenue Assistant, Mahasu District, Kasumpti.
8. Magistrate lst Class, Simla District, Simla.
9. Revenue Assistant, Sirmur District, Nahan.
10. Treasury Officer, Kinnaur District, Kalpa.

The Lieutenant Governor is further pleased to appoint all Sub-Divisional Officers (Civil) as Sub-Divisional Census Officers within the limits of their respective jurisdiction with immediate effect.

Sd/-
Chief Secretary.

No. 4-37-GAD-II/69 Dated Simla-2 the 16th August, 1969.

Copy forwarded to:

1. The Superintendent of Census Operations, H.P., Simla-5, w/r. to his D.O. No. SCOHP-9/69-1710 dated the 28th July, 1969 (with 100 spare copies).
2. All the D.Cs. in H.P.
3. All the District Census Officers (by their present designation).
4. All Sub-Divisional Officers (Civil).
5. The Manager, H.P. Govt. Press, Simla for publication in the Rajpatra.

Sd/-
(S.K. Alok)
Joint Secretary (GAD)
to the Government of Himachal Pradesh.

cf. Section XVII—The Census Act

Sl. No. 36

Government of Himachal Pradesh
General Administration Department

Dated Simla-2, the 26/11, 1969.

NOTIFICATION

No. 4-37/68-GAD-II. In pursuance of the provisions of sub-section (1) of the Section 8 of the Census Act, 1948 (XXXVII of 1948). The Lieutenant Governor, Himachal Pradesh hereby authorises all Census Officers to ask all persons within the limits of the local area for which they have been respectively appointed, the questions necessary for collecting information in respect of housenumbering and houselisting operation for the 1971 Census as enumerated in the schedules I and II annexed hereto.

Under sub-section (2) of the said section every person is legally bound to answer such questions to the best of his knowledge and belief.

SCHEDULE—I
(Houselist)

Questions:

1. Building number (Municipal or Local authority or Census No.)
2. Census Housenumber.

3. Predominant construction material of Census house,
   (a) Material of wall.
   (b) Material of roof .
4. Purpose for which Census house is used e.g. residence, shop, shop-cum-residence, business, factory, workshop, workshop-cum-residence, school, bank, commercial house, office, hospital, hotel, etc., or vacant.
5. Is it used wholly or partly as an establishment.
6. If used wholly or partly as a residence,
   (a) Household number.
   (b) Name of the Head of Household.
   (c) If Scheduled Caste or Scheduled Tribe, name of Caste/Tribe.
   (d) Number of living rooms in the occupation of Census Household.
   (e) Does the Household live in owned or rented house.
   (f) Number of persons normally residing in Census Household on day of visit of the enumerator (Males, Females).
   (g) Does the Household cultivate land.

SCHEDULE—II
(Establishment Schedule)

Questions:

1. Name of the Establishment or of the proprietor.
2. Is the establishment (a) Govt./Quasi Govt. (b) Private (c) Cooperative Institution.
3. Average number of persons working daily last week or in the last working season, including proprietors and/or family workers.
4. If any manufacturing, processing or servicing is done,
   (a) Is it Household Industry, registered factory or un-registered work-shop.
   (b) Description of the products, processing or servicing done.
   (c) Type of fuel or power used.
5. If used as a trading establishment,
   (a) Description of goods bought/sold.
   (b) Whether wholesale or retail.
6. If used as any other establishment, whether, Govt. Office, School, Hospital, Railway Station, Barber's Saloon, Cinema theatre, Hotel, Tea shop, etc.

By Order
K.N. Channa
Chief Secretary,
to the Government of Himachal Pradesh.

No. 4-37/68-GAD-II Dated Simla-2, the 26.11.1969.

Copy forwarded to:-

1. The Director of Census Operations and ex-Officio Superintendent of Census Operations, H.P., Simla-5, with reference to his letter No. SCOHP -9/69-2186 dated the 3rd September, 1969 (with 100 spare copies).
2. All the District Magistrates (D. Cs.) in H. P. (with 20 spare copies).
3. All the District Census Officers in H.P.
4. The Manager, H.P. Government Press Simla-3, for publication in Rajpatra.

Sd/-
(S.K. Alok)
Joint Secretay,
to the Government of Himachal Pradesh.

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cf. Section XVII—The Census Act

Sl. No. 37

Himachal Pradesh Government
General Administration Department

NOTIFICATION

Dated, Simla-2, the 26.11.1969.

No. 4-37/68-GAD-II. In exercise of the powers conferred by Section 12 of the Census Act, 1948 (XXXVII of 1948) the Lieutenant Governor, Himachal Pradesh, is pleased to authorise all the District Magistrates in Himachal Pradesh to accord sanction for any prosecution under the said Act within the limits of their respective jurisdiction.

By Order
K.N. Channa
Chief Secretary
to the Government of Himachal Pradesh

No. 4-37/68-GAD Dated Simla-2, the 26/11 1969.
Copy forwarded to:-

1. The Director of Census Operations & ex-officio Superintendent of Census Operations, Himachal Pradesh, Simla-5 with reference to his letter No. SCOHP-3/69-2187dated 3-9-69(with 100 spare copies).
2. All District Magistrates (Deputy Commissioners) in Himachal Pradesh (with 20 spare copies).
3. All District Census Officers in Himachal Pradesh.
4. The Manager, Himachal Pradesh Govt. Press, Simla-3 for publication in Rajpatra.

Sd/-
(S.K. Alok)
Joint Secretary
to the Government of Himachal Pradesh.

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cf. Section XVII—The Census Act.

Sl. No. 38

Himachal Pradesh Government
General Administration Department

Simla-2, the 26. 11. 1969.

## NOTIFICATION

No. 4-37/68-GAD-II : In pursuance of Sections 6 and 7 of the Census Act, 1948 (Act No. XXXVII of 1948) read with the Govt. of India, Ministry of Home Affairs Notification No. 2/1/60-Judl. II, dated the 20 April, 1960 (31st Chaitra 1882), the Lieutenant Governor, Himachal Pradesh is pleased to appoint the following authorities, competent to issue written orders within their respective jurisdictions for purposes of the aforesaid sections of the said Act.

1. The Director of Census Operations & ex-officio Superintendent of Census Operations, Himachal Pradesh.
2. The District Census Officer of each District in Himachal Pradesh.
3. The Sub-Divisional Census Officer of each Sub-Division in Himachal Pradesh.

By Order
K. N. Channa
Chief Secretary.

No. 4-37/68-GAD-II Dated Simla-2, the 26.11.1969.
Copy forwarded to—

1. The Director of Census Operations, & Ex-Officio Superintendent of Census Operations, Himachal Pradesh Simla-5, with reference to his letter No. SCOHP-4/69-3187 Dated 3-9-69 (with 100 spare copies)
2. All Deputy Commissioners in Himachal Pradesh (with 20 spare copies).
3. All District Census Officers in Himachal Pradesh.
4. The Manager, Himachal Pradesh Govt. Press Simla-3, for publication in Rajpatra.

Sd/-
(S. K. Alok)
Joint Secretary
to the Government of Himachal Pradesh.

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cf. Section XVII-The Census Act.

Sl. No. 39

Government of Himachal Pradesh
General Administration Department

Dated Simla-2, the 26th Nov. 1969.

## NOTIFICATION

No. 4. 37-GAD-II/68. In pursuance of sub-section (3) of Section 4 of the Census Act, 1948 (Act No. XXXVII of 1948) read with Government of India, Ministry of Home Affairs Notification No. 2/1/60-Judl. II, dated the 20th April 1960 (31st Chaitra, 1882), the Lieutenant Governor, Himachl Pradesh, hereby authorises the following authorities to issue and sign declaration in writing as contemplated by the said sub-section in respect of Census Officers mentioned below for any local area within their respective jurisdiction :-

| | |
|---|---|
| (1) The Director of Census Operations & Ex-Officio Superintendent of Census Operations, Himachal Pradesh.<br>(2) All District Magistrates in Himachal Pradesh. | Charge Officers and Assistant Charge Officers. |
| (1) The Superintendent of Census Operations, Himachal Pradesh.<br>(2) All District Magistrates in Himachal Pradesh.<br>(3) All District Census Officers in Himachal Pradesh.<br>(4) All Sub-Divisional Census Officers in H.P. (S. D. Os.(C) | Circle Supervisors and Enumerators. |

The forms of appoinment order are appended as Annexures I & II.

By Order
(K. N. Channa)
Chief Secretary.

No. 4-37-Gad-II/68 Dated Simla-2, the 26.11. 1969.
Copy forwarded to :—

(1) The Director of Census Operation & Ex-Officio Superintendent of Census Operations, H. P., Simla-5 with reference to his D. O. letter No. SCOHP-9/69- 1954 dated the 12th August, 1969

(2) All the District Magistrates (D. Cs.) in H. P. (with 15 spare copies each).

(3) All District Census Officers in H. P.

(4) The Manager, Himachal Pradesh Govt. Press, Simla for publication in Rajpatra.

Sd/-
Joint Secretary
to the Goverment of Himachal Pradesh.

**APPENDIX-I**

FORM OF APPOINTMENT OF CHARGE OFFICERS/ASSISTANT CHARGE OFFICERS

ORDER

In exercise of the powers delegated to me by the Govt. of Himachal Pradesh under sub-section (4) of Section 4 of the Census Act, 1948 by virtue of General Administration Department Notification.....
I.....District Officer.....
do hereby appoint %.....as Charge Officer/ Assistant Charge Officer of the Charge described below:-
.....@

Office Seal (Signature and Date)

---

Note : % Here mention the ordinary designation of the officer, such as Tehsildar.....Executive Officer etc., and not the name of the officer.

@ Here describe the charge as in the examples, below:-

1. Tehsil.....excluding.....Municipality/ Cantonment Board.
2. Tehsil.....including Notified Area Committee.
3. .....Municipality.
4. .....Cantonment Board excluding Military Area.
5. .....Cantonment Board/Military Area.

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**APPENDIX-II**

FORM OF ORDER OF APPOINTMENT OF SUPERVISORS/ENUMERATORS

ORDER

In execrcise of the powers delegated to me by the Govt. of Himachal Pradesh under sub-section (4) of Section 4 of the Census Act, 1948 by virtue of General Administration Department Notification.....
I do hereby appoint.....as Supervisor of Supervisory Circle No.....Enumerator Block No.....
(comprising of village (s)/ward .....
Code No. (s) Tehsil/Town.

Under Section 5 of the Indian Census Act, 1948 (XXXVII of 1948) you are deemed by virtue of this appointment a public servant within the meaning of the Indian Penal Code (XLV of 1860). Your attention is drawn to section II of the Census Act, 1948, which is reproduced below :

Date. Signature and Designation.

---

Section II of The Census Act, 1948 (XXXVII of 1948)

"(1) Any Census Officer or any person lawfully required to give assistance towards the taking of Census who refuses or neglects to use reasonable diligence in performing any duty imposed upon him or in obeying any order issued to him in accordance with this act or any rule made there-under, or any person who hinders or obstructs another person in performing any such duty or in obeying 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 prupose of a Census return, or.

(c) any sorter, compiler or other member of the Census staff who removes secrets, damages or destroys any Census documents or deals with any Census document in a manner likely to falsify or impair the tabulations or 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 Censue Officer such reasonable access thereto as he is required by Section 9 to allow, or

(f) any person, who, removes, obliterates, alters, or damage any letters, marks or numbers which have been painted on or affixed for the purpose of the Census, or

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

(h) any person who trespasses into a Census Office shall be punishable with fine which may extend to one thousand rupees and in case of a conviction under part (b) or (c) shall also be punishable with imprisonment which may extend to six months.

(2) Whoever abets any offence under sub-section (1) shall be punishable with fine which may extend to one thousand rupees".

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cf. Section XVII—The Census Act.

Sl. No. 40

No. 4-37-GAD-II/69.

Government of Himachal Pradesh
General Administration Department

Dated : Simla-2, the 21st January, 1970.

CORRIGENDUM

In Notification No. 4-37-GAD-II/69 dated the 16th August 1969, issued by this Department appointing the officers at District level as District Census Officers the following amendment is hereby made :-

"Against serial No. 5 for "D.C. Lahaul and Spiti District, Keylong" please substitute "Treasury Officer-cum-Accounts Officer, Lahaul & Spiti District, Keylong".

Sd/-
Joint Secretary

No. 4-37-GAD-II/69, Dated Simla-2
the 21st January, 1972.

Copy forwarded to :-

1. The Director of Census Operations & Ex-Officio Superintendent of Census Operations, H.P. Simla-5, with reference to his D.O. letter No. SCOHP-9/69-1953, dated 12.8.69 from Shri D. S. Misra.
2. All the Deputy Commissioners in H.P.
3. All the District Census Officers.
4. All Sub-Divisional Officers (Civil).
5. The Manager, Himachal Pradesh Government Press, Simla, for publication in the Himachal Pradesh. Rajpatra

Sd/-
Joint Secretary.
to the Government of Himachal Pradesh

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cf. Section XVII—The Census Act.

Sl. No. 41

Government of Himachal Pradesh
General Administration Department

No. 4-37-GAD-II/68 (Vol. II). Dated Simla-5,
the 9th March, 70.

CORRIGENDUM

In Notification No. 4-37-GAD-II/69, dated the 16th August 1969, issued by this Department appointing the officers at District level as District Census Officers the following amendment is hereby made :-

Against Serial No. 10.

for .

"Treasury Officer Kinnaur District Kalpa"

Substitute.

"Magistrate Ist Class Kalpa District Kinnaur".

Sd/-
Joint Secretary.

No. 4-37-GAD-II/68 (Vol-II). Dated Simla-12, the 9th March, 1970

Copy forwarded to :-

1. The Director of Census Operations, H.P. Simla-5, with reference to his letter No. SCOHP-9/69-565, dated 7.2.70.
2. All the Deputy Commissioners in Himachal Pradesh.
3. All the District Census Officers in Himachal Pradesh.
4. All the Divisional Officers (Civil).
5. The Manager Himachal Pradesh Government Press Simla for publication in the Himachal Rajpatra.

Sd/-
Joint Secretary
to the Government of Himachal Pradesh.

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cf. Section XVII—The Census Act.

Sl. No. 42

No. 4-37-GAD. II/68 (II)

Himachal Pradesh Government
General Administration Department

Dated Simla-2 the 20th April, 1970.

## NOTIFICATION

In pursuance of the provisions of sub-section (1) of Section 8 of the Census Act, 1948 (Act XXXVII of 1948) the Lieutenant. Governor, Himachal Pradesh hereby authorises all Census Officers in Himachal Pradesh to ask all persons within the limits of the local area for which they have specificially been appointed, the questions necessary for collecting information in respect of enumeration operation of 1971 Census, as enumerated in the Schedules I and II annexed hereto.

Schedule I. Individual Slip.

Questions

1. Name.
2. Relationship to head.
3. Sex.
4. Age.
5. Marital status.
6. For currently married women only.
   (a) Age at marriage.
   (b) Any child born in the last one year.
7. Birth place.
   (a) Place of birth.
   (b) Rural/Urban.
   (c) District.
   (d) State/Country.
8. Last residence.
   (a) Place of last residence.
   (b) Rural/Urban.
   (c) District.
   (d) State/Country.
9. Duration of Residence at the village or town of Enumeration,
10. Religion.
11. S.C. or S.T.
12. Literacy.
13. Educational level.
14. Mother tongue.
15. Other languages.
16. Main Activity.
   (a) broad category.
      (i) Worker.
      (ii) Non-Worker.
   (b) Place of work (name of village/town).
   (c) Name of Establishment.
   (d) Nature of Industry, Trade, Profession or Service.
   (e) Description of work.
   (f) Class of worker.
17. Secondary work.
   (a) Broad category.
   (b) Place of work (Name of village/town).
   (c) Name of Establishment.
   (d) Nature of Industry, Trade, Profession or Service.
   (e) Description of work.
   (f) Class of worker.

Schedule II-Population Record

Questions

1. Name.
2. Relationship to head.
3. Sex (M/F).
4. Age.
5. Marital status.

6. Literacy.
7. Description of main activity.

Sd/-
Chief Secretary.

No. 4-37-GAD. II/68-Vol. II Dated Simla-2, the 20th April, 1970.

Copy forwarded to :-

1. The Director of Census Operations, Himachal Pradesh with reference to his letter No. SCOHP-9/69-84 dated 2.3.1970 (with 100 spare copies).
2. All the Deputy Commissioners in Himachal Pradesh.
3. All the District Census Officers in Himachal Pradesh.
4. All the Sub-Divisional Census Officers in Himachal Pradesh.
5. All the Tehsildars and Naib Tehsildars in Himachal Pradesh.
6. The Manager, Himachal Pradesh Government Press for publication in Rajpatra.

Sd/-
(S.K. Alok)
Joint Secretary
to the Government of Himachal Pradesh.

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cf. Section XVII—The Census Act.

Sl. No. 43

NO. 28/66/68-Pub. I.)
Government of India
Ministry of Home Affairs

To

The Chief Secretaries of all States
and Union Territories.

New Delhi-1, the 15th April, 1968
26th Chaitra, 1890.

Subject: Boundaries of Administrative Units-Fixity during 1971 Census Operations.

Sir,

I am directed to say that the next decennial population Census would be conducted under the direction of the Registrar General and *Ex-Officio*. Census Commissioner for India, in February-March, 1971. The ensure complete coverage at the Census, the entire country will be divided into small enumerator's blocks within the frame work of the administrative units in the States and Union Territories. The process of determining the blocks will start much in advance of the actual Census and they will be got marked on the Census maps to obviate overlapping or omission of areas. For the efficient conduct of the Census Operations it is necessary to ensure that the boundaries of the administrative units are not disturbed after the blocks have been determined and until the Census enumeration and tabulation of data are completed. It is expected that the demarcation of blocks would be taken in hand from the Ist July, 1969.

2. If the area of the administrative units on the basis of which the Census data are collected are altered thereafter the usefulness of the data would be considerably reduced. It is therefore, desirable to ensure that as far as possible the boundaries of administrative units remain undisturbed throughout the major part of the next decade. Hence wherever any changes in the jurisdiction of the present administrative units are found necessary it would be desirable to effect the changes well before the enumerator's blocks are demarcated.

3. In the circumstances, Government of India would appreciate if all proposals for reconstituting or making adjustments in the jurisdiction of *Municipalities*, Revenue villages/ Tahsils/ Police stations/ Anchals, District etc., which may be pending or which may be taken up in the near future are finalised and given effect to before the *1st July, 1969*. All such changes may please be intimated to the State Census Superintendent concerned. In any case, the State Government may kindly ensure that no changes whatsoever are made in the boundaries of these units during the period from 1st January, 1970 to the 30th June, 1971.

4. Further correspondence in regard to this matter, if any, may kindly be addressed to the Additional Registrar General, India, 2/A, Mansingh Road, New Delhi-11

Yours faithfully,
Sd/-
Joint Secretary to the Government of India

No. 28/66/68-Pub. I, New Delhi-1, the 15th April, 1968.
26th Chaitra, 1890.

Copy, with 30 spare copies to the Registrar General, India, New Delhi, for transmission to all Superintendents of Census Operations, for information and necessary action.

Sd/-
(K. R. Prabhu)
Joint Secretary to the Government of India.

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cf. Section XVIII-Directives issued by State Govt., Heads of Departments etc., to facilitate Census Operations.

Sl. No. 44

IMMEDIATE

No. 28/66/68 Pub. I
Government of India
Ministry of Home Affairs

To

The Chief Secretaries of all
States and Union Territories.

New Delhi-1, the 9th July 1969
18 Asadha, 1891.

Subject: Boundaries of Administrative Units-Fixing during 1971 Census Operations.

Sir,

I am directed to refer to this Ministry's letter No. 28/66/68-Pub. I, dated the 15th April, 1968, on the subject noted above in which State Governments, etc., were requested to give effect to the changes, if any, in the jurisdiction of Municipalities, Revenue villages/ Tahsil/ Police stations/Anchals, Districts, etc., by the 1st July, 1969. It has been brought to the notice of this Ministry that in some States and Union Territories proposals for altering the jurisdiction of Districts, etc., are still at the preliminary stage of consideration. The Census work is likely to be dislocated unless decisions on such proposals are taken without further delay. I am, therefore, to request that the Superintendent of Census Operations in your State/Union Territory may be apprised immediately of the changes in jurisdiction contemplated and decisions on the proposals may be taken as expeditiously as possible. As stated in the letter under reference, no jurisdictional changes whatsoever could be given effect to from 1.1.70 till the 1971 Census enumeration is completed.

Yours faithfully,

Sd/-
(K. R. Prabhu)
Joint Secretary to the Govt. of India

No. 28/66/68-Pub. I, New Delhi-1, the 6th July, 1869
18th Asadha, 1891.

Copy forwarded for information to the Registrar General, India, New Delhi, with reference to his demi-official letter No. 9.14.68- CTU, dated the *21st June, 1969.*

Sd/-
(L. D. Hindi)
Under Secretary
to the Government of India

No. 9.14.69-CTU Dated the 30th July,1969.

Copy forwarded to all S. C. Os for information and necessary action in continuation of this office letter of even number dated the 22nd April, 1969.

Sd/-
(K. K. Chakravorty)
Central Tabulation Officer.

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cf. Section XVIII-Directives issued by State Govt; Heads of Depeartments etc; to facilitate Census Operations.

Sl. No. 45

REGISTERED

No. Edu-17202-Estt. II (4)-70
Government of Himachal Pradesh,
Directorate of Education.
Dated Simla-1, the 4th January, 1971.

To

The Deputy Director of Education,
North & South Zones (Dharamsala/ Simla).
All the District Education Officers,
in Himachal Pradesh and
Deputy District Education Officers
Una and Hamirpur (District Kangra).

Subject : Decennial Census of India.

MEMO :

In continuation of this Office Memo. of even number, dated the 3rd December, 1970, on the above subject, it is stated that the teaching personnel who have been deputed for Census work/duty should not be transferred till they accomplish those assignments/work/jobs which are allotted to them by the Census department.

2. The breach of these instructions will be seriously viewed and it will be your personal responsibility to ensure strict compliance of this directive.

Sd/-
Assistant Director (Schools),
for Director of Education,
Himachal Pradesh.

No. as above. Dated,4th January, 1971.

1. A copy for information and necessary action is forwarded to the Assistant Director (Colleges), and

2. A copy for information is forwarded to the Director of Census Operations, Himachal Pradesh, Simla, with reference to his Endst. No. SCOHP-9/69-9913, dated the 21st December, 1970.

Sd/-
Assistant Director (Schools),
for Director of Education,
Himachal Pradesh.

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cf. Section XVIII—Directives issued by State Govt., Heads of Department etc., to facilitate Census Operations,

Sl. No. 46

No. 9/42/70-CTU (CEN)
Government of India
Ministry of Home Affairs
Office of the Registrar General, India.
2/A, Mansingh Road,
New Delhi-11, the 26th March, 1970,
31st March, 1970.

MEMO :

As the Ministry of Finance etc., are aware, the preparation for the next Census of India to be held in February-March 1971, have started in full swing. It has been an age old practice to get the Census done through the normal administrative agency of the Central as well as State Governments who are entrusted with Census enumeration work as part of their normal duties for short duration and only a small complement of technical and limited supervisory staff are appointed by the Central Government at headquarters and in the States and Union Territories on a whole time basis.

2. The Census of India has been acclaimed as one of the largest administrative operations of the world and these are carried out on purely voluntary and honorary basis except for some small out-of-pocket allowances given to the enumerators and supervisors. The quality and comprehensiveness of the Indian Census have earned rich tributes from all over the world and all this is entirely due to the cooperation extended by the various Goverment agencies and other.

3. The Census of 1971 will, like its predecessors, have to draw upon the Central and State Government agencies heavily for carrying out the various operations. While the provisions of the Indian Census Act empower the District Magistrates to appoint anyone to perform Census duties and the Act enjoins on such person to carry out his duties diligently, it will be a great help if the administrative Ministries issue suitable instructions to set the best out of all the personnel to ensure the success of this great national task. The personnel will be required to undertake the Census work only for a very limited duration of about three weeks from about 10th February to 5th March, 1971 and prior to it they will be required to attend the training classes. It will be necessary to extend the staff and concessions regarding office attendance etc., during the period they are drafted for Census duties. The details of the concessions required can be settled locally and they should be the same as allowed for the staff of the State Governments who are similarly drafted for Census work. In some States the staff will be needed to take up the houslisting work also during 1970. It would, therefore, be appreciated if the Ministry of Finance etc., issues immediate instructions to their subordinate offices in Delhi and elsewhere and particularly in the metropolitan cities like Calcutta, Madras, Bombay and Delhi to the effect that the Directors of Census Operations in the States and Union Territories may be afforded all reasonable facilities by deputing suitable staff, for conducting Census in those areas.

4. A copy of the instructions issued in this behalf may please be endorsed to the Registrar General and ex-officio Census Commissioner for India, 2/A, Mansingh Road, New Delhi, for his information and necessary action.

Sd/-
(A. Chandra Sekhar)
Registrar General, India and ex-officio Joint Secretary to the Government of India, Ministry of Home Affairs.

To

All Ministries/Departments of Government of India.
Copy to all Directors of Census Operations for information and necessary action. The Directors of Census Operations are requested to make the fullest use of the usual enumerating agency i. e. Village Officials, School Teachers, Municipal Employees etc., and recourse to appointing Central and State Government staff working in other offices be got to be absolutely minimum so that normal work of these offices is not disturbed.

No. SCOHP-9/69. Dated "Boswell" Simla-5 the,
April, 70

Copy to all District Census Officers in Himachal Pradesh and Charge Officer, Kaza for information and guidance.

Sd/-
for Director of Census Operations
Himachal Pradesh.

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cf. Section XVIII-Directives issued by State Govt. Heads of Departments etc., to facilitate Census Operations.

Sl. No. 47

Board of School Education,
Himachal Pradesh

From

The Secretary,
Board of School Education,
Himachal Pradesh,
Simla.

To

All the Heads of Middle/
High/Higher Secondary
Schools in Himachal
Pradesh.

No. 21801/H/B Dated the 13th January, 1971.

Subject : Postponement of Middle Standard (Summer closing schools) and Matric/Higher Secondary annual Examinations to be held in February and March, 1971 respectively.

Dear Sir/Madam,

In supersession of this office circular No. 19945/H/B, dated 7.12.1970, I am to inform you that on account of the changes in the dates of 1971 Census Operations, the Board has now decided to hold its Middle Standard (Summer closing schools) and Matric/Higher Secondary Part-I and Part-II examinations on the following dates :

| Sl. No. | Name of Examination | Previous date of commencement of examination intimated. | Fresh date of commencement of examination |
|---|---|---|---|
| 1. | Middle Standard (Summer-closing schools) Annual 1971 | 1. 2. 1971. | 12. 2. 1971. |
| 2. | Matric/Higher Secondary Part-I and II, Annual 1971 Examinations. | 22. 3. 1971 | 10. 4. 1971. |

You are, therefore, requested to inform the condidate concerned about these changes accordingly.

Yours faithfully,
Sd/-
(P. N. Paul)
Deputy Secretary (Exams.)
for Secretary.

Copy to the following for information :—

1. The Secretary (Education), Govt. of Himachal Pradesh, Simla-2.
2. The Director of Education, H. P. Simla-1.
3. The Director of Census Operations, H. P. Simla-5.
4. The Chairman, Board of School Education Haryana, Chandigarh.
5. The Chairman, School Education Board, Punjab, Chandigarh.
6. The Registrar, Panjab University, Chandigarh-14
7. The Registrar, Himachal Pradesh University, Simla-5.
8. The Station Director, All India Radio, Jullundur/Simla.
9. The News Editor, The Daily Vir Pratap, Jullundur City.
10. The Deputy Director of Education, North Zone, Dharamsala (Kangra)
11. The Deputy Director of Education, South Zone, Simla-4.
12. All the District Education Officers, Himachal Pradesh.
13. The News Editor, The Daily Tribune, Chandigarh.

Sd/-
(P. N. Paul)
Deputy Secretary (Exams.)
for Secretary.

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cf. Section XVII-Directives issued by State Govt., Heads of Departments etc., to facilitate Census Operations.

Sl. No. 48

NO. EDU-17202-Estt. II (4)-71
Directorate of Education
Himachal Pradesh
Dated Simla-1, the 3rd February, 1971.

To

The Deputy Director of Education,
North & South Zone at Dharamsala and Simla.

All the District Education Officers in Himachal Pradesh, and

The Deputy District Education Officers, Una and Hamirpur.

Subject :— Decennial Census of India-Postponement of Examinations.

MEMO :

In continuation of this office communication of even number dated the 3rd December, 1970, on the above subject, it is stated that in view of the impending Lok Sabha Elections the Census Operations have been postponed. Now, according to the revised/latest programme the Census Operations (including enumeration thereof) will commence from the 10th March, 1971 and will end on the 3rd April, 1971.

2. It has, therefore, been desired by the Census Department that the annual examinations of all the classes should not be conducted before the 10th April, 1971. Accordingly, you are requested to not to hold annual examinations during this period. You are, however, permitted to hold annual examinations by the end of February, 1971 if you can so arrange. The feasibility of holding the examinations during the Census Operation period may be considered only if this does not interfere with Census work. It may however be emphasised that Census Operations are of national importance and therefore the work relating to the Census should not be subordinated to the school examinations.

Sd/-
Director of Education,
Himachal Pradesh, Simla.

Endst. No. Even

A copy, in continuation of this office Endst. of even No. dated the 3rd December, 1970, is forwarded for information and necessary action to :—

(i) The Assistant Director of Education (Colleges)
(ii) The Registrar, Himachal Pradesh University
(iii) The Secretary, Board of School Education, Simla.
(iv) The Director of Census Operations, Himachal Pradesh w.r.t. his No. SCOHP- 9/69-912, dated 13.1.71.

Sd/-
Director of Education,
Himachal Pradesh, Simla.

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cf. Section XVIII- Directives issued by the State Govt. Heads of Departments etc., to facilitate Census Operations

Sl. No. 49

No. 4-3/71-Elec.
Government of Himachal Pradesh
Election Department

From

Shri S.N. Tikku,
Under Secretary (Elections).

To

The Director of Census Operations,
Himachal Pradesh,
Simla-5.

Dated Simla-2, the 18th January, 1971,

Subject :- Census Operations-1971- Issue of instructions regarding postponment of Panchayat Elections in Himachal Pradesh.

Sir,

I am directed to refer to your letter No. SCOHP-9/69-8, dated the 1st January, 1971 on the subject cited above and to say that the Panchayat Elections in Himachal Pradesh have been postponed till the end of May, 1971. The firm dates regarding holding of Panchayat Elections shall, however, be fixed up later on.

Yours faithfully,
Sd/-
(S.N. Tikku)
Under Secretary (Elections),
Himachal Pradesh.

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cf. Section XVIII-Directives issued by State Govt. Heads of Departments etc., to, facilitate Census Operations.

Sl. No. 50

No. 9/42/70- CTU (CEN)
Government of India
Ministry of Home Affairs
Office of the Registrar General, India
2/A, Mansigh Road,
New Delhi-11, the 24th February, 1971.

To

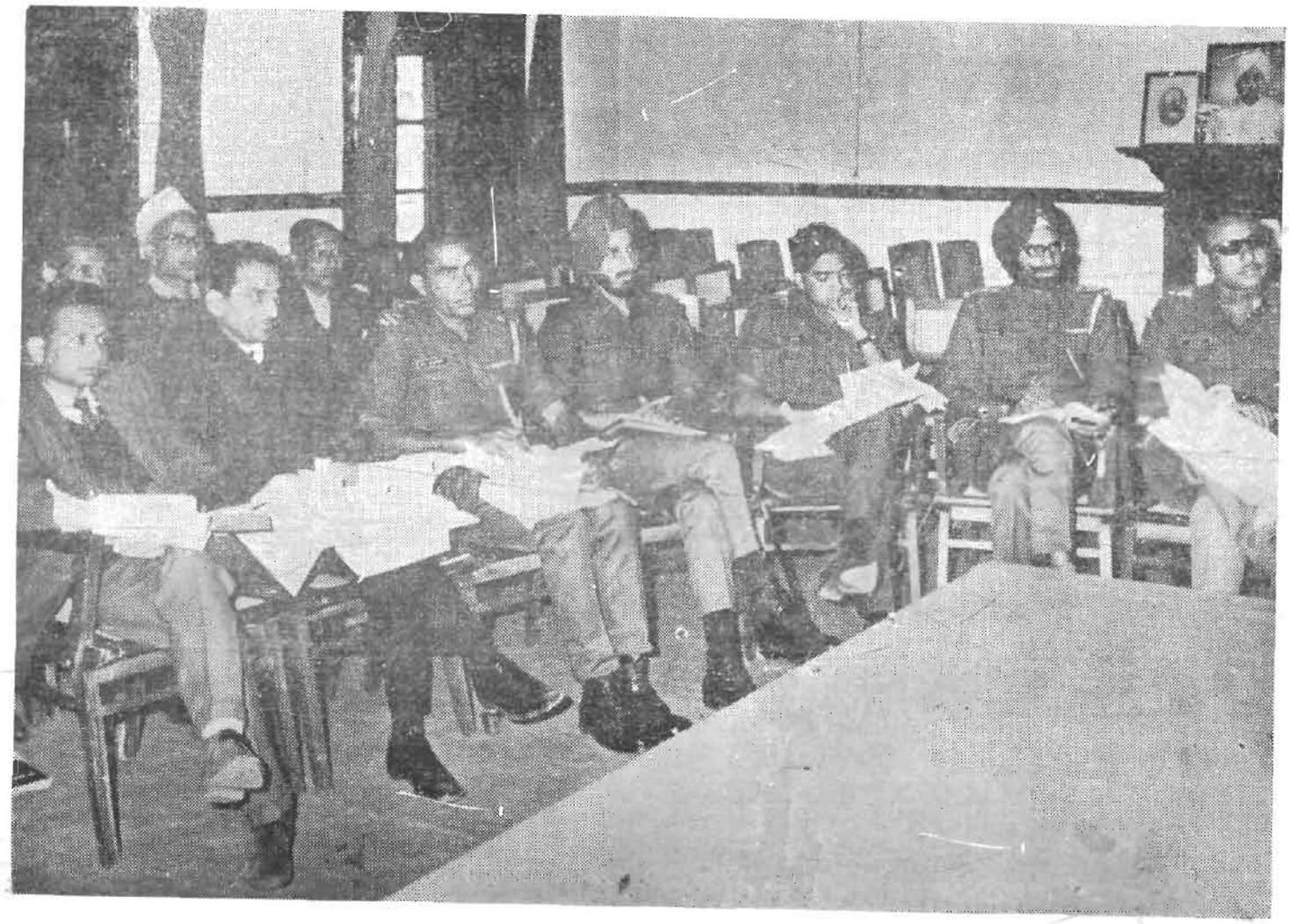
The Secretary,
Ministry of.....
Department of.....
Government of India.

Subject :— 1971 Census-Employment of Central Govt. employees for Census and certain concessions in office attendance etc.

Sir,

This is in continuation of this office Memo of even number dated 31.3.1970 on the above subject.

The Ministry of Finance etc., may be aware that the Census enumeration has been postponed by a month on account of the mid-term General Elections. The revised Census enumeration dates now are from 10th March, 1971 to 31st March, 1971 with a revisional round from 1st April, 1971 to 3rd April, 1971 to up-date the date as on the sun-rise of 1st April, 1971. The Census Organisation is grateful to the Ministry of Finance etc., for issuing instructions to make available services of ade-



**A training class in progress**

quate number of personnel for Census duties and also for extending certain concessions regarding office attendance to enable the personnel to attend to the training classes for Census work. All such persons have already been intensively trained by the State Directors of Census. In order to accomplish this great national task of country-wide Census enumeration, it will be necessary for the personnel put on Census enumeration work to be given certain concessions in the matter of office attendance during the period that they are actually engaged on Census enumeration work. Though the persons are generally expected to cover the areas allotted to them outside their office hours, in practice, an enumerator who attends to enumeration work in the morning may find it difficult to reach the office in time. Similarly those attending to enumeration work in the afternoons may have to leave their office early. Some of the State Governments have already issued instructions to the effect that the officials engaged on Census work will be considered as on duty and are permitted to be away from their offices for half a day from 10th March, to 31st March, 1971 and are allowed to be exclusively on Census work for the whole day from 1st April, to 3rd April, 1971 in order to conduct the intensive revisional round during the last three days. We should be grateful if similar instructions are issued by the Ministry of Finance etc. Copies of instructions issued by the Government of Mysore and Andhra Pradesh in this connection are enclosed for your information.

Sd/-

(A. Chandra Sekhar)

Registrar General, India & Ex-Officio Joint Secretary to the Govt. of India Ministry of Home Affairs.

Copy to all Directors of Census Operations for information.

Sd/-

(K.D. Ballal)

Deputy Registrar General, India.

No. SCOHP-9/69-

Copy for information to all District Census Officers in Himachal Pradesh.

Sd/-

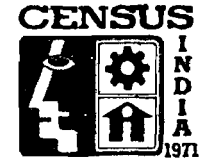
for Director of Census Operations

Himachal Pradesh.

cf. Section XVIII-Directives issued by State Govt., heads of Departments etc., to facilitate Census Operations

Sl. No. 51

CENSUS EMBLEM




cf Section XX—Publicity Measures

Sl. No. 52

No. 3/28/70-Pub.

Government of Himachal Pradesh

Department of Public Relations

From

Shri H.K. Mittoo,
Director of Public Relations,
Himachal Pradesh.

To

The District Public Relations Officer,
Mandi/Chamba/Bilaspur/Kinnaur/Sirmur/
Mahasu/Simla/Kulu/Kangra at Dharamsala and
Lahaul & Spiti (Keylong) in H.P.

Dated Simla-2, the 12th February, 1971.

Subject : Exhibition of film for Publicity on 1971 Census entitled "Operation Census".

MEMO :

The 1971 Census enumeration will be held in our Pradesh from 10th March to 3rd April, 1971. A copy of the film entitled "Operation Census" is being supplied to you per registered post parcel by the Director of Census Operations, Himachal Pradesh, Simla in 16 mm sound, Hindi version.

2. You are requested to please screen this film at all prominent places in your District for general public for extension publicity.

3. Please acknowledge receipt.

Sd/-

Deputy Director (Admn.)

for Director of Public Relations, H.P.

No. 3—28/70—Pub.

Dated Simla—2, the 12th February, 1971

Copy forwarded to the Director of Census Operations, H.P. Simla-5, Bosewell with the request to send copies of the film to each D.P.R.Os immediately by registered post parcel under intimation to this Directorate.

This is with reference to his letter No. SCOHP 72/69-1474, dated 30.1.1971.

Sd/-

Deputy Director (Admn.)

for Director of Public Relations, H.P.

cf. Section XX—Publicity Measures

Sl. No. 53 (i)

No. 8/17/69-A.D.II

Government of India
Ministry Of Home Affairs
Office of the Registrar General, India.

2/A, Mansingh Road
New Delhi1-1, the 24th January, 1970.

To

All Directors of Census Operations and ex-officio Superintendents of Census Operations.

Subject : Payment of a small honorarium to the enumeration staff in connection with the 1971 Census.

Sir,

I am directed to convey the sanction of the President to the incurring of an expenditure not exceeding Rs. 40,905,650/-(Rupees four crores nine lakhs, five thousand six hundred and fifty) only on the payment of honorarium at the following rates to the enumerators, supervisors, Charge Superintendents and District Census Officers, appointed in connection with the 1971 Census in the various States, Union Territories/Administrations:—

1. **Enumerators**

| | |
|---|---|
| (i) Honorarium for house-numbering, houselisting and filling up of the establishment schedule (including the cost of the housenumbering material) for an enumerator's block (an average block in rural areas will consist of about 105 houses and an average block in urban areas of about 120 houses. Of this amount, Rs. 5/- is for the cost of housenumbering material, which may, if necessary be drawn in advance and paid to the enumerator. | Rs. 15/- (Rupees fifteen only) |
| (ii) Actual Census enumeration of an enumerator's block. (an average block in rural areas will cover about 750 persons or 150 households, and in urban areas, it will cover about 600 persons or 120 households). | Rs. 25/- (Rupees twenty five) only. |

2. **Supervision charges**

| | |
|---|---|
| (i) Housenumbering and Houselisting and filling up of establishment schedule for a supervisor's circle consisting of 4 to 5 enumerator's blocks. | Rs. 15/- (Rupees fifteen only) |
| (ii) Actual Census enumeration for a Supervisor's Circle consisting of 4 to 5 Enumerator's Blocks. | Rs. 25/- (Rupees twenty five only) |

| | |
|---|---|
| 3. **Charge Superintendents** | Lump sum honorarium of Rs. 150/- (Rupees one hundred and fifty) only for the entire operation (i.e. housenumbering & houselisting and actual Census enumeration). |
| 4. **District Census Officers** | Lump sum honorarium of Rs. 300/-(Rupees three hundred) only for the entire operation (i.e.) housenumbering and houselisting and actual Census enumeration). |

2. The honoraria for the enumerators and Supervisors may be paid in suitable instalments, if necessary, according to the discretion of the Director of Census Operations and the honoraria to the Charge Superintendents and District Census Officers may be paid after the Census Operations are over.

3. The expenditure in this respect is debitable to the Head "39-Miscellaneous Social and Developmental Organisations-Census-B-Enumeration, B-3-Honorarium to the enumeration staff" in the year 1969-70 in such States and Union Territories/Administrations, where the housenumbering and houselisting operations are expected to be completed within the financial year 1969-70 and to the financial years 1970-71 and 1971-72 subject to the voting of funds by the Parliament.

4. This issues with the concurrence of the Ministry of Finance, vide their U.O. No. 467-H.F./70 dated 15.1.1970.

Yours faithfully,
Sd/-
(A. Chandra Sekhar)
Registrar General, India and *ex-officio*
Joint Secretary to the Government of India
Ministry of Home Affairs

No. 8/17/69-Ad. II- New Delhi-11, the January, 1970.

Copy forwarded to :

1. All Accountant General.
2. Ministry of Finance (Home Finance) with reference to their letter No. U.O. cited.
3. Ministry of Home Affairs (Shri S. Samanta, Under Secretary).

Sd/-
(A. Chandra Sekhar)
Registrar General, India and *Ex-officio*
Joint Secretary to the Government of India Ministry of Home Affairs

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cf. Section XXI-Honorarium Census Enumeration staff-Census Medals.

Sl. No. 53 (ii)

No. 8/10/71-Ad-II
Government of India
Ministry of Home Affairs
Office of the Registrar General, India

2/A Mansingh Road,
New Delhi-11,
17th July, 1971.

To

All Directors of Census Operations.

Subject : Payment of honorarium to the enumeration staff in connection with the 1971 Census.

Sir,

Reference this office letter No. 8/17/69-Ad.-II dated the 24th January, 1970 conveying the sanction of the President for the grant of honorarium to the enumeration agency engaged at the 1971 Census.

Sanction is hereby accorded to the grant of honorarium of Rs. 150/- (Rupees one hundred and fifty) to each of the Military Census Officers who performed the Census duties of Charge Officers in Military areas in addition to their normal duties.

The grant of honorarium in respect of serving officers is subject to the condition that the Office/Department under which they are serving have no objection to the acceptance of honorarium by the grantees.

Expenditure on the grant of honorarium is debitable to the Head '39-Miscellaneous Social and Developmental Organisations, B-Enumeration, B-4-Honorarium to enumerations under Grant No. 42-Census in respective State circles of account during the year 1971-72.

Yours faithfully,
Sd/-
(A. Chandra Sekhar)
Registrar General, India & Ex-Officio
Joint Secretary to the Govt. of India.

No. 8/10/71-Ad.II New Delhi-11, the 17th July, 1971.

(1) Copy forwarded to all the Accountant General.

(2) Copy forwarded to Under Secretary, D-Coord., Ministry of Defence, New Delhi, with reference to the Ministry of Defence U. O. No. 32(23)-69/D- (Coord) dated 6.7.1971.

Sd/-
Administrative Officer.

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cf. Section XXI- Honorarium to Census Enumeration staff-Census Medals.

Sl. No. 53(iii)

No.8/7/71-Ad. II
Government of India
Ministry of Home Affairs
Office of the Registrar General, India

2/A, Mansingh Road,
New Delhi-11, the 16 July, 1971.

To

The all Directors of
Census Operations.

Subject : Payment of honorarium to additional functionaries appointed in connection with the 1971 Census.

Sir,

With reference to this office sanction No. 8/17/69-Ad. II dated the 24th January, 1970 and D.O. letter No. 8/12/70-Ad. II (Pt. III) dated 1st April, 1971, I am directed to convey the sanction of the President to the incurring of additional expenditure for payment of honorarium at the following rates to the additional functionaries viz ; Deputy District Census Officers, Divisional Census Officers Sub-Divisional Census Officers (at District Level) and additional Charge Superintendents, Deputy Charge Superintendents and Assistant Charge Officers/Superintendents deployed in connection with the 1971 Census.

| | | |
|---|---|---|
| A. | (1) Deputy District Census Officers<br>(2) Divisional Census Officers<br>(3) Sub-Divisional Census Officers | Lump sum honorarium of Rs. 250/- (Rupees two hundred and fifty) only for the entire operation viz ; housenumbering and houselisting and actual enumeration. |
| B. | (1) Additional Charge Superintendents<br>(2) Deputy Charge Superintendents<br>(3) Assistant Charge Officers/Superintendents | Lump sum honorarium of Rs. 125/- (Rupees one hundred and twenty five) only for the entire operation viz ; housenumbering and houselisting and actual enumeration. |

The expenditure in this respect is debitable to the Head "39-Miscellaneous Social and Developmental Organisation, B-Enumeration, B-4-honorarium to enumerators in the year 1971-72 in the respective State circle of accounts under grant No. 42 Census.

This issued with the concurrence of the Ministry of Finance vide their U.O. No. 467/HF-71, dated the 25th March, 1971.

Yours faithfully,
Sd/-
(A. Chandra Sekhar)
Registrar General, India and Ex-officio Joint Secretary to the Govt. of India, Ministry of Home Affairs.

No. 8/7/71-Ad.II

Copy forwarded to :—

All Accountant General,
Ministry of Finance (Home Division with reference to their U.O. cited)
Ministry of Home Affairs
(Shri S.Samanta,Under Secretary)

Sd/-
(S.L. Dhani)
Administrative Officer.

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cf. Section XXI- Honorarium to Census Enumeration staff-Census Medals.

Sl. No. 54

*Budget Estimates and actual expenditure for 1968-1969, 1969-70, 1970-71 ana 1971-72*

| Head of Account | Description | Budget Estimates | | | | Actual Expenditure | | | |
|---|---|---|---|---|---|---|---|---|---|
| | | 1968-69 | 1969-70 | 1970-71 | 1971-72 | 1968-69 | 1969-70 | 1970-71 | 1971-72 |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| A-SUPERINTENDENCE (Non-Plan) | *A-1-Establishment Charges* | | | | | | | | |
| | Salary of Officers | 10,500 | 11,700 | 38,200 | 23,800 | 8,155 | 22,985 | 19,207 | 29,146 |
| | Salary of Establishment | 17,800 | 22,100 | 49,700 | 42,300 | 17,675 | 23,560 | 33,477 | 43,620 |
| | Dearness pay and allowance | 12,400 | 15,200 | 42,000 | 33,300 | 13,750 | 18,445 | 27,013 | 32,702 |
| | Other allowances | 6,800 | 7,300 | 16,200 | 16,200 | 6,351 | 9,088 | 14,306 | 16,498 |
| | Total Establishment Charges | 47,500 | 56,300 | 146,100 | 115,600 | 45,931 | 74,078 | 94,003 | 121,966 |
| | A-2-Interim Relief | — | — | — | 8,000 | — | — | 6,173 | 8,423 |
| | A-3-Travelling Expenses | 3,000 | 2,500 | 8,700 | 9,000 | 814 | 7,033 | 9,308 | 6,202 |
| | A-4-Other Charges | 12,000 | 43,500 | 35,500 | 32,200 | 13,002 | 48,227 | 55,699 | 40,267 |
| | Total A-Superintendence | 62,500 | 102,300 | 190,300 | 164,800 | 59,747 | 129,338 | 165,183 | 176,858 |
| B-ENUMERATION (Non-Plan) | *B-1-Establishment Charges* | | | | | | | | |
| | Salary of Officers | — | — | — | — | — | — | — | — |
| | Salary of Establishment | — | — | 51,700 | 30,500 | — | 9,516 | 101,059 | 27,763 |
| | Dearness pay and allowance | — | — | 93,300 | 25,000 | — | 14,685 | 112,709 | 23,175 |
| | Other allowances | — | 10,500 | 34,100 | 8,200 | — | 5,163 | 34,669 | 5,894 |
| | Total Establishment Charges | — | 10,500 | 179,100 | 63,700 | — | 29,364 | 248,437 | 56,832 |
| | B-2-Interim Relief | — | — | — | 6,000 | — | — | 22,708 | 5,445 |
| | B-3-Travelling Expenses | — | — | 9,400 | 3,800 | — | 644 | 13,505 | 3,800 |
| | B-4-Honorarium to Enumeration Staff | — | — | 177,100 | 139,000 | — | 555 | 102,575 | 165,600 |
| | B-5-Other Charges | — | — | 8,200 | 10,200 | — | 4,467 | 11,405 | 9,577 |
| | Total B-Enumeration | — | 10,500 | 373,800 | 222,700 | — | 35,030 | 398,630 | 241,254 |
| C-ABSTRACTION & COMPILATION (Non-Plan) | *C-1-Establishment Charges* | | | | | | | | |
| | Salary of Officers | — | — | 8,200 | 5,700 | — | — | 5,737 | 9,206 |
| | Salary of Establishment | 35,400 | 44,400 | 117,800 | 709,500 | 40,352 | 47,603 | 49,447 | 338,753 |
| | Dearness pay and allowance | 21,100 | 30,000 | 81,900 | 57,600 | 28,267 | 33,834 | 37,156 | 55,504 |

*Budget Estimates and actual expenditure for 1968-1969, 1969-70, 1970-71 and 1971-72*

| Head of Account | Description | Buget Estimates | | | | Actual Expenditure | | | |
|---|---|---|---|---|---|---|---|---|---|
| | | 1968-69 | 1969-70 | 1970-71 | 1971-72 | 1968-69 | 1969-70 | 1970-71 | 1971-72 |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| | Other allowances | 10,700 | 11,000 | 38,700 | 28,500 | 12,147 | 18,843 | 18,199 | 27,954 |
| | Total Establishment Charges | 67,200 | 85,400 | 246,600 | 801,300 | 80,766 | 100,280 | 110,539 | 431,417 |
| | C-2-Interim Relief | — | — | — | 12,700 | — | — | 8,206 | 14,647 |
| | C-3-Travelling Expenses | 4,000 | 5,500 | 6,200 | 13,500 | 8,130 | 8,322 | 28,693 | 30,546 |
| | C-4-Other Charges | — | — | 27,900 | 57,500 | — | — | 23,510 | 62,990 |
| | Total C-Abstraction and Compilation | 71,200 | 90,900 | 280,700 | 885,000 | 88,896 | 108,602 | 170,948 | 539,600 |
| D-PRINTING & STATIONERY (Non-Plan) | | 57,000 | 50,000 | 12,000 | 8,100 | 1,098 | 55,961 | 29,086 | 63,600 |
| L-REGISTRATION PROMOTION, METHODS RESEARCH AND POPULATION STUDY (Plan) | *L-1-Establishment Charges* | | | | | | | | |
| | Salary of Officers | — | — | — | — | — | — | — | — |
| | Salary of Establishment | — | — | 15,000 | 19,900 | — | 9,375 | 20,976 | 24,746 |
| | Dearness pay and allowance | — | — | 10,000 | 15,700 | — | 6,410 | 15,280 | 17,685 |
| | Other Allowances | — | — | 10,000 | 20,100 | — | 8,575 | 20,376 | 23,773 |
| | Total Establishment Charges | — | — | 35,000 | 55,700 | — | 24,360 | 56,632 | 66,204 |
| | L-2-Interim Relief | — | — | — | 3,200 | — | — | 3,286 | 4,253 |
| | L-3-Travelling Expenses | — | — | 2,000 | 5,100 | — | 3,671 | 16,349 | 12,661 |
| | L-4-Other Charges | — | — | 3,000 | 2,400 | — | — | 3,000 | 1,500 |
| | Total L-Registeration | — | — | 40,000 | 66,400 | — | 28,031 | 79,267 | 84,618 |
| | *Grand Total Plan & Non-Plan* | 190,700 | 253,700 | 896,800 | 1,347,000 | 149,741 | 356,962 | 843,114 | 1,105,930 |

cf. Section XXII, General administrative, accounts, stores and stationery.

Sl. No. 55

No. 29/Census/C/L&C/69-3499-C/D (Q&C)
Government of India
Ministry of Defence
New Delhi, the 15th September, 1969
24th Bhadra, 1891 (Saka)

To

The Director,
Military Lands and Cantonments,
New Delhi (100 Copies)

Subject:- Population Census 1971-Cantonments.

Sir,

I am directed to convey the sanction of the President to the declaration under Section 117 (2) of the Cantonments Act, 1924 (2 of 1924), of the expenses in connection with the forthcoming population Census in 1971 in Cantonments, as an appropriate charge on the respective Cantonment funds.

2. Necessary administrative instructions may be issued by you to the Cantonment Boards' staff to extend their full co-operation free of cost to the Census staff engaged on the preparation of the 1971 population Census in India.

3. This issues with the concurrence of the Ministry of Finance (Defence) *vide* their U.O. No. 4814/QB of 1969.

Yours faithfully
Sd/-
(S. P. Madan)
Under Secretary to the Govt. of India.

Copy to:-

The Controller General of Defence Accounts,
New Delhi.
The Director of Audit, Defence Service, New Delhi.
The Controllers of Defence Accounts, Central/Southern/Western Command.
The Controller of Defence Accounts, Patna.
The Deputy Directors of Audit, Defence Services, Central/Southern/Western Command.
The Deputy Director of Audit, Defence Services, Patna.
The Deputy Financial Adviser (Q)

Copy signed in ink to be sent to:-

The Controllers of Defence Accounts, Central/Southern/Western Command.
The Controller of Defence Accounts, Patna.

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cf. Section XXII-General, administrative, accounts, stores and stationery.

Sl. No. 56

*Rules for the classification and record of Receipts and Expenditure in connection with the Census to be held under the Indian Ceusus Act, 1948.*

1. All Census charges should be recorded under the major Head "47-Miscellaneous Departments-Statistics-Census". The detailed classification in the accounts should follow the heads adopted in the Census demands for grants.

2. Only expenditure authorised by the Provincial Superintendent should be billed for as a Central charge.

3. Pay and allowances of wholetime officers and any remuneration authorised to others for Census work should be drawn on separate bills and charged direct to the Census grant under "47-Miscellaneous, Departments-Census-Central."

4. Travelling allowance authorised by the Provincial Superintendent for debit to Census Operations should be drawn on separate bills and taken to the Census grant under "47-Miscellaneous, Departments-Census."

5. Postage and telegraph charges on Census business should be drawn on separate bills and debited against the Census grant.

6. Receipts and recoveries of expenditure in connection with the Census Operations, such as sums recovered from Indian States and Municipalities; sale proceeds of paper and realisations from the sale of articles bought for Census purposes, should be credited as receipt under the minor Heads 'Census' to be opened under the major Head "XXXVI-Miscellaneous Departments-Statistics."

7. When charges for stationery and printing are incurred they should be treated as Census expenditure and should not be teken to "56-Stationery & Printing."

8. Authorised charges debitable to Census should never be presented in bills containing charges debitable to other accounts.

9. All bills for contingent expenditure on Census work must be countersigned by the Provincial Superintendent.

10. The heads in the Central demands for grants will be as follows :—

A. Superintendence:
A1-Pay of officers.
A2-Pay of establishment.
A3-Allowances. Honoraria, etc.
A-4-Other Charges.

B. Enumeration :
B1-Pay of establishment.
B2-Allowances honoraria, etc,

B3-Honoraria to Enumerators.
B4-Other charges.
B5-N.R.C.

C. Abstraction and Compilation Charges:
C1-Pay of Officers.
C2-Pay of establishment.
C3-Allowances, Honoraria, etc.
C4-Other Charges.

D. Printing and Stationery.

E. Miscellaneous Staff.

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cf. Section XXII-General administrative, accounts, stores and stationery.

Sl. No. 57

*Copy of Letter No. F.2/16/59-Pub-I, dated the 13th November, 1959 (22nd Kartika, 1881), From Shri R.K. Shastri I.A.S., Under Secretary to the Government of India to the Registrar General and Ex-officio census Commissioner, Ministry of Home Affairs, New Delhi and copies endorsed to the Accountants General and Superintendents of Census Operations, in all the States.*

Subject : Delegation of Financial Powers to the Superintendent of Census Operations.

In exercise of the powers conferred by Rule 10(3) of the delegation of Financial powers Rules, 1958, I am directed to say that the President is pleased to delegate the following financial powers to the Superintendents of Census Operations, subject to the conditions or limits, if any,specified in each case.

(1) *Creation of Posts* :— The powers to create temporary posts in class III and class IV for a period not exceeding two years subject to the conditions laid down in Rule 9 of the delegation of Financial powers Rules, 1958.

(2) *Purchase of Books and other Newspapers* : Full powers to purchase for use of their offices, books, newspapers and other publications subject to the conditions mentioned in the delegation of Financial powers Rules, 1958-Schedule (V), and also subject to the further conditions that in respect of non-official publication the purchases will be made from the list of such publications as may be prescribed by the Registrar General and ex-officio Census Commissioner.

(3) *Contingent Expenditure* : Powers to incur contingency expenditure upto Rs. 1,000 p.a. in each case for recurring expenditure, and Rs. 5,000 in each case for non-recurring expenditure subject to the monetary limits and other instructions specified in the annexure to Schedule (V) of the D.F.P. Rules, 1958, and also subject to the condition specified under Rule 10(5) of the aforesaid Rules.

(4) *Miscellaneous Expenditure* : The powers to incur expenditure on entertainment (light refreshments) upto Rs. 200 p.a. subject to the general instructions issued by the Ministry of Finance.

3. The powers delegated in paras 2(i), 2(iii), 2(V) and 2(vi) of this Ministry's letter No. 2/12/49-Public dated Ist November 1949, as amended from time to time', are hereby cancelled.

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cf. Section XXII-General administrative, accounts, stores and stationery.

Sl. No. 58

*Copy of letter No. F2/16/59-Pub-I, dated the 22nd December, 1959, from Shri S.P. Balasubramanian, I.A.S., under Secretary to the Government of India to the Registrar General and Ex-officio Census Commissioner, Ministry of Home Affairs, New Delhi and copy endorsed to the Ministry of Finance.*

Subject : Delegation of Financial Powers to the Registrar General and Ex-officio Census Commissioner and the Superintendents of Census Operations.

In supersession of this Ministry's letter No. 2/12/49-Pub, dated the 1st November, 1949, as amended from time to time, I am directed to say that the President is pleased to delegate to you the following powers subject to the conditions or limits, if any, specified in each case, in addition to the powers delegated to you as head of the Department, under the Delegation of Financial Powers Rules, 1958.

(1) Head of Department under supplementary Rule 2 (10).

(2) Powers to create temporary posts :

(i) Pay not exceeding Rs. 590 p.m. upto a period of one year.

(ii) Pay not exceeding Rs. 250 p.m. for specified period, and to fix the pay of the posts. These powers will be operative in cases where the posts carry fixed pay or scales of pay which have not been approved by the Ministry of Finance.

(3) Full power to authorise any Government servant under your control to proceed on duty to any part of India, whether within or beyond his own jurisdiction in India under Rule 12 in Section 11 (b) of the administrative instructions

connected with the fundamental rules, appendix 3.

(4) Controlling Officer for the purposes of his own travelling allowance under Rule 191 of the supplementary rules.

2. The President is also pleased to delegate to the Superintendents of Census Operations, the powers mentioned below subject to the conditions or limits, if any, specified in each case, and in addition to the powers delegated to them in this Ministry's letter No. 2/16/52-Pub-I, dated the 13th November, 1959.

(1) Powers to create temporary posts subject to the condition that the pay of the appointment does not exceed Rs. 100 p.m. and to fix the pay of the posts. These powers will be operative in cases where the posts carry fixed pay or scales of pay which have not been approved by the Ministry of Finance.

(2) Powers to sanction the grant of recurring and non-recurring honoraria, up to a limit of Rs. 100 in each case, to Government officials other than those in their own office and to non-officials for work done in connection with the 1961 Census Operations.

(3) Controlling officers for their own and their establishment's travelling allowance.

3. The exercise of these powers is subject to the existence of budget provision.

4. Para 3 of this Ministry's letter No. 2/16/59-Pub-I (I), dated 13th November, 1959 may be deleted.

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cf. Section XXII-General administrative, accounts, stores and stationery

Sl. No. 59

No. 28/199/68. Pub. I
Government of India
Ministry of Home Affairs

To

The Registrar General and
ex-officio Census Commissioner,
New Delhi.

New Delhi-11, the 30th January, 1969.
10th Magha, 1890.

Subject: Delegation of Financial Powers to the Registrar General and Ex-officio Census Commissioner and the Superintendent of Censns Operations.

Sir,

With reference to the correspondence resting with your U.O. note No. 16990/68-RG, dated the 29th November, 1968, on the subject noted above, I am directed to say that with a view empower the Superintendents of Census Operations to sanction honorarium in connection with any of the Census, the President is pleased to decide that the figures "1961" occuring in para 2 (2) of this Ministry's letter No. 2/16/59-Pub. I dated the 22nd December, 1959 (copy attached), shall be deleted with effect from the date of issue of this letter.

2. This issues with the concurrence of Ministry of Finance vide their U.O. No. 483-HF/69, dated the 18th January, 1969.

Yours faithfully,
Sd/-
(L.D. Hindi)
Under Secretary to the Government of India

No. 28/199/68-Pub. I Dated: the 30th January, 1969.

Copy forwarded for information to:-

1. All Accountant General.
2. The Accountant General, Central Revenue, New Delhi.
3. The Ministry of Finance (Home Finance Branch).
4. Finance Section of the Ministry of Home Affairs (2 copies).

Sd/-
(L.D. Hindi)
Under Secretary to the Government of India.

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cf. Section XXII—General administrative, accounts, stores and stationery

Sl. No. 60

No. 3/25/66-RG
Government of India
Ministry of Home Affairs
Office of the Registrar General, India
2/A, Mansingh Road,
New Delhi-11. the 12th January, 1970.

To

The Directors of Census Operations and ex-officio Superintendents of Census Operations in all States/Union Territories and N.E.F.A.

Subject: Census-Superintendent of Census Operations-Delegation of Powers-Enhancement of.

Sir,

I am directed to say that, in supersession of the Ministry of Home Affairs' letter No. 2/150/60-Pub. I dated the 7th November, 1960/16th Kartika, 1882, on the subject noted above, the President is pleased to enhance the powers delegated to the Superintendents of Census Operations (re-designated as Director of Census Operations and ex-officio Superintendents of Census Operations with effect from the Ist September, 1969) in paragraph 2 (i) of the Ministry of Home Affairs' letter No. 2/16/59-Pub. I dated the 22nd December, 1959, to create temporary posts, subject to the condition that the pay of the appointments to such posts, does not exceed Rs. 200/- (Rupees two hundred) only per month, and to fix the pay of the posts, for the period from the Ist January, 1970 to the 31st December, 1973.

2. Paragraph 2 (i) of the Ministry of Home Affairs' letter No. 2/16/59-Pub. I dated the 22nd December, 1959 may, therefore, be substituted by the following:-

"(1) Powers to create temporary posts subject to the condition that the pay of the appointments to such posts does not exceed Rs. 200/- (Rupees two hundred) only, per month, and to fix the pay of the posts. These powers will be operative during the period from 1st January, 1970 to 31st December, 1973 and will be applicable in cases where the posts carry fixed pay or scales of pay which have not been approved by the Ministry of Finance.

3. This has concurrence of the Ministry of Finance accorded vide their U.O. No. 3994-HF/70, dated the 27th May, 1970.

Yours faithfully,
Sd/-
(K.D. Ballal)
Deputy Registrar General, India and Ex-officio Deputy Secretary to the Govt. of India in the Ministry of Home Affairs.

No. 3/25/66-RG New Delhi-11

Copy with 51 spare copies, forwarded to the Ministry of Finance, for onward transmission to the Accountant General in all States (except Gujarat and West Bengal); Senior Deputy Accountant General, Gujarat, Rajkot Branch, Rajkot; Accountant General, Central Calcutta; Accountant General, Central Revenues, New Delhi; the pay and Accounts Officer, Pondicherry; and the Director of Accounts, Goa, Daman & Diu, Panaji.

2. Copy to Ministry of Home Affairs' File No. 28/199/68-Pub. I.

Sd/-
(K.D. Ballal)
Deputy Registrar General, India and ex-officio Deputy Secretary to the Govt. of India Ministry of Home Affairs.

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cf. Section XXII—General administrative, accounts, stores and stationery.

*Honorarium to Enumeration Staff*

| Sl. No. | District | Number of Supervisors | Number of Enumerators | Honorarium sanctioned/paid | | | | | | Total | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | Housenumbering and Houselisting | | Supervision | | Enumeration | | 1970-71 | 1971-72 | 1970-71 and 1971-72 |
| | | | | 1970-71 | 1971-72 | 1970-71 | 1971-72 | 1970-71 | 1971-72 | | | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 1. | Chamba | 114 | 440 | 7,535 | – | 475 | 2,375 | 1,500 | 9,500 | 9,510 | 11,875 | 21,385 |
| 2. | Kangra | 455 | 2,037 | 31,705 | 1,080 | 75 | 11,300 | 350 | 50,575 | 32,130 | 62,955 | 95,085 |
| 3. | Mandi | 168 | 702 | 11,180 | – | 800 | 3,400 | 2,875 | 14,675 | 14,855 | 18,075 | 32,930 |
| 4. | Kulu | 70 | 311 | 5,230 | – | 425 | 1,325 | 1,475 | 6,300 | 7,130 | 7,625 | 14,755 |
| 5. | Lahul & Spiti | 18 | 59 | 915 | – | 450 | – | 1,475 | – | 2,840 | – | 2,840 |
| 6. | Bilaspur | 71 | 291 | 4,245 | – | – | 1,775 | – | 7,275 | 4,245 | 9,050 | 13,295 |
| 7. | Mahasu | 157 | 688 | 10,570 | – | 1,225 | 2,700 | 5,457 | 11,725 | 17,270 | 14,425 | 31,695 |
| 8. | Simla | 96 | 328 | 5,775 | – | – | 2,400 | – | 8,200 | 5,775 | 10,600 | 16,375 |
| 9. | Simaur | 80 | 360 | 4,320 | – | – | 2,000 | – | 9,000 | 4,390 | 11,000 | 15,390 |
| 10. | Kinnaur | 28 | 84 | 1,630 | 30 | 700 | – | 2,100 | – | 4,430 | 30 | 4,460 |
| 11. | Honorarium to District Census Officers/ Sub-Divisional Census Officers/ Charge Officers/ Assistant Charge Officers | – | – | – | – | – | 21,470 | – | – | – | 21,470 | 21,470 |
| | Total | 1.257 | 5.300 | 83,175 | 1,110 | 4,150 | 48,745 | 15,250 | 117,250 | 102,575 | 167,105 | 269,680 |

cf. Section XXII-General administrative, accounts, stores and stationery.

# भारत की जनगणना १९७१

## मकान-सूची

नाम जिला..... कोड नं०..... नाम गांव/नगर..... कोड नं०.....

नाम ताल्लुक/तहसील/थाना/अंचल/द्वीप..... कोड नं०..... नम्बर वार्ड/मोहल्ला/प्रगणक ब्लाक..... कोड नं०.....

| लाइन नम्बर | भवन (बिल्डिंग) का नम्बर (म्युनिसिपल या स्थानीय शासन अथवा जनगणना नम्बर, यदि कोई हो तो) | जनगणना मकान का नम्बर | मकान की आयु (वर्षों में) | गणना मकान की प्रमुख निर्माण-सामग्री: किस पदार्थ से फर्श बनी है | गणना मकान की प्रमुख निर्माण-सामग्री: किस पदार्थ से दीवार बनी है | गणना मकान की प्रमुख निर्माण-सामग्री: किस पदार्थ से छत का ऊपरी भाग बना है | जनगणना मकान किस काम में आता है जैसे निवास, दुकान, दुकान तथा निवास, व्यापार, फैक्ट्री, कारखाना, स्कूल या अन्य संस्था, बैंक, व्यापारिक संस्थान, दफ्तर, अस्पताल, होटल, इत्यादि के लिये, या खाली | यदि खाली है तो कारण लिखें (जैसे कि जीर्णावस्था, रहने के लिए अनुपयुक्त, मौसम मौसम में खाली मरम्मत हो रही है, या बन रहा है इत्यादि) | क्या जनगणना मकान का प्रयोग पूर्ण या आंशिक रूप से किसी प्रतिष्ठान के लिये होता है ? हां या नहीं। यदि हां, तो उसका विवरण प्रतिष्ठान अनुसूची में भरें और वहां की क्रम-संख्या यहां दर्ज करें |
|---|---|---|---|---|---|---|---|---|---|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| | | | | ..... | ..... | ..... | ..... | ..... | |

यदि जनगणना मकान पूर्ण या आंशिक रूप में निवास के काम में लाया जाता है

| परिवार का नम्बर | परिवार के कर्ता का नाम | क्या परिवार अनुसूचित जाति या अनुसूचित जन जाति का है ? यदि हां तो जाति या जन-जाति का नाम लिखें | परिवार के पास कुल रहने के कमरों की संख्या | परिवार अपने मकान में रहता है या किराये के (क) अपना (अ) (ख) किराये का (कि) | प्रगणक के भेंट के दिन परिवार में सामान्यतः रहने वाले व्यक्तियों की संख्या: पुरुष | स्त्री | योग | क्या परिवार खुद की या नकदी बटाई सिकमी पर ली गई जमीन पर खेती करता है ? (हां या नहीं) |
|---|---|---|---|---|---|---|---|---|
| 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| | | ..... | | ..... | | | | |

प्रगणक के हस्ताक्षर.....

दिनांक.....

पर्यवेक्षक के हस्ताक्षर.....

दिनांक.....

Annexure-I
Sl. No. 2

# भारत की जनगणना १९७१

## प्रतिष्ठान सूची

नाम जिला.....कोड नं०.....नाम गांव/नगर.....कोड नं.....

नाम तालुक/तहसील/थाना/अंचल द्वीप.....कोड नं०.....नम्बर वार्ड/मोहल्ला/प्रगणक ब्लाक.....कोड नं०.....

| क्रम संख्या | जनगणना मकान का नम्बर | यदि जनगणना मकान में किसी वस्तु का निर्माण, माल तैयार करने अथवा सर्विस या मरम्मत करने का काम होता है तो क्या वह (क) पंजीकृत फैक्ट्री है (ख) पारिवारिक उद्योग है (ग) अपंजीकृत वर्कशाप है | यदि जनगणना मकान दुकान था व्यापारिक संस्थान के लिये काम में आता है तो क्या वह (क) थोक व्यापार है (ख) फुटकर व्यापार है | यदि जनगणना मकान किसी अन्य प्रतिष्ठान के लिये काम में आता है तो वर्णित जैसे-सरकारी कार्यालय स्कूल, अस्पताल, रेलवे स्टेशन, नाई की दूकान (सैलून), सिनेमा घर, होटल, चाय की दूकान आदि | प्रतिष्ठान या उसके मालिक का नाम | क्या प्रतिष्ठान (क) सरकारी है (ख) निजी है या (ग) सहकारी संस्था है | खाना नम्बर 3 के अन्तर्गत तैयार अथवा सर्विस किये जाने वाले उत्पादन का विवरण अथवा खाना नम्बर 4 में प्रतिष्ठान द्वारा बेचे/खरीदे गये माल का विवरण | मालिक अथवा परिवार के कार्य करने वाले सदस्यों सहित पिछले सप्ताह अथवा काम के पिछले मौसम (सीजन) में काम करने वाले सभी व्यक्तियों की दैनिक औसत संख्या | खाना नम्बर 3 में दर्ज प्रतिष्ठानों में प्रयुक्त ईंधन या चालन शक्ति का विवरण |
|---|---|---|---|---|---|---|---|---|---|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |

प्रगणक के हस्ताक्षर.....

दिनांक.....

पर्यवेक्षक के हस्ताक्षर.....

दिनांक.....

गोपनीय

# पारिवारिक प्रपत्र भाग-I

## जनसंख्या अभिलेख

(व्यक्तिगत पर्ची से भरा जावे)

| क्रम संख्या | नाम | कर्त्ता से सम्बन्ध | लिंग | | आयु | वैवाहिक स्थिति | साक्षरता (अथवा सा०) | काम का विवरण (मुख्य काम) | यदि काम नहीं करते तो श्रेणी |
|---|---|---|---|---|---|---|---|---|---|
| | | | पु० | स्त्री | | | | | |
| ० | 1 | 2 | 3 | | 4 | 5 | 6 | 7 | 8 |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
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| | | | | | | | | | |
| | | | | | | | | | |

# भाग-II

## मकान अनुसूची

| मकान की आयु | पक्का अथवा कच्चा | परिवार के रहने के कमरों की संख्या | अपना या किराये का | मासिक किराया यदि किराये पर है। | पीने के पानी की व्यवस्था | | क्या मकान में बिजली है। (हां या नहीं) | परिवार के खास उपयोग के लिये शोचालय है। (हां या नहीं) | घरेलू काम के लिये मुख्य ईंधन की किस्म |
|---|---|---|---|---|---|---|---|---|---|
| | | | | | साधन | यदि मकान के अन्दर न हो तो दूरी | | | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |

## भाग III

**प्रजनन अनुसूची**

स्थानीय कोड नं०..... ...  परिवार नं०.....

गाँव/नगर का नाम.....

परिवार के कर्त्ता का नाम.....

क्या वह अनुसूचित जाति अथवा जनजाति का है ? यदि है तो जाति/जनजाति का नाम.....

| | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| 1 जनसंख्या अभिलेख के अनुसार स्त्री की क्रम संख्या | | | | | | | | |
| 2 किसी भी समय विवाहित स्त्री का नाम, अर्थात विवाहित/विधवा/तलाक दी गई अथवा अलग की गई | | | | | | | | |
| 3 आयु (क) वर्त्तमान आयु | | | | | | | | |
| (ख) विवाह के समय उनकी आयु क्या थी ? | | | | | | | | |
| (ग) उस समय उनके पति की आयु क्या थी ? | | | | | | | | |
| 4 शैक्षणिक स्तर | | | | | | | | |
| 5 धर्म | | | | | | | | |
| 6 मुख्य काम (क) स्त्री के काम का विवरण | | | | | | | | |
| (ख) पति के काम का विवरण | | | | | | | | |
| 7 आज तक जन्में बच्चों की संख्या (क) इस समय जीवित (अ) यहा उपस्थित | पु० | स्त्री | पु० | स्त्री | पु० | स्त्री | पु० | स्त्री |
| (ब) अन्यत्र रहते हैं | | | | | | | | |
| (ख) जोवित जन्में किन्तु अब मत | | | | | | | | |
| (ग) (क) और (ख) का योग | | | | | | | | |
| (घ) ऐसे बच्चों की संख्या जो मरे हुए पैदा हुए | | | | | | | | |
| 8 आखिरी जन्में बच्चे का विवरण (क) पिछली होली से अब तक किसी बच्चे को जन्म दिया है ? (हां या नहीं) | | | | | | | | |
| (ख) बच्चा जन्म के समय जीवित था या मरा हुआ | | | | | | | | |
| (ग) बच्चे का लिंग (पु० या स्त्री) | | | | | | | | |
| (घ) बच्चे की जन्मतिथि | दिन | मास | वर्ष | दिन | मास | वर्ष | दिन | मास | वर्ष | दिन | मास | वर्ष |
| 9 यदि प्रश्न 8 (क) का जवाब नहीं है तो आखिरी बच्चा कब पैदा हुआ | | | | | | | | |

## भाग IV

**परिवार नियोजन की सूची**

(परिवार के 35 वर्ष अथवा कम आयु के वर्तमान में विवाहित किसी पुरुष से संकलित की जावे)

1. नाम..... 
2. आयु..... 
3. धर्म..... □
4. शैक्षणिक स्तर..... □□

5. मुख्य काम..... □□□
6. क्या उसे परिवार नियोजन के तरीकों की जानकारी है ?... □
7. यदि हां, तो किन-किन तरीकों की जानकारी है □
   (i)..... (ii)..... □
   (iii)..... □

8. (क) क्या वह अथवा उसकी पत्नी परिवार नियोजन व्यवहार में लाते है ?..... □
   (ख) कौन सी विधि व्यवहार में लाई जाती है ?..... □
   (ग) कब से □

Annexure—I
Sl. No. 4

गोपनीय

# जनगणना १९७१

पैड न ———— ☐

पर्ची न ———— ———

स्थानीय कोड नं ..... परिवार संख्या ☐☐

गांव/नगर का नाम .....

१—नाम ————
२—कर्ता से सम्बन्ध ————

१५—मातृभाषा ————
१६—अन्य भाषायें ————

३—लिंग ◯

४—आयु ————
५—वैवाहिक स्थिति ————

६—जन्म का स्थान
(क) जन्म का स्थान ————
(ख) ग्रामीण अथवा नगरीय ————
(ग) जिला ————
(घ) राज्य/देश ————

७—पिछला निवास स्थान
(क) पिछला निवास स्थान ————
(ख) ग्रामीण अथवा नगरीय ————
(ग) जिला ————
(घ) राज्य/देश ————

८—गणना वाले गांव/नगर में निवास की अवधि ————

९—राष्ट्रीयता ————

१०—धर्म ————

११—अ० जा० अथवा ☐
अ० ज० जा० ☐

१२— या किसी संस्था में अभी अध्ययन करते हैं ? ————

१३—साक्षरता
(O अथवा सा०) △

१४—शैक्षणिक स्तर
(अ) सामान्य ————
(ब) तकनीकी ————

१७—मुख्य काम
(क) (i) व्यापक श्रेणी ————
[का] [खे०म०] [अ] ☐
(ii) क्या यह पारिवारिक उद्योग है? ☐
(ख) काम का स्थान ————
(ग) संस्थान का नाम ————
(घ) उद्योग/व्यापार, पेशा या नौकरी का विवरण ————
(ङ) काम का विवरण ————
(च) काम करने वाले का वर्ग ————

१८—दूसरा काम
(क) (i) व्यापक श्रेणी ————
[का] [खे०म०] [अ] ☐
(ii) क्या यह पारिवारिक उद्योग है? ☐
(ख) काम का स्थान ————
(ग) संस्थान का नाम ————
(घ) उद्योग/व्यापार, पेशा या नौकरी का विवरण ————
(ङ) काम का विवरण ————
(च) काम करने वाले का वर्ग ————

१९—और काम के लिये उपलब्ध है ? तो अवधि (महीनों में) ————
२०—यदि काम नहीं करते हैं तो वर्ग ▱

पी० एस० यू० पी०—ए० पी०—३ सेन्सेस—१९६९—२४,००० (रो०)

# ANNEXURES

Annexure-I
Sl. No. 5

गोपनीय

# जनगणना १९७१

पैड नं०———
पर्ची नं०———

स्थानीय कोड नं०. . . . . परिवार संख्या

ग्राम/नगर का नाम. . . . . .

१—नाम———

२—कर्ता से सम्बन्ध———

३—लिंग

४—आयु———

५—वैवाहिक स्थिति———

६—जन्म का स्थान
(क) जन्म का स्थान———
(ख) ग्रामीण अथवा नगरीय———
(ग) जिला———
(घ) राज्य/देश———

७—पिछला निवास स्थान
(क) पिछला निवास स्थान———
(ख) ग्रामीण अथवा नगरीय———
(ग) जिला———
(घ) राज्य/देश———

८—गणना वाले गांव/नगर में निवास की अवधि———

९—राष्ट्रीयता———

१०—धर्म———

११—अ० जा०
अथवा
अ० ज० जा०

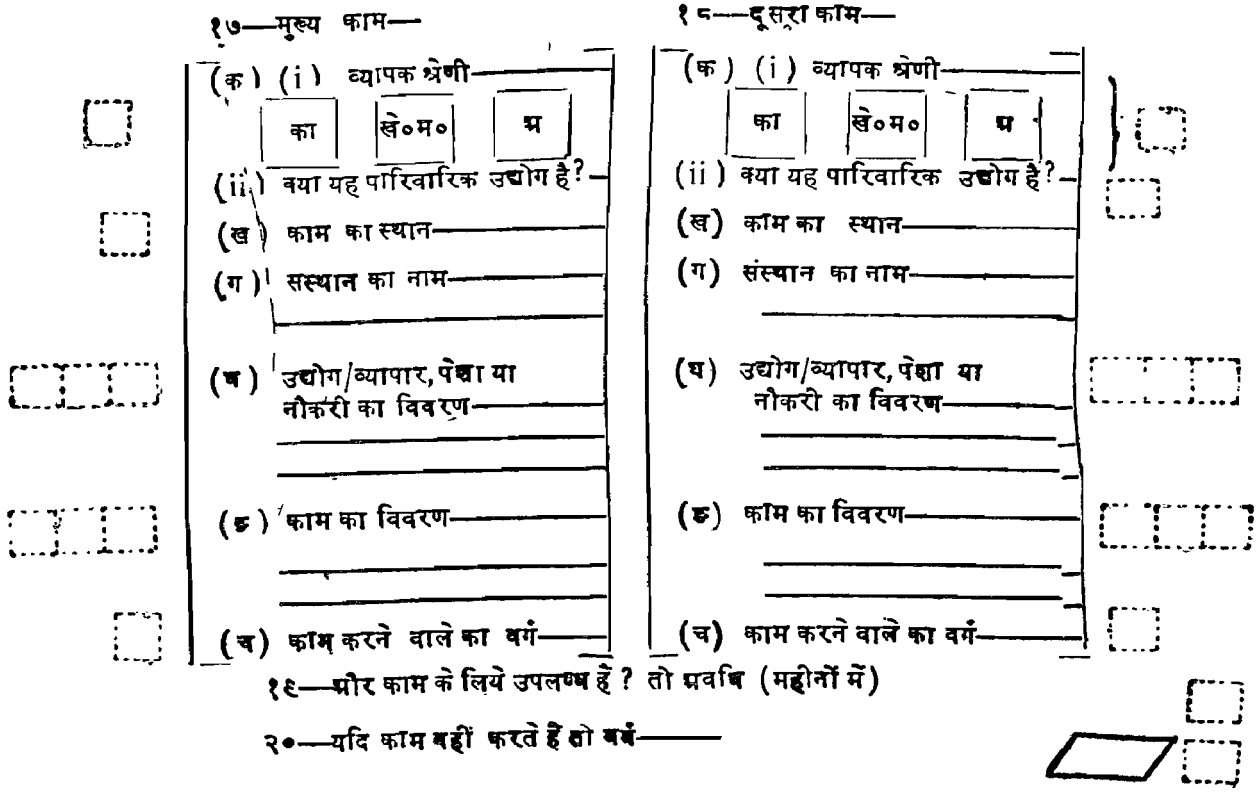
१२—क्या किसी संस्था में अभी अध्ययन करते हैं?———

१३—साक्षरता
(० अथवा सा०)

१४—शैक्षणिक स्तर :
(अ) सामान्य———
(ब) तकनीकी———

१५—मातृभाषा———

१६—अन्य भाषायें———




ए० एस० यू० पी०—ए० पी०—४ सेन्सस—१९९१—२८,००० (रो०)।

Annexure-I
Sl. No. 6

# प्रगणक द्वारा भरा जाने वाला विवरण

[ प्रपत्र घ० ]

स्थानीय कोड नं०..... प्रगणक का नम्बर.....

गाँव/नगर का नाम..... प्रगणक का नाम.....

पुरुषों

| घैड नं० | पर्ची नं० | लिंग प्र० 3 | प्र०जा०/अ०जा० प्र० 11 अ०आ० | प्र०ज०जा० | साक्षरता प्र० 12 साक्षर | निरक्षर | मुख्य काम प्र० 15 काश्तकार | खेतिहर मजदूर | घरेलू उद्योग प्र० 16 क(ii) | अन्य कार्य | काम न करने वाले प्र० 20 |
|---|---|---|---|---|---|---|---|---|---|---|---|
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100 प्रतिशत जाँच किया और ठीक पाया

प्रगणक के हस्ताक्षर..... पर्यवेक्षक के हस्ताक्षर.....

दिनाँक..... दिनाँक.....

PSUP-AP 9 CENSUS-1969-600 (OEFGET)

Annexure-1
Sl. No. 7

[ प्रपत्र एफ ]

# प्रगणक द्वारा भरा जाने वाला विवरण

स्थानीय कोड .....  प्रगणक का नम्बर .....

गाँव/नगर का नाम .....  प्रगणक का नाम .....

स्त्रियाँ

| घर सं० | पर्ची सं० | लिंग | अ०जा०-अ०ज०अ० प्र० ११ | | साक्षरता प्र० १३ | | मुख्य काम प्र० १७ | | | | काम न करने वाले प्र० २० |
|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | अ०जा० | अ०ज०अ० | साक्षर | निरक्षर | कास्तकार | खेतिहर मजदूर | घरेलू उद्योग प्र०१७क | अन्य कार्य | |
| | | प्र.२ | | | | | का | खे-म | | अ | |
| १ | २ | ३ | ४ | ५ | ६ | ७ | ८ | ९ | १० | ११ | १२ |
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| योग | | | | | | | | | | | |

100 प्रतिशत जाँच किया और ठीक पाया

प्रगणक के हस्ताक्षर .....  पर्यवेक्षक के हस्ताक्षर .....

दिनाँक .....  दिनाँक .....

PSUP-AP 8 CENSUS-1989-500 (OFFSET)

CENSUS OF

HOUSELIST

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

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

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

Note: Please do not write in Cols. 4,5,6,10 and 12. Tabulation Offices

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

Annexure-II
Sl. No. 1

**INDIA 1971**

**ENGLISH**

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

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

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

the spaces enclosed by dotted lines These are meant for use in the for coding.

Signature of Supervisor.....

Dated.....

**CENSUS OF**

**ESTABLISHMENT**

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

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

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

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

Annexure-II
Sl. No. 2

**INDIA 1971**

ENGLISH

SCHEDULE

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

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

| If any manufacturing, processing or servicing is done | | | If used as trading establishment | | If used as any other establishment, describe e.g Govt. Office, School, Hospital Railway station, Barber's saloon, Cinema theatre, Hotel, Tea shop, etc |
|---|---|---|---|---|---|
| Is it (a) Household Industry (b) Registered Factory (c) Unregistered Workshop | Description of the products, processing or servicing done | Type of fuel or power used | Whether (a) Wholesale or (b) Retail | Description of bought/sold | |
| 6 | 7 | 8 | 9 | 10 | 11 |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

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

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

Annexure-II
Sl. No. 3

CONFIDENTIAL

CENSUS OF INDIA 1971

Individual Slip

Pad No. ____

Slip No. ____

Location Code ____ ( ) Household No. ____

1. Name ____
2. Relationship to head ____
3. Sex ____
4. Age ____
5. Marital status ____
6. For currently married women only
   (a) Age at marriage ____
   (b) Any child born in the last one year ____
7. BIRTH PLACE
   (a) Place of birth ____
   (b) Rural/Urban ____
   (c) District ____
   (d) State/Country ____
8. LAST RESIDENCE
   (a) date of last residence ____
   (b) Rural/Urban ____
   (c) District ____
   (d) State/Country ____
9. Duration of Residence at the Village or town of Enumeration ____
10. Religion ____
11. S. C. or S. T. ____
12. Literacy (L or O) ____
13. Educational level ____
14. Mother Tongue ____
15. Other languages ____

16. MAIN ACTIVITY
   (a) Broad-category (i) Worker (C, AL, HHI, OW) ____
   (ii) Non-Worker (H, ST, R, D, B I, O) ____
   (b) Place of work (Name of Village/Town) ____
   (c) Name of Establishment ____
   (d) Nature of Industry, Trade, Profession or Service ____
   (e) Description of Work ____
   (f) Class of worker ____

17. SECONDARY WORK
   (a) Broad-category (C, AL, HHI, OW) ____
   (b) Place of work (Name of Village/Town) ____
   (c) Name of Establishment ____
   (d) Nature of Industry, Trade, Profession or Service ____
   (e) Description of Work ____
   (f) Class of worker ____

Annexure-II
Sl. No. 41
CENSUS 1971

CONFIDENTIAL

## POPULATION RECORD

(To be compiled from Individual Slip)

Location Code.....( ) Household No.....

| Sl. No. | Name | Relationship to head | Sex | | Age | Merital Status | Literacy ( L or O ) | Description of main Activity |
|---|---|---|---|---|---|---|---|---|
| | | | M | F | | | | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| | | | | | | | | |

**भारत की**

**मकान**

जिले का नाम..... कोड नं०.....

तालुक/तहसील/थाना/अंचल/द्वीप का नाम..... कोड नं०.....

| लाइन नम्बर | भवन (बिल्डिंग) का नम्बर (म्युनिसिपल या स्थानीय शासन अथवा जनगणना नम्बर) | जनगणना मकान का नम्बर | जनगणना मकान की प्रमुख निर्माण-सामग्री | | जनगणना मकान किस काम में आता है जैसे निवास, दुकान, दुकान तथा निवास, व्यापार, फैक्ट्री, कारखाना, निवास तथा कारखाना, स्कूल, बैंक, व्यापारिक, प्रतिष्ठान, दफ्तर, अस्पताल, होटल इत्यादि के लिये, या खाली | क्या जनगणना मकान का उपयोग पूर्ण या आंशिक रूप से किसी प्रतिष्ठान के लिये होता है? हां या नहीं यदि हां तो उसका विवरण प्रतिष्ठान अनुसूची में भरे और वहां की क्रम संख्या यहां दर्ज करें |
|---|---|---|---|---|---|---|
| | | | किस पदार्थ से दीवार बनी है | किस पदार्थ से छत बनी है | | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| | | | ..... | ..... | ..... | |
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प्रगणक के हस्ताक्षर..... दिनांक..... .....

नोट : कृपया कालम नं० 4, 5, 6, 10 व में कुछ भी न लिखिए। ये केवल लिखने के लिए हैं।

Annexure-II
Sl. No. 5
HINDI

**जनगणना** 1971

—सूची

गांव/नगर का नाम..... कोड नं०.....

वार्ड/मोहल्ला तथा प्रगणक ब्लाक नं०..... कोड नं०.....

यदि जनगणना मकान पूर्ण या आंशिक रूप में निवास के काम में लाया जाता है

| परिवार का नम्बर | परिवार के कर्त्ता का नाम | क्या परिवार अनुसूचित जाति या अनुसूचित जन-जाति का है? यदि हां तो जाति या जन-जाति का नाम लिखें | परिवार के पास कुल रहने के कमरों की संख्या | परिवार अपने मकान में रहता है या किराये के (i) अपना (अ) (ii) किराए का (कि) | प्रगणक की भेंट के दिन परिवार में रहने वाले व्यक्तियों की संख्या | | | क्या परिवार खेती करता है? (हां या नहीं) | विशेष विवरण |
|---|---|---|---|---|---|---|---|---|---|
| | | | | | पुरुष | स्त्री | योग | | |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| | | ..... | | ..... | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |

12 में बिन्दुओं से बने चौखानो टेबूलेशन कार्यालयों में कोड नम्बर

योग

सुपरवाइजर के हस्ताक्षर..... दिनांक.....

Annexure II
Sl. No. 6

# भारत की जनगणना 1971

## प्रतिष्ठान-अनुसूचि

HINDI

जिले का नाम.....कोड नं० .....  गांव/नगर का नाम.....कोड नं०.....

तालुक/तहसील/थाना/अंचल/ब्लाक का नाम..... कोड नं०.....  वार्ड/मोहल्ला तथा प्रगणक ब्लाक नं०.....कोड नं०.....

| क्रम संख्या | जनगणना मकान का नम्बर | प्रतिष्ठान या उसके मालिक का नाम | क्या प्रतिष्ठान— (क) सरकारी/अर्द्ध सरकारी है, (ख) निजी है, (ग) सहकारी | मालिक तथा/या परिवार के कार्य करने वाले सदस्यों सहित पिछले सप्ताह अथवा काम के पिछले मौसम (सीज़न) में प्रतिदिन काम करने वाले सभी व्यक्तियों की औसत संख्या | यदि प्रतिष्ठान में किसी वस्तु का निर्माण, मालतैयार (प्रौसेसिंग) अथवा सर्विसिंग या मरम्मत करने का काम होता है तो | | | यदि व्यापारिक प्रतिष्ठान है तो, | | यदि कोई अन्य प्रतिष्ठान जैसे सरकारी कार्यालय, स्कूल, अस्पताल, रेलवे स्टेशन, नाई, की दुकान सिनेमा घर, होटल, चाय की दुकान आदि है तो विवरण दें |
|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | क्या यह, (क) पारिवारिक उद्योग है, (ख) पंजीकृत फैक्ट्री है, (ग) अन्य कारखाना/वर्कशाप है | निर्माण की गई वस्तु अथवा प्रौसेसिंग या सर्विसिंग का विवरण | ईंधन या चालन शक्ति का विवरण | खरीदे/बेचे गए माल का विवरण | व्यापार— (क) थोक है, या (ख) फुटकर है | |
| 1 | | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| | | | ..... | | ..... | ..... | ..... | ..... | ..... | ..... |
| | | | | | | | | | | |

नोट : कृपया कालम नं० 4, 6, 7, 8, 9, 10 व 11 में बिन्दुओं से बने चोखानों में कुछ भी न लिखिए। ये केवल टेबुलेशन कार्यालय में कोड नम्बर लिखने के लिए है।

प्रगणक के हस्ताक्षर..... दिनांक.....  सुपरवाइजर के हस्ताक्षर..... दिनांक.....

# INSTRUCTIONS TO ENUMERATORS FOR FILLING UP THE HOUSELIST AND ESTABLISHMENT SCHEDULE

*(Issued by Registrar General India)*

## INSTRUCTIONS—PART I

## HOUSELIST

### General

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

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

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

### House-numbering and preparation of notional maps

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

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

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

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

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

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

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

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

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

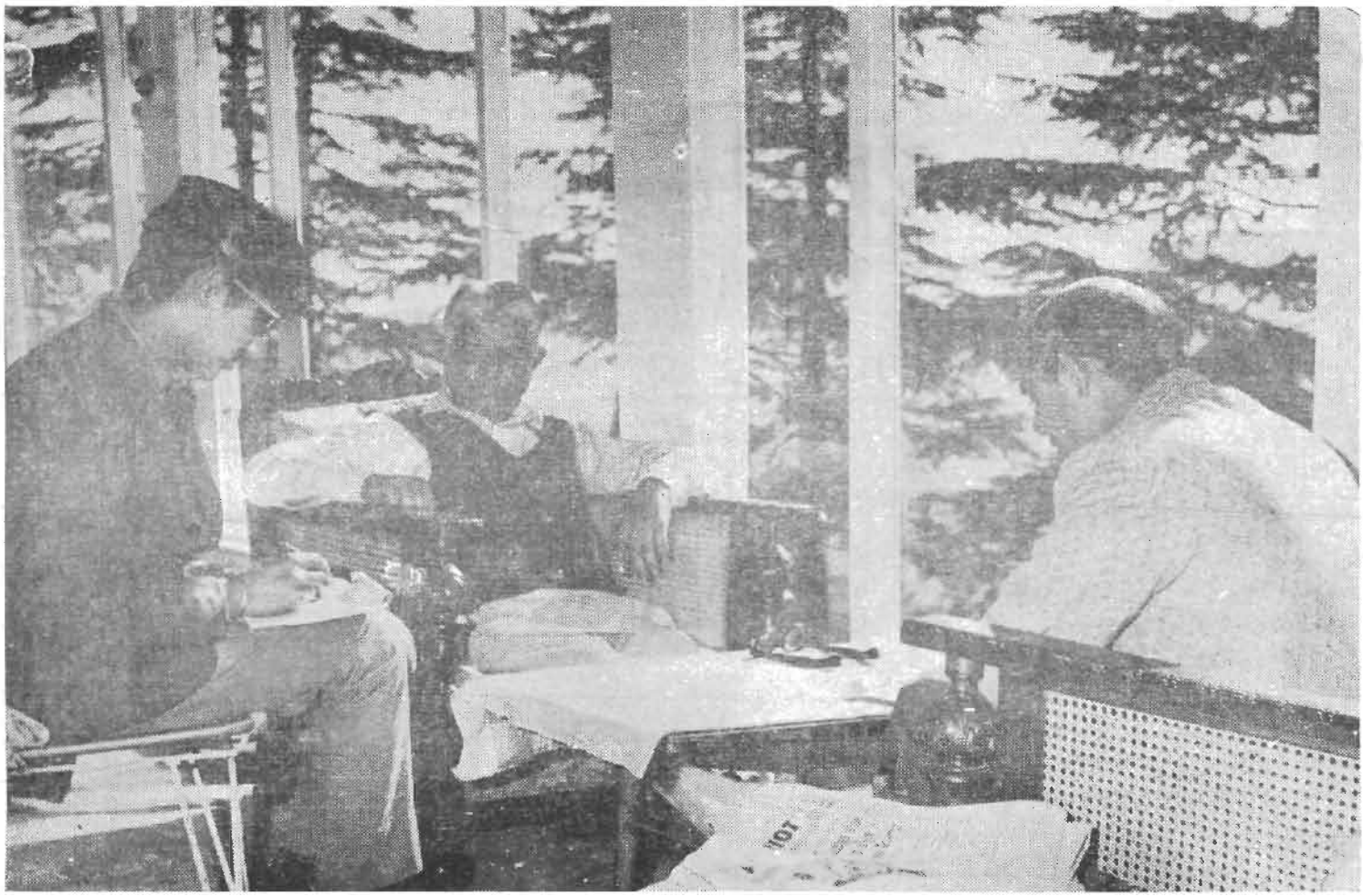
8. Where villages are not cadastrally surveyed and the village boundaries are not fixed by survey, it is essential that the limits of each village are defined by some permanent features so that it may be known that any house falling in any such areas may be reckoned along with a particular village.

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

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

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

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



Dr. Y. S. Parmar Chief Minister Himachal Pradesh (centre) being enumerated by the Director Shri Attar Singh (right) and an enumerator (left)

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

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

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

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

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

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

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

17. The buldings should be numbered as follows :

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

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

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

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

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

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

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

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

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

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

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

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

24. *Household*: A household is a group of persons who commonly live together and would take their meals from a common kitchen unless the exigencies of work prevented any of them from doing so. There may be 'one-member household,' two-member household or multi-member household'. For census purposes each one of these types is regarded as a 'Household'. Again, there may be a Household of persons rela-ed by blood or household of unrelated persons; the latter are Boarding

Houses, Hostels, Residential Hotels, Orphanages, Rescue Homes, *Ashrams* etc. These are called "Institutional Households".

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

## HOUSELISTING

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

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

The following instructions will guide you in filling the houselist :

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

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

Col. 1 : Line Number

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

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

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

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

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

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

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

Col 3 : Census House Number

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

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

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

remain blank against Census house No. 10(2) and 10(3).

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

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

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

**Col. 4** : Material of wall

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

**Col. 5** : Material of Roof

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

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

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

(1) Residence, shop-cum-residence, workshop-cum-residence;

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

**Shop** :

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

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

(5) Hospital, dispensary, Health centre, Doctor's clinic, etc.

(6) School and other educational institution.

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

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

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

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

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

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

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

have gone on a journey/pilgrimage, noted in the 'Remarks' column as "House locked occupants on journey/pilgrimage etc."

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

Col. 7 · Is it used wholly or partly as an Establishment ?
Yes or No.
If yes, enter further details in the Establishment Schedule and indicate the Serial No. of that entry here.

*Definition of an Establishment*

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

*Examples* :

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

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

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

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

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

**COLUMNS 8 to 16**

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

**Col. 8** Household No.

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

45. There may be more than one household in a Census house. Each household should be given a separate number. This can be done by using the alphabets as (a), (b), (c), etc., as affixes to the Census house No. For example, if building No. 2 is also a Census house and has three households, the household numbers will be 2(a) 2(b), and 2(c). If building number 4 has two Census houses, the houses will be numbered as 4(1) and 4(2). If within these houses there are respectively 3 and 2 households then they will be numbered as 4(1) (a), 4(1) (b), 4(1) (c) and 4(2) (a) and 4(2)(b) respectively. If, however building No. 3 is also a Census house and has only one household, the household No., to be entered in this column will be No. 3 only.

46. In the above cases of households Nos. 2(b), 2(c), 4(1), (b), 4(1)(c) and 4(2)(b), there will be no entries against them in Cols. 3 to 7. Cols. 3 to 7 will be filled for the entire Census houses, 2, 4(1) or 4(2) as the case may be, once. There is no need to repeat Cols. 3 to 7 in each line for which entries are made for more than one household against that census house in Cols. 8 to 16.

**Col. 9** : Name of the head of household

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

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

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

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

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

for others write "X"

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

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

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

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

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

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

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

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

54. If a household is occupying a Censes house owned by itself and is not paying anything to anybody in

the form of rent then the household may be considered as living in own house. This should be recorded by 'O'. A household living in a flat or a house taken on 'ownership' basis on payment of instalments, should be regarded as living in its own house, notwithstanding that all instalments have not been paid.

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

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

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

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

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

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

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

**Col. 17** : Remarks

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

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

ANNEXURE-II

## INSTRUCTIONS—PART II

### ESTABLISHMENT SCHEDULE

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

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

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

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

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

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

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

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

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

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

**Col. 1 Sl. No.**

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

**Col. 2** : Census House No.

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

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

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

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

and so's Halwai shop" etc. This is to help easy identification.

**Col. 4**: Is the Establishment—

(a) Govt./Quasi Govt. (b)

Private (c) Co-operative Institution

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

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

(2) Private

or

(3) Co-operative.

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

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

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

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

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

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

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

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

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

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

**Col. 6** : Is it (a) Household Industry (b) Registered Factory

(c) Unregistered workshop

78. Household Industry : Definition

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

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

(i) nature of activity

(ii) participation

(iii) location

(iv) size

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

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

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

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

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

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

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

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

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

88. The description of the actual work relating to product, processing and servicing which is done in the Household Indutry, factory or workshop that is being listed is to be recorded here, *e.g.*, handloom weaving, lace knitting, *oil ghani* etc., manufacturing of G.I. pipes, electroplating, motor or cycle repairing, iron foundry, paper making or book binding, printing and dyeing, shoe making, sweetmeat making etc. If in any establish-

ment more than one article is produced or more than one kind of processing or servicing or repairing is done, indicate only the major kind of products or processing or repairing or servicing etc.

**Col.8**: Type of fuel or power used

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

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

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

**Col.9**: Description of goods bought/sold

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

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

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

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

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

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

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

**Col.11**: If used as any other establishment, describe eg., Govt. office, school, Hospital, Railway Station, Barber's Saloon, Cinema Theatre, Hotel, Tea shop, etc.

General :

97. Two specific types of establishments have been covered in columns 6 to 10. Column 11 relates to the remaining types of establishments not covered by columns 6 to 10. You have to describe such establishments in this column, *e.g.*, Govt. office, school, hospital, Railway Station, orphanage, Rescue Home, Barbar's saloon, cinema, theatre, hotel, tea shop, lawyer's office, doctor's clinic, laundary, etc.

98. It is possible that in a particular establishment, more than one activity is being undertaken within the same permises. For example, say in a betel shop, *bidi* rolling is also being undertaken or in a grocery shop a flour mill is also located, or in the doctor's clinic medicines are sold. In such cases, the establishment should be identified having regard to the major activity and recorded as such in the relevant columns pertaining to the major activity.

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

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

# INSTRUCTIONS TO ENUMERATORS FOR FILLING UP THE INDIVIDUAL SLIP

*(Issued By The Registrar General India)*

## General

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

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

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

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

## Reference Date and Enumeration Period

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

## Pad No. And Slip No.

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

## Location Code nd Your Jurisdiction

7. On the top cover page of each book you will also find the location code number of your village or town indicating the district number, the tehsil or thana or town number and the village number. You may find that the district No. and the Tehsil No. have been

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

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

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

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

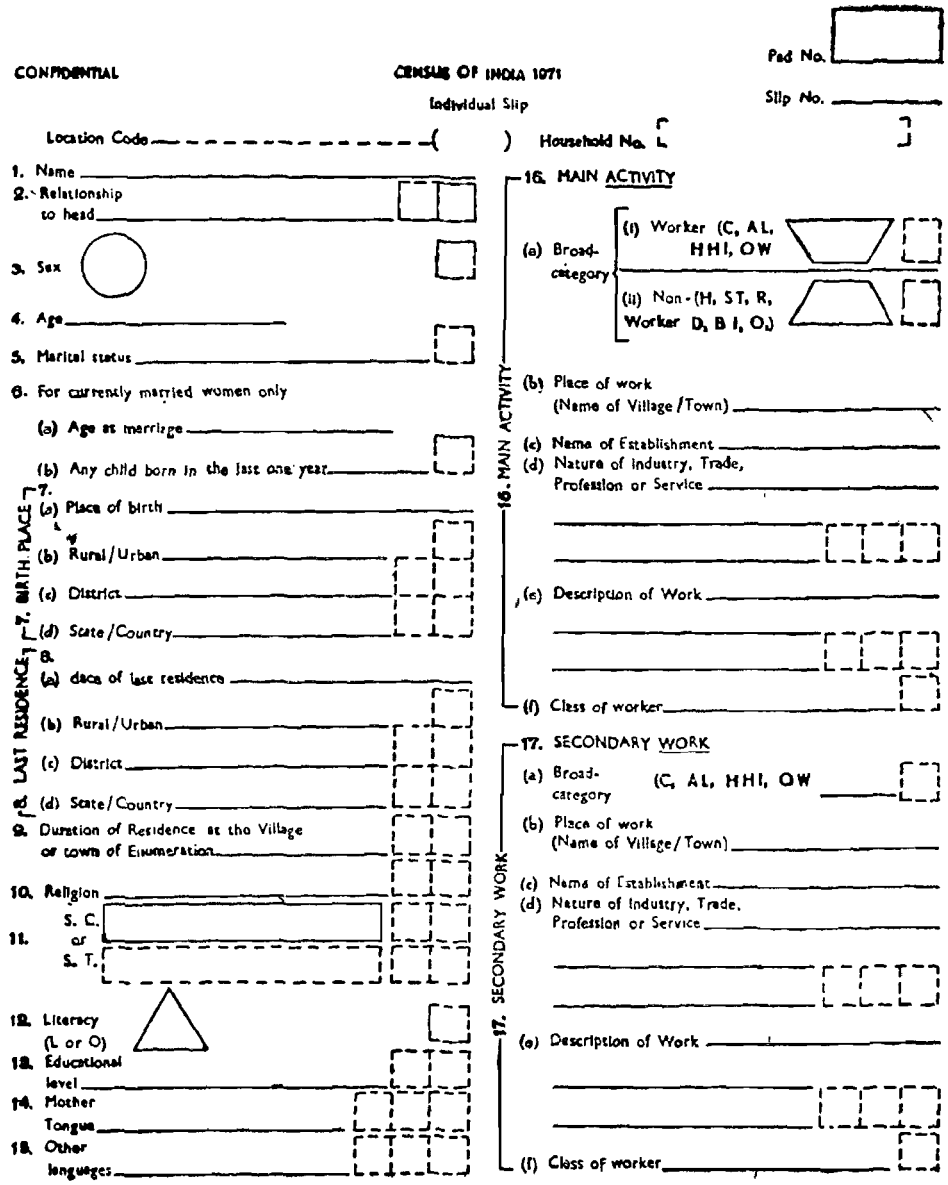
**Persons To Be Enumerated**

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

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

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

Annexure-II
Sl. No. 3



not get themselves enumerated again in case they may move from this place.

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

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

(ii) Also those who are known to be normally residing, and had actually stayed during a part of the enumeration period (10-28 Feb.) but are not present at the time of your visit;

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

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

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

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

CENSUS SCHEDULE (INDIVIDUAL SLIP)

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

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

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

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

**Pad No. and Slip No.**

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

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

**Location Code**

22. Though this has already been referred to generally earlier, it is worth elaborating. The location code is the method by which every village or town in a tehsil/taluk/police station/anchal/Island in every district of a State is identified by a combination of numbers. For this purpose, every district, tehsil, taluk, police station, anchal or Island, village or town in your State would have been allotted code numbers. Your Charge Officer would have indicated to you the district, tehsil, taluk, police station,

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

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

**Household No.**

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

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

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

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

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

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

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

**Question 1 : Name**

30. Write the name of the person enumerated. If a woman's name is not given out, describe her as, so and so's wife, mother or daughter'. By custom if a woman finds it difficult to give the name of her husband and if

the man is absent at the time of enumeration but his particulars have to be recorded write 'so-and-so's husband' if you have failed to ascertain the name even from the neighbours.

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

**Question 2 : Relationship to Head :**

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

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

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

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

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

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

**Question 3 : Sex**

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

**Question 4 : Age**

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

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

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

**Question 5 : Marital Status**

41. In answering this question use the following abbreviations ;

NM : Never married

M : Currently Married

W Widowed

S : Separated or Divorced

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

**Question 6 : For currently married women only**

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

**6 (a) Age at marriage**

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

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

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

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

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

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

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

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

**Question 7 : Birth place**

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

**7 (a) Place of Birth**

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

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

**7 (b) Rural/Urban**

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

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

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

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

**7 (c) District**

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

**7 (d) State/Country**

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

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

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

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

**Question 8 : Last Residence**

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

The last previous residence is relevant only if he had been outside the village or town of enumeration and not

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

**8 (a) Place of last residence**

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

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

**8 (b) Rural/Urban**

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

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

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

**8 (c) District**

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

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

**8 (d) State/Country**

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

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

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

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

*.e.*, 'PL' has been noted in Q. 8 (a) then 'X' may be put against Q. 9.

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

**Question 10 : Religion**

62. In answering this question use the following abbreviations :

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

for others record the actual religion as returned fully.

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

**Question 11 : Scheduled Caste or Scheduled Tribe**

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

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

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

**Question 12 : Literacy (L or O)**

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

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

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

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

**Question 13 : Educational level**

71. This question will be asked of those for whom 'L' has been recorded against question 12. For a person who is illiterate and 'O' has been put against him in the answer to question 12, there is no advantage in ascertaining the educational level even if he had at some stage attended school and passed a standard and had relapsed

into illiteracy. In such a case you should put 'X'. You have to ascertain and record the highest educational level attained by a person for whom 'L' is recorded in answer to question 12.

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

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

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

73. Whenever you come across graduates or post-graduates as also those with a technical diploma or degree, you will have to issue him a "Degree-holder and Technical Personnel Card" and ask the person concerned to fill it. You should note the location code on the card whil issuing it. Put a tick (√) after noting the educational level against question 13 immediately after you issue a card. When you collect it after some time but before you complete the enumeration of your area, cross the tick and put a circle as (√).

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

**Question 14 : Mother-tongue**

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

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

**Question 15 : Other languages**

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

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

**Question 16 : Main Activity**

78. Every person will be asked what his main acti-

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

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

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

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

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

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

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

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

**16 (a) (i) Worker (C, AL, HHI, OW)**

85. Where the main activity of a person qualifies him to be treated as a worker he should be further categoried according to the type of work and one of the appropriate abbreviations indicated against this question should be entered in the box provided for the purpose. If the person is not engaged in any economic activity an 'X' should be noted in the box. The abbreviations to be used for workers are explained below :

**C : Cultivator**

86. For a person who returns his main activity as working as a cultivator, the abbreviation 'C' should be used.

87. *Definition of Cultivator* : For purposes of the census a person is working as Cultivator if he or she is engaged in cultivation by oneself or by supervision or direction in one's capacity as the owner or lessee of land held from Govt. or as a tenant of land held from private persons or institutions for payment of money, kind or share.

88. Cultivation involves ploughing, sowing and harvesting and production of cereals and millet crops such

as wheat, paddy, jowar, bajra ragi etc. and pulses, raw jute and kindred fibre crop, cotton etc., and other crops such as sugar-cane, groundnuts tapioca, etc., and does not include fruit growing, vegetable-growing or keeping orchards or groves or working of plantations like tea, coffee, rubber, cinchona and other medicinal plantations.

89. A person who merely owns land but has given out land to another person or persons for cultivation for money, kind or share of crop and who does not even supervise or direct cultivation of land, will not be treated as working as cultivator. Similarly a person working in another person's land for wages in cash, kind or share (Agricultural labourer) will not be treated as cultivator in this question.

**AL : Agricultural Labourer**

90. A person who returns his main activity as engaged as agricultural labourer, the abbreviation 'AL' should be used in the box.

91. *Definition of an Agricultural Labourer* : A person who works in another person's land for wages in money, kind or share should be regarded as an agricultural labourer. He has no risk in the cultivation but he merely works in another person's land for wages. The labourer could have no right of lease or contract on land on which he works.

**H.H.I. : Household Industry**

92. For a person who returns his main activity as engaged in some production, processing, servicing or repair of articles of goods such as, say, handloom weaving, dyeing, carpentry, *bidi* rolling, pottery manufacturer, bicycle repairing, blacksmithy, tailoring etc., it has to be ascertained if it is a household industry, and if so, it should be indicated by the abbreviatcon 'HHI' in the box.

93. *Definition of a Household Industry*

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

94. The main criterion of a Household Industry is the participation of one or more members of a household. This criterion should apply to urban areas too. Even if the industry is not actually located at home in rural areas there is greater possibility of the members of the household participating even if it is located anywhere within the village limits. In the urban areas where organised industry takes greater prominence, the Household Industry should be confined to the precincts of the house where the participants live. In urban areas even if the members of the household by themselves run an industry but at a place away from the precincts of their home, it will not be considered a household industry. It should be located within the precincts of the house where the member live.

95. A Household Industry should relate to production, processing, servicing, repairing or making and selling (but not merely selling) of goods. It does not include professions such as a pleader or doctor or barber, musician, dancer, waterman, dhobi, astrologer, etc., or merely trade or business, even if such professions, trad or services are run at home by members of household. A list of a few typical Household Industries is appended to these instructions at Appendix III.

96. Sometimes it is likely that the person who may not be working in his own Household Industry may be working as a petty employee in another Household Industry. You should, therefore, enquire whether the person who is not working in his own household Industry is working in any other Household Industry as an employee and record as per instructions given above.

**OW : Other Workers**

97. If a person gives his main activity as engaged in any other work which is not cultivation, agricultural labour or household industry, this may be indicated by merely noting 'OW' in the box. The type of workers that may be come under the 'Other Workers' category are factory workers, those working in trade or transport, all Government servants, municipal employees, teachers, mining workers, political or social workers, building labourers, etc. etc. In effect, all types of economic activity not covered by cultivation, agricultural labour or household industry will come under this residual category. Workers engaged in plantation or forestry should not be treated as cultivation or agricultural labourers but as 'Other workers.'

98. Further details pertaining to this 'Other' category of workers, as also those engaged in household industry, will be recorded in the subsequent sub-parts (b) to (f) of question 16.

**16. (a) (ii) Non-worker (H, ST, R, D, B, I, O)**

99. As was stated earlier, question 16 is intended to ascertain the main activity of every individual whether he or she is economically active or not. While 16 (a) (1)

helps to broadly categorise all those who have returned some work as their main activity, 16 (a) will help to categorise those whose main activity is not engaged in any economically productive work, but are basically non-workers. These may be categorised under seven broad heads whose abbreviations are indicated against this question. The appropriate abbreviation will have to be entered in the box provided. The abbreviations are explained below :

**H : Household Duties**

100. This covers all those persons basically engaged in unpaid home duties doing no other work, or even if such a person may also be participating in some other work, it is not to the same extent as a hole-time worker and if the person has returned his or her main activity as attending to household duties. The main activity of such a person should be entered as 'H'. If a person whose main activity is attending to household duties, also engages oneself in some other economic activity such as helping in family cultivation or preparing cowdung cakes at odd times for a seal etc., that economic activity will be covered as secondary work under question 17. On the other hand, a woman who works primarily as a factory worker or a plantation labourer or an agricultural labourrer or in some office or shop etc., and also attends to household duties, obviously her main activity will be the economic activity in which she is mostly engaged in and should not be categorised as for her main activity in this question. She should have been treated basically as a worker and her main economic activity should have been recorded against 16 (a) (i).

**ST : Student**

101. This refers to those whose main activity is returned as a student. This will cover all fulltime students or children attending school. Even if such persons participated in some work but not to the same extent as a full-time worker, by merely helping casually as an unpaid family worker in family cultivation, household industry, trade or business, they should be treated primarily as students, if that is their main activity. 'ST' should be entered in the box. The other economic activity, if any, that such persons attend to will be reflected under question 17 as secondary work.

***R* : Retired person or a rentier**

102. A person who has retired from service and is doing no other work *i.e* not employed again in some full-time work or does not engage himself in some other work as cultivation, in business, trade, etc., or a person who is a rentier or living on agricultural or non-agricultural royalty, rent or dividend or any other person of independent means for securing which he does not have to work, will come under this category. 'R' should be noted in the box for a person coming under this category,

**D. : Dependent**

103. This category will include all dependent such as infants or children not attending school or a person permanently disabled from work because of illness or old age. If a girl or an old woman attends to household duties she should be categorised under 'H' for her main activity rather than 'D'.

Dependents will include all non-workers even if able-bodied who have no other activity coming under any of the categories of non-workers and who are not seeking any work either but are purely dependent.

**B : Beggars etc.**

104. This will cover beggars vagrants or such cases independent women without indication of source of income and those of unspecified sources of subsistence and who are not engaged in any economically productive work.

**I : Institutions**

105. This will cover convicts in jails or inmates of a penal mental or charitable institution, even if such persons are compelled to do some work such as carpentry, carpet weaving, vegetable growing etc., in such institutions. An under-trial prisoner in a jail should not, however, be brought under this category but has to be indicated according to the main activity he was engaged in before he was apprehended. Inmates of such institutions will be noted as 'I'.

**O : Other Non-workers**

106. This will include all non-workers who may not come under any of the six categories above but are seeking work, they should be noted as 'O' in the box. A boy or girl who has completed education or has stopped studying and is seeking work, will come under this category. If a person is merely spending his time at home as a dependent and is not doing any work and is not asking any work will come under 'D' rather than 'O'. A person irrespective of age and whether educated or not, if he reports that he is not engaged in any other activity but is seeking work will come under this category.

107. If the main activity of the person who is enumerated does not qualify a person to be treated as a

worker and he does not fail under any of the four broad categories of workers covered by 16 (a) (i) and an 'X' has been put in the box against that question, then he must necessarily be categorised under any one of the seven broad types of non-workers and the appropriate abbreviation entered in the box opposite to question 16 (a) (ii). Conversely if a person has already been treated as a worker and his main activity has been indicated in the box against question 16(a) (i), then question 16(a) (ii) will not apply to the person and an 'X' should be put in the box against question 16(a) (ii). Thus 16(a) (i) and 16 (a) (ii) are mutually exclusive.

**Q: 16(b) to 16 (f)**

108. These sub-parts of question 16 will have to be filled only to describe the details of the household industry or other work indicated against question 16 (a) (i). If the main activity has been shown as 'C' or 'AL' against 16 (a) (i), there is no need to give the details of the cultivation or agricultural labour in these sub-section.

109. Similarly, if the main activity of an individual has been returned as a non-worker against 16 (a) (ii), sub-sections (b) to (f) will not apply and a 'X' may be put right across all these questions.

**Q. 16 (b) : Place of work (Name of village/town)**

110. Ascertain from each person who is already taken as a worker other than in cultivation or agricultural labour *i.e.* question 16 (a) (i) has been answered as HHI or OW, the village or town where he or she works. If the place of work is the same as the village or town of enumeration write 'PL'. In all other cases you should write the name of the place fully. If a person has no fixed place of work such as, say, a travelling vendor of vegetables or a pedlar or a rickshaw puller who may go from one village or town to another, note 'No fixed place of work'. If he works in one particular town or village that should be noted.

**Q. 16 (c) Name of Establishment**

111. This question and the subsequent sub-section of question 16 need not be answered for cultivators and agricultural labourers who are already noted as 'C' or 'AL' against question (16) (a) (i).

Record here the exact name of the factory, firm, workshop, business house, company ; shop, office etc., and in respect of public offices you should clearly indicate whether they are Central or State Govermnent or local body offices, etc. If the establishment does not have any definite name such as, say, in the case of a household industry like hand pounding of rice, gur making, bee keeping, handloom weaving, potter's house, blacksmithy etc. note, 'No particular name.

**Q. 16 (d) : Nature of Industry, Trade, Profession or Service**

112. The answer to this question will have to be adequately precise to enable proper classification of the sector of economy in which the preson is working. The sector of economy in which a person works my relate to (i) Plantation, Forestry, Fishing, Livestock etc. (ii) Mining and/or Quarrying (iii) Manufacturing (iv) Construction (v) Electricity, Gas or Water Supply (vi) Transport and Communications (vii) Trade and Commerce (viii) Professions and Services. Full details of the type of industry, trade-profession or service in which the person is engaged will have to be recorded here. To help you to appreciate the details that may have to be furnished to classify the economic activity appropriately, substantial description of various economic activities are furnished in Appendix IV, categorised under certain broad classifications. The list in Appendix IV is not exhaustive. You shall have to describe the nature of Industry, Profession, Trade or Service whatever it is, in as precise a detail as possible.

**Q. 16 (e) Description of work**

113. This question has to be filled up for all persons for whom the main activity is shown as 'HHI' or 'OW' in question 16 (a) (i) and for whom you should have also to answer the other sub-section of question 16. Under this question, the description of the actual work that the person enumerated is doing is to be recorded irrespective of which type of industry, trade, profession or service he may be working and which is already recorded under question 16 (d). His actual work should also be given in sufficient detail. If for example a person is merely recorded as say, clerk with no other details, it will be impossible to properly categorise him as to the type of work he does. He may be a clerk attending to correspondence or book keeping or accounting. Similarly if a person were merely to be recorded as a mechanic, it will not help to determine what type of mechanic—electrical mechanic, or a motor mechanic or a locomotive mechanic, etc, he is. The description of the actual work done by a person should be ascertained in adequate detail and recorded against this question.

114 To guide you in answering question 16 (e), the types of particulars that need to be ascertained in respect of a few typical occupations are given in Appendix V.

Appendex V is by no means exhaustive. The just illustrates the need to ascertain the full details of the par-

ticulars of work performed by an individual for being recorded against question 16 (e).

115. It has been found in the past that substantial number of persons are recorded merely as general labourers. It is necessary to make a probe and find out in which type of work he is mostly engaged as a labourer such as, say, a road coolie, a loader or unloader at a market, a construction labourer, etc.

116. For those in Military service it is enough if it is merely noted as 'in the service of the Central Government'. Other details need not be given.

**General :**

117. There need be no confusion as to the scope of 16 (d) and 16 (e). 16 (d) would represent the nature of industry, trade, profession or service i.e. the field of economic activity in which a person is engaged in work and 16 (e) represents the occupation or the actual work that the person does in the industry, trade, profession or service in which he is engaged. Thus, for example the answer to question 16 (d) may be say Cotton Textile manufacture and the answer to question 16 (e) may be Chemical Engineer in that industry or a clerk or an accountant in that industry or a labourer in that industry or a labourer in that industry or a truck driver or the managing director of that industry and so on. Similarly in question 16 (d) the nature of service may be some department of the State Government Service and in question 16 (e) the description of work may be a clerk or an accountant, a Director of the Deptt., jeep driver in the Deptt. etc. Again say, against question 15(d) the answer may be private medical practice and in 16 (e) may cover orthopaedic surgeon, or nurse or a sweeper etc., working in that private medical practitioner's nursing home. The sample answers furnished in the specimens (Appendix VI) at the end of this book, the Industrial and Occupational lists in Appendices IV & V and the instructions given by your superior Census Officers may help you to clear any doubts you may have in your mind regarding the scope of questions relating to Nature of Industry, Trade, Profession or Service covered by question 16 (d) and the description of actual work of the individual enumerated covered by question 16 (e).

**Q. 16 *(i)* : Class of Worker**

118. For a person who is ;

(i) an Employer, that is, who hires one or more persons in his work described in question 16 (e), write... ER

ii) an Employee, that is, who does his work described in question 16 (e) under others for wages or salary in cash or kind, write... EE

(iii) a Single Worker, that is, who is doing his work described in question 16 (e) without employing others except casually, and without the help of other members of the family except casually and a participant in work as members of cooperatives, write... ... SW

(iv) a Family Worker, that is, who is doing his work described in question 16(e) in a family enterprise alongwith other members of the family without wages or salary in cash or kind write ... FW

For a person for whom an 'X' is put in questions 16 (d) and 16 (e) put an 'X' in this question also.

**Explanation :**

119. An Employer is a person who has to employ persons in order to perform the work entered in question 16 (e). That is to say, such a person is not only responsible for his own personal work but also for giving work to others in business mentioned in question 16 (e). But a person who employs domestic servants for household duties or has subordinates under him in an office where he is employed by others, is not an employer, even if he has the power to employ another person in his office on behalf of his own employer or employers.

120. An Employee is a person who usually works under some other person for salary or wages in cash or kind. There may be persons who are employed as managers, superintendents, agents, etc., and in that capacity employ or control other workers on behalf of their own employers. Such persons are only employees, as explained above, and should not be regarded as employers.

121. A Single worker for the purpose of question 16 (f) is a person who works by himself. He is not employed by any one else and in his turn does not employ anybody else, not even members of his household except casually. This definition of a Single Worker will include a person who works in joint partnership with one or several persons hiring no employees, and also a member of a producer's co-operative. Each one of the partners or members of such producers' co-operatives should be recorded as 'Single Worker'.

122. A family Worker is a member who works with out receiving wages in cash or kind, in an industry, business, trade or service. For example, the working members in a family of *Dhobies* where they all participate

and each does not receive wages separatly will be family workers. There may be family workers in industry, trade or professions as well. For the purpose of this definition members of a family may be drawn from beyond the limits of the household by ties of blood or marriage. The family worker may not be entitled to a share of the profits in the work of the business carried on either by the person or Head of the Household or other relative.

123. Members of the household who help solely in houschold duties should not be treated as family workers.

124. In the case of persons engaged in household industry *i.e.*, in the case of persons for whom the answer to question 16 (a) (i) is 'HHI', there will be three classes of workers *viz.*, Family Worker, Single Worker and Employee. There will be no Employer. Household industry by its very definition is conducted by the head of the household himself or/any other members of the household, the role of hired workers being secondary. If the head alongwith the members of the household industry employing hired workers, the head and other memebers who are working should be treated as 'Family workers'. If the head alone is working with the assistance of hired worker (s) whose role would be secondary as indicated above, he would be treated as a 'single worker'.

Some illustrations for filling the questions 16 or 17 are given in Appendix VI.

**Q. 17 : Secondary Work**

125. This question should be asked of every person whethre he has returned some work as his main activity against 16 (a) (i) or had returned himself under any of the basically non-working categories against question 16 (a) (ii). As was noted earlier, 16 (a) (ii) will cover cases like persons performing household duties or students who may not be engaged in any other economically productive work at all, as also those who, though basically are performing household duties or students etc.; for the purpose of their main activity, still participated in some other economic activity such as helping the household in several items of work, as in cultivation or in household industry or in looking after the cattle, in attending to family business etc. but not to the extent as a full-time worker. Such participation will be considered as secondary work of these persons.

126. Ask of each person if, besides what he had already returned as his/her main activity against questions 16 (a) (i) or 16 (a) (ii), he/she participated in any secondary work. A number of unpaid family workers participating in the household enterprises, who might have returned themselves mainly as 'H' or 'ST' or 'R' under question 16 (a) (ii) for their main activity will be netted here for their economic activity which is subsidiary. Mere rendering of service for ones own home or production of goods for purely domestic consumption are not to be treated as economic activity. For example, a servant who works as a cook in his or her employer's home for wages will be considered economically active but, a housewife, even if she may work much more than a paid servant, in having to cook for the family or looking after the household will not be treated as economically active for the purpose of this classification. Similarly, women who may produce cloth on a loin loom at home for domestic consumption will not be treated as economically active unless the products are sold and the household derives an income. Participation in work that goes to augment the income of the household will only be treated as economic activity. A boy whose main activity is shown as a student under 16 (a) (ii), can have the secondary work of say, cultivation if he helped the head of the household in the family cultivation during some parts of the season. But if a girl student, whose main activity is shown as 'ST' under 16 (a) (ii). also helped in weaving cloth purely for domestic consumption on a loin loom at home, or helped in attending to household chores, she will not be treated as having any secondary work. Secondary work will be reckoned only if the person is engagend in some economic activity even if marginal in addition to whatever is the main activity under question 16. A person whose main activity is shown as, say, a clerk in a Government Office or a teacher under question 16, also attends to some cultivation by his direct supervision or undertakes some tuition, this will be shown as secondary work under question 17. A person's main activity may be cultivation in question 16 and his subsidiary activity money lending in question 17. Again main activity may be agricultural labourer and subsidiary work sugar factory labourer and so on and so forth.

127. The instructions for the usage of abbreviations in categorising workers under 16 (a) (i) and filling in the details under 16 (b) to (f) will apply *mutatis mutandis* to question 17 (a) to (f), except that while question 16 (a) (i) will cover the main work, Q. 17 (a) is intended to cover secondary work which may be possibly part-time. It may also be noted that the non-working categories of activity will not be reported as secondary work under question 17.

128. A few slips showing specimen entries appear as Appendix VII and some illustrations for recording answers against Q. 16 are given in Appendix VI. You are advised to study these specimen entries and illustrations before starting actual enumeration and also consult these and the instructions whenever you are in doubt in recording any answer during field operation.

## POPULATION RECORD

129. Soon after you complete the enumeration of all the persons in the household you are expected to transfer certain items of information of all the individual members of each household to the Popoulation Record. Population Record form is reproduced as Appendix X. If you feel that the filling of the Population Record in the field is likely to take considerable time there is no objection to the details being posted by you later at home at the end of the day. However, soon after you complete the enmeration of all the persons in a household you must note down the Location Code No. and the Household No. on the Population Record and also copy out in Col. 2 all the names of the persons enumerated in the household. This will help you to check with the members of the household and verify if all the persons qualified o be enumerated in the household have been full enumerated.

The Population Record forms would have been supplied to you in convenient books and each page will normally take the entries of one household. However, if in a large household there are more number of persons than what a single Population Record form can accommodate, you may continue the entries on the next form but note boldly on the top of the continued Population Record as "Continued".

The Population Record hardly calls for any detailed explanation. On the top of each form please note correctly the Location Code No. and the Household No. It is important that you note the Household No. correctly as has been explained in paragraphs 24 to 28 of these instructions. Do not fail to note boldly "INST" in respect of institutional households as explained in paragraph 27 and "O" in respect of houseless households as explained in paragraph 28.

You will be required to furnish information in the Enumerator's Abstract on the total number of occupied residential h uses, the census households, the institutional households and houseless households in your block with reference to the entries made in this Population Record. So please make sure that you have entered the Household No. correctly as this will guide you in posting the required particulars in the Enumerator's Abstract. At the right hand side below the Household No., you will have to record information if the household belongs to S.C./S.T. You would have already ascertained if the head of the household belongs to a Scheduled Caste/Scheduled Tribe with reference to Question 11 of the Individual Slip. If the head belongs to any S.C./S.T. write S.C./S.T. as the case may be and also the name of S.C./S.T. to which the head of the household belongs.

The columns in the main body of the Population Record are self-explanatory. You have to post them with reference to the information you have collected of each member of the household in the Individual Slip against the relevant questions. However, column 9 of the Population Record may require some explanation. For those who have returned themselves as workers for their main activity against Question 16 (a) (i) of the Individual Slip, while you may note 'C' 'AL 'as the case may be as recorded in the box against Question 16 (a) (i), in respect of those other than cultivators and agricultural labourers, you may please indicate briefly the description of work as recorded in Question 16 (a) (e) of the Individual Slip. For those who have returned themselves as non-workers for their main activity you may note the same abbreviation as recorded against Question 16 (a) (ii).

## ENUMERATION OF HOUSELESS POPULATION

130. You must complete the enumeration of all the persons in all the household in your jurisdication between 10th February and 28th February, 1971. During this period you should also take note of the possible places where homeless population is likely to live such as on the road side, pavements or in open temple mandaps and the like. On the night of 28th February, 1971 you will have to quickly cover all such houseless population and enumerate them. If there is likely to be a very large number of houseless persons in your jurisdication whom you may not be able to enumerate single handed in one night you should report to your supervisor so that one or more extra enumerators may be deputed to assist you in the one night enumeration of such houseless persons. You should keep particular watch on the large settlement of nomadic population who are likely to camp on the outskirts of villages. These people will have to be coverded on the 28th February. You should of cource make sure that they have not been enumerated elsewhere. As per instructions in para 28 you should record 'O' in bold letters for houseless persons in the space provided for household number.

## REVISIONAL ROUND

131. In the next three days, i. e. from 1st March, 1971 to 3rd March, 1971, you will have to revisit all the households in your jurisdiction and enumerate any new births that had taken place after your last visit but before the sunrise of 1st March, 1971 and any visitor(s) that had moved into the household and who had been away from his / their place of normal residence throughout the enumeration period i. e. from 10th February to 1st March, 1971 or an entir household that has moved into your jurisdiction during this period and had not been enumerated anywhere before. In respect of every new birth

make sure that you correct the entry in question 6 (b). Please also see the note under para 47.

You will have to ascertain if any death (s) had taken place in any of the household between your last visit and the sunrise of 1st March, 1971, and cross out the individual slip of the dead person writing boldly across it as 'Died'.

If such a deceased person was recorded as 'Head of the Household' then you will have to find out who is recognised as 'Head' in that household after the decesed person. Accordingly, you will have to put 'Head' in Q. 2 in the individual slip of the person who is now reconiged as 'Head' correct the relationship of all member of the household in their respective individual slips, with reference to their relationship with 'Head' now recognised.

Consequential changes in the population Record shall have to be made by you. If you have exhausted the entir population record for recording the particulars of any household and it becomes necessary to record a new birth of any visitor you will fill in another population record form in continuation taking care that the location code etc., are noted on the 2nd from properly The serial numbering in the succeeding from for the household should be in continuation of the last serial number of the earlier sheet relating to that household.

## ENUMERATOR'S DAILY POSTING STATEMENT

132. Each day you will have to carefully post the information on certain items of each Individual Slip in the prescribed posting forms which have been supplied to you. Do not allow this work to fall into arrears. You are likely to commit errors if you tried to post particulars of a large number of persons after the lapse of more than one day. You will have to total up the columns of the statements and put the information in an Abstract and hand it over along with the complete schedules to your Supervisor The posting statement should be filled at the end of each day soon after completion of the enumeration for the day. This will make your work lighter and avoid accumulation and pressure of work at the end and consequent errors posting. Separate posting forms have been provided for Males and Females and you should take care to post particulars of a person in the right form. This will make it easier to strike the totals of each sex and post the statements. The totals can be struck after the entries are brought up-to-date soon after you complete the enumeration of houseless persons and you have also accounted for the births and deaths since your last visit at the revisional round. You will observe that the information to be posted pertains to the items against which geometrical designs are found in the Individual Slip such as the one relating to Q. 3 Sex, Q. 11 Scheduled Caste/Scheduled Tribe. Q. 12 Literacy, Q. 16 (a) (i) and 16 (a) (ii) Worker or Non-worker. It is necessary that you should fill the Posting Statement with the greatest care.

133. First of all you should enter Location Code, Name of the village/town, Enumerator's Block No. (No. allotted to you) and your name (enumerator's) in all the Posting Statements. Then start making relevant entries in the Posting Statements taking care that you enter particulars for 'males' in Males Posting Statement (Form M) and for 'females' in Females Posting Statement (Form F).

134. You are advised to make entries in a sequence starting with lowest Pad No. used by you starting with Slip No. 1 in each Pad so as to avoid duplication or missing of any entries. Both the statements are similar except that one is meant for Males and the other for Females. You should not fill up Col. 1 (Final Serial No.) at the first instance. This col. will be filled after the revisional round i. e. after you have brought the count up-to-date with reference to sunrise of 1st March, 1971 (see para 131) and also after you have struck the grand total of cols. 4 to 13. In cols 2, 3 and 4 you have to copy Pad No.. Slip No. and sex as recorded by you in the slips. Even though there are separate forms of Posting Statements for males and female ' yet you are required to copy the sex in col. 4 from the Individual Slip as this will help as a check in avoiding mistakes in posting. In the remaining columns a tick (√) may be put against the appropriate columns, wherever information is found against the relevant question and a dash (—) may be put where it is not applicable.

135. Cols. 5 and 6 are to be posted with reference to the entries against Q. 11 of the Individual Slip. If a person is noted as belonging to a Scheduled Caste put a tick under Col. 5 and a dash in Col. 6. If a Schedule Tribe put the tick in col. 6 and dash in col. 5. If the person is neither a Schedule Caste nor Schedule Tribe put a dash under cols. 5 and 6 of the Posting Statement.

136. Cols. 7 and 8 of the Posting Statement have to be filled with reference to the answer to Q. 12 of the Individual Slip. A person can be either 'L' or 'O'. Put the tick or dash in the corresponding column accordingly. It must be noted that there cannot be a dash in both the columns.

137. Cols. 9-13 must be posted with some care For a person for whom 'C' has been entered in the box against Q. 16 (a) (i) a tick (√) should be put under col. 9 and dash (—) under cols. 10 to 13. Similarly for a

person for whom 'AL', or 'HHI' or 'OW' or 'X' has been recorded against Q. 16 (a) (i) a tick (√) may be put under col. 10 or 11 or 12 or 13 respectively and dash (–) under remaining cols. from 9- 13. You may please note that where a tick is put in col. 13 it means the person is a non-worker and there must be a dash in cols, 9 to 12. For your guidance specimen entries have been made in Enumerator's Posting Statement appearing as Appendix VIII. As you are likely to use more than one Posting Statement you are advised to strike totals by counting the number of ticks (√) in the relevant column (s) as soon as you have completed entries in one form, and strike the grand totals after the Revisional Round. Now proceed to fill up col. 1 in a continuous manner starting with the first entry in the first entry in the posting statement, while assigning serial number in col. 1, you should ignore scoredout lines. Thus the grand total of col 4 will be the last serial number in col. 1.

## ENUMERATOR'S ABSTRACT

138. After striking the grand totals in Enumerator's daily posting statement you have to fill in another form given at Appendix IX (Form T). Specimen entries have been made in this form to give you an idea as to how an Abstract will be filled up. It is most important that this should be done with the greatest care. These abstracts will form the basis of the publication of the first results of the census. In the past censuses the enumerators had given very accurate abstracts and there was hardly any difference between the finally tabulated figures and those furnished in the abstracts with care and pass on to your Supervisor as quickly as possible. You should hand over the enumeration pads neatly bundled along with a sketch of your Enumeration Block as prescribed in para 10 and the posting statements and the abstract the next day after the completion of the enumeration. Your work in the posting of the abstracts will be closely checked by your Supervisor. Any carelessness on your part will be taken serious notice of.

With the completion of enumeration and the handing over of the posting statements and the abstract and the census schedule pads your burden is over. If you have done your work well you can have the satisfaction that you have made your humble but invaluable contribution to vital national task.

ANNEXURE-II

APPENDIX-I

# PROVISIONS OF THE INDIAN CENSUS ACT RELATING TO THE ENUMERATORS

*(See para 2)*

**Asking of questions and obligation to answer**

"8. 1) A census officer may ask all such questions of all persons within the limits of the local area for which he is appointed as, by instructions issued in this behalf by the State Government and published in the Official Gazette, he may be directed to ask.

(2) Every person of whom any qusetion is asked under sub-section (1) shall be legally bound to answer such question to the best of his knowledge or belief.

**Occupier or manager to fill up schedule**

10. (1) Subject to such orders as the State Government may issue in this behalf, a census officer may, within the local area for which he is appointed, leave or cause to be left a schedule at any dwelling-house or with the manager or any officer of any commercial or industrial establishment, for the purpose of its being filled up by the occupier of such house or of any specified part 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.

**Penalties**

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

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

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

x x x x x

shall be punishable with imprisonment which may extend to six months.

(2) Whoever abets any offence under sub-section (1) shall be punishable with fine which may extend to one thousand rupees."

ANNEXURE-II

APPENDIX-II

# PRINCIPLES OF HOUSE-NUMBERING

**(See para 25)**

## THE CENSUS HOUSEHOLD NUMBER WIIL CONSIST OF; BUILDING NUMBER, CENSUS HOUSE NUMBER AND HOUSEHOLD NUMBER

**Building :**

"Building" is generally a single structure but sometimes made up of more than one component units, which is used or likely to be used as dwellings (residence), or establishments such as shops, workshops factories, etc., or as godowns, store, cattle sheds etc.; or in combination with any of these such as, shop-cum-residence or work-cum-residence, etc.

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

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

4. The buildings should be numbered as follows :

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

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

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

(iv) A building under construction which is likely to be completed within about a year's time should also be given a number in the serial.

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

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

**Census House No.**

5. A census house is a building or part of a building having a separate main entrance from the road or common courtyard or stair-case etc., used or recognised as a separate unit. It may by inhabited or vacant. It may be used for a residential or non-residential purpose or both.

6. If a building has a number of flats or blocks which are independent of one another having separate entrances of their own from the road or a common stair-case or a common courtyard leading to a main gate, they will be considered as separate census houses. If within a large enclosed area there are separate buildings, then each such building will also be a separate census house. If all the structures

within an enclosed compound are together treated as one building then each structure with a separate entrance should be treated as census house.

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

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

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

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

**Household No.**

A Household is a group of persons who commonly live together and would take their meals from a common kitchen unless the exigencies of work prevented any of them from doing so. It may be made up of related or unrelated persons. A cook or a servant living in the house of his employers and taking his food there is to be considered as a member of the master's household. A hotel where a member of unrelated persons live together is an institutional household. So is a jail

11. There may be one or more households in a census house. If there are more than one household, each of them should be given a separate indentifying number. This can be done by using the alphabets as (a), (b), (c), etc., affixed to the census house number. For example if building No. **2** is also a census house and has three households, the household numbers will be 2 (a), 2 (b) and 2 (c). If building number 4 has two census houses, the houses will be numbered as 4(1) and 4 (2). If within these houses there are respectively 3 and 2 households then they will be numbered as 4(1) (a), 4(1) (b), 4(1) (c) and 4(2) (a) and 4(2) (b) respectively. If however, building No. 3 is also a census house and has only one household the number to be entered will be 3.

ANNEXURE-II

APPENDIX-III

# LIST OF A FEW TYPICAL INDUSTRIES THAT CAN BE CONDUCTED ON A HOUSEHOLD INDUSTRY BASIS

*(See paras 92-95)*

**Foodstuffs**

Production of flour by village chakkis or flour mills, milling or dehusking of paddy, grinding of chillies, turmeric, etc., production of gur, khandsari. boora, etc., production of pickles, chutney, jams, etc., processing of cashew nuts, making of dried vegetables, manufacture of sweetmeats and bakery products, production of butter, ghee, etc., slaughtering and preservation of meat and fish, curing, etc., old pressing ghani.

**Beverages**

Manufacture of country liquor, toddy, production of soda water, ice, ice-cream, sharbats: etc. processing of coffee etc. :

**Tobacco Products**

Manufacture of bidi, cigars, cherroots, tobacco, sunff, etc.

**Textile Cotton**

Cotton ginning, carding, pressing and baling, spinning, etc., dyeing and bleaching of cloth, weaving in handlooms or powerlooms or manufacture of khadi, cloth printing, making of fishing nets, mosquito nets, cotton thread, rope, twine, etc.

**Textile Jute, Wool or Silk**

Similar type of production or processing as mentioned under Textile Cotton but pertaining to the material concerned.

**Textile Miscellaneous**

Making of durries, carpets, hosiery, embroidery, chrochet work, lace garland making, manufacture of headgear, making of newar, bed covers, (curtains, pillow, pillow cases, etc:, making of mattress, quilt (rezai), etc., making of namda felt, coconut fibre for upholstery, making of brushes, brooms etc., from coconut fibres, coir spinning, manufacture and repair of umbrellas, manufacture of dolls and toys (rags and cotton) etc.

**Manufacture of Wood and Wood Products**

Sawing and planning of wood, manufacture of wooden furniture, structural goods like beams, door and window frames, etc., wooden agricultural implements and their repair, wooden lacquerware, wooden toys, wood carving, sawdust and plaster figure making, inlay work, match splinters, plywood and veneers, etc., making palm leaf mats, fans, umbrellas, etc., baskets and broomsticks, caning of chairs, making of chicks and khas khas tatties, making of cart wheels, wooden sandals, etc.

**Paper and Paper Products**

Manufacture of pulp and paper by hand, making of envelopes, paper mache articles, card board boxes, paper flower, paper kites, toys, etc,

**Printing and Publishing**

Printing works, lithography, block making book binding etc.

**Leather and Leather Products**

Flaying and processing of hides and sknis, making leather footwear, wearing apperel of leather and fur, repair of shoes or other leather products.

**Rubber, Petroleum and Coal Products**

Vulcanising tyres and tubes, manufacture of chappals from torn tyres and other rubber footwear, manufacture of rubber products from natrual and synthetic rubber.

**Chemicals and Chemical Products**

Munufactue of toys, paints, colours etc., manufacture of matches, fireworks, perfumes, cosmetics, manufacture of ayurvedic medicines, soap, plastic products, celluloid goods, manufacture of ink, candles, boot polish,etc.

**Non-metaliic Mineral Products and other than Petroleum and Coal**

Making of bricks, roofing tiles, sanitary fittings, cement satues, stone or marble carvings, manufacture of stone structurals, stone dressing and stone crushing, mica splitting and manufacture of other mica products, making

of earthenware and pottery, crockery, glass beads and bangles, earthen toys, manufacture of glass products, etc.

**Basic Metals and their Products except Machinery and Transport Equipment**

Manufacture of iron arms and weapons and their service and repair, iron and steel furniture, brass, bellmetal utensils, aluminium utensils, tin utensils copper utensils, etc., nickeling and electroplating, blacksmithy, manufacture and repair of agricultural implements such as ploughshare, etc., making and repairing of locks and trunks, cutlery, manufacture of scales, weights and measures and foundry industry, etc.

**Machinery (all kinds other than Transport) and Electrical Equipment**

Manufacture of small machine tools and parts, repairing and servicing of fans, radios, domestic electrical appliances, etc.

**Transport Equipment**

Repairing and servicing of automobiles, manufacture of cycle parts, rickshaw parts, boats and barges, manufacture of animal-drawn and hand-drawn vechicles such as bullock carts, wheel barrow, etc.

**Miscellaneous Manufacturing Industries**

Repair of spectacles, photographic equipment, goldsmithy, silver filigree industry gold, covering work, bidriware, musical instruments, fountain pens, making of cowdung cakes, manufacture of sports goods, repairing of petromax lights, making of buttons and beads from conchshell and horn goods.

# CLASSIFIED LIST OF ECONOMIC ACTIVITIES

(*See para* 112)

## AGRICULTURE, HUNTING, FORESTRY & FISHING

(Do not merely say plantation or fishing etc. but indicate the appropriate details as given here.)

**Plantation Crops**

Indicate the type of plantation such as Tea, coffee, rubber, tobacco, edible nuts, fruits, ganja, betal nuts, etc.

**Livestock Production**

Indicate what kind of livestock is reared such as goats, sheep, horses, pigs, ducks, bees, silk worm, etc. Production of wool, raw silk, etc. are also covered in this.

**Agricultural Services**

Indicate what type of agricultural service, e.g., Pest destroying, spraying, operation of irrigation system, animal shearing and livestock services (other than veterinary services), grading agricultural and livestock products, soil conservation, soil testing etc.

**Hunting**

Indicate hunting, trapping and game propagation for commercial purpose only.

**Forestry and Logging**

Apart from planting and conservation of forests, felling and cutting of trees, ets., this would cover production of fuel, gathering of fodder, gums, resins, lac, etc.

**Fishing**

Sea, coastal and inland water, fishing ; pisciculture, collection of pearls, conches, shells, sponges, etc.

## MINING AND QUARRYING

(Do not merely say mining or quarrying but indicate further details.) Indicate what is mined such as coal, lignite, crude petroleum, natural gas, iron ore, manganese, gold silver, copper ore, quarrying of stones, clay and sand pits, precious and semi-precious stones ; mica, gypsum, etc.

## MANUFACTURING AND REPAIR

(Do not merely say engged in a factory, but indicate what the manufacturing is concerned with as detailed here.)

**Manufacture of Food Products**

Slaughtering, preparation and preservation of meat ; dairy products ; canning and preservation of fruits and vegetable ; fish, grain mill products ; backery products ; sugar ; boora ; common salt ; edible oils including vanaspati ; processing of tea or coffee ; manufacture of ice ; animal feeds. starch, etc.

**Manufacture of Beverages, Tobacco and Tobacco Products**

Rectifying and blending of spirits : wine industries ; country liquor and toddy ; carbonated water industries ; bidi ; cigar, cigarettes, zerda, snuff, etc.

**Manufacture of Cotton Textiles**

Cotton ginning, cleaning and baling ; spinning weaving and finishing of cotton in textiles mills ; printing ; dyeing and bleaching of cotton textiles ; cotton spinning other than in mills (charkha); khadi production ; weaving, etc. in handlooms and powerlooms ; etc.

**Manufacture of Wool, Silk and Synthetic Fibre Textiles**

Wool cleaning, baling and pressing ; weaving and finishing in mills and other than in mills ; dyeing and bleaching ; printing of silk, synthetic textiles ; etc.

**Manufacture of Jute, Hemp and Mesta Textiles**

Spinning and pressing and baling of Jute and Mes a; dyeing ; printing and bleaching of jute textiles and manufacture of jute bags are also covered in this.

**Manufacture of Textile Products**

(Including wearing apparel other than footwear) knitting mills; manufacture of all types of threads, cordage, ropes etc.; embroidery; carpets; rain coats; hats; made up textiles goods (except garments), Oil cloth, tarpaulin; coir and coir products; linoleum, padding wadding etc., are also covered in this,

**Manufacture of Wood and Wood Products Furniture and Fixtures**

Manufacture of veneer, plywood and their products; sawing and planing of wood; wooden and cane boxes, crats, drums, barrels, etc., beams, posts, doors and windows; wooden industrial goods like blocks, handles; etc.; cork products; wooden, bamboo and cane furniture and fixture, etc.

**Paper and Paper Products and Printing Publishing and allied Industries**

Manufacture of pulp; paper, paper boards and newsprints; container and paper boxes; printing and publishing of newspapers; periodicals, books, etc.; engraving, block making, book binding, etc.

**Leather and Leather and Fur Products**

Training, currying, etc., of leather; footwear (excluding repair); coats, gloves, currying, dyeing, etc., of fur, fur and skin rugs, etc.

**Rubber, Plastic, Petroleum and Coal Products**

Tyre and tubes industries; footwear mand of vulcanized or moulded rubber and plastic products; petroleum refineries; production of coaltar in coke ovens, etc.

**Chemicals and Chemical Products**

Manufacture of gases such as acids, alkalis; Oxygen etc.; fertilisers and pesticides; paints, varnishes; drugs and medicines; perfumes, cosmetics, lotions; synthetic resins, etc., explosive and ammunition and fireworks, etc.

**Non-metallic Mineral Products**

Structural clay products; glass and glass products; earthen Ware and earthen pottery; china ware and procelain ware; cement, lime and plaster; asbestos, cement, etc.

**Basic Metal and Alloys Industries**

Iron and Steel Industries; casting foundries' ferroalloys; copper, brass, zinc and brass manufacturing, etc.

**Metal Products and Parts except Machinery and Transport Equipment**

Metal cans from tin-plate, sheets metal, barrels, drums, pails, safe, etc., structural metal products; metal furniture and fixture; hand tools; utensils, cutlery, etc.

**Machinery, Machine tools and parts except Electrical Machinery**

Agricultural machinery; cranes; road rollers, boilers, diesel engine; refrigerators, air conditioners, etc.

**Electrical machinery, Apparatus, Appliances and Supplies and parts**

Electrical motors, generators, transformers; insulated wires and cables; dry and wet batteries; radio, television, etc; X-ray apparatus; electric computors, etc.

**Transport equipments and parts**

Ship building and repairing locomotives and parts; Railway wagons; coaches, etc.; rail road equipment; motor vehicles; bicycles; aircrafts; push-carts and hand carts, etc.

**Other Manufacturing Industries**

Do not say other manufacturing industries but write clearly what is being manufactured like manufacture of medical, surgical and scientific equipments; photographic and optical goods; watches; minting of coins; musical instruments, etc.

ELECTRICITY, GAS AND WATER

Indicate if generation and transmission of electric energy or distribution is involved, *e.g.*, manufacture of gas in gas works and its distribution ; water supply, *i.e.*, collection, purification and distribution of water, etc.

CONSTRUCTION

(Do not merely say engaged in construction but give further particulars.) Clear details of the type of construction and maintenance such as buildings, road, railway, telegraph, telephone, water ways and water reservoirs, hydro electric projects, industrial plants, activities allied to construction such as plumbing, heating and air conditioning installation, setting of tiles, marble, brick, etc. ; construction of electrical installations, etc. should be given.

WHOLESALE AND RETAIL TRADE AND RESTAURANTS AND HOTELS

**Food, Textiles, Live Animals, Beverages and Intoxicants**

Indicate clearly that the wholesale trade is done in cereals, pulses ; foodstuff ; textiles and textile products ; *e.g.* garments, shirtings etc., beverages, intoxicants like wines opium, ganja, tobacco, etc. ; wholesale trade in animals, straw and fodder is also covered in this.

**Fuel, Light, Chemicals, Prefumery, Ceramics, Glass**

Wholesale trade in medicines, chemicals ; fuel lighting products ; toilets ; porcelain, glass utensil, crokery, etc.

**All types of Machinery, Equipment, including Transport and Electrical Equipment**

Agricultural and industrial machinery, *e.g.*, harvestors, threshers, etc. ; electrical machinery ; transport equipments, etc.

**Miscellaneous Manufacturing**

Wholesale trade in furniture, rubber and rubber products ; building materials ; clocks, etc. ; eye-glasses, etc. ; medical and surgical instruments ; precious metals, stones and jewellery, etc.

**Retail Trade in food and food articles, beverage, tobacco and intoxicants**

Indicate clearly that the retail trade is carried in grocery, vegetable, fruit selling, meat, poultry, bakery products, dairy products, pan, bidi, aerated water, etc.

**Retail Trade in Textiles**

Do not merely say engaged in retail trade in textile, but indicate clearly what the retail trade in concerned with Dealers in textiles (non-ready made), ready-made garments, are some examples.

**Retail Trade in Others**

Indicate clearly what kind of retail trade it is like, medical shops, booksellers, building material, etc.

**Restaurants and Hotels**

Restaurants, cafes and other eating places, hotels, rooming houses, camps and other lodging places.

TRANSPORT, STORAGE AND COMMUNICATION

(Do not merely say engaged in land, water, air transport but give further particulars.) Indicate what kind of transport such as packing, crating, travel agencies, etc. It also lock carts, ekka, tonga, etc. ; ocean and coastal water, inland water transport, air transport, services rendered to transport such as packing, crating, travel agencies, etc. It aslo includes storage, warehou sing, communication such as postal telegraph, wireless, telephone, etc.

FINANCING, INSURANCE, REAL ESTATE AND BUSINESS SERVICES

indicate clearly whether services belong to Banking ; credit institutions other than banks, *e.g.*, loan societies, agricultural credit institutions, etc. ; money lenders, financiers, etc. ; provident services ; insurance carriers life ; fire marine accident, health, etc. It also includes business services *e.g.*, purchase and sale agents and brokers ; auctioneering ; accounting ; data processing ; engineering ; advertising services, etc. ; legal services rendered by advocates, barristers, pleaders, etc.

COMMUNITY, SOCIAL AND PERSONAL SERVICES

It should be clearly indicated whether service belongs to public administration, union government, state government, police service, quasi-government bodies, sanitary services, education, scientific and research, etc.

**Personal Services**

Do not merely say engaged in personal service but indicate clearly whether it is domestic service, services relating to laundries, cleaning and dyeing plants, hair dressing, photographic studios, international and other extra territorial bodies, etc.

APPENDIX-V

# CLASSIFIED LIST OF OCCUPATION i. e. DESCRIPTION OF WORK

[*Q.* 6 (*e*) *and* 17 (*e*) *See Paras* 113-114]

**Professional, Technical and Related Workers**

(Do not merely say an Engineer, Doctor, Teacher etc., in describing the work of an individual but furnish more precise particulars as given below.) Indicate clearly in respect of engineers to what branch they belong such as civil, mechanical, electrical, metallurgical, mining etc. In respect of physicians, state if they are allopathic, ayurvedic, homoeopathic, etc. Physiologists and dentists etc., should be recorded. As regards teachers, state if they are university teachers, secondary school, middle school, primary school or kindergarten teachers. There are various other types of chemists, physicists, archaeologists, nurses, pharmacists, health technicians, jurists, social scientists such as economists, statisticians, geographers, historians, anthropologists, etc. as also artists, writers, painters, sculptors, actors, etc., draughtsmen, laboratory assistants, librarians, ordained religious workers, astrologers etc., who will have to be recorded with particulars of their work.

**Administrative, Executive and Managerial Workers**

(Do not merely say Govt. Officer, an officer in a private firm or concern but given further particulars.) They may be in Government service or under a local body or in a business firm, manufacturing establishment or a catering establishment or a transport company and so on. Their full description should be recorded such as for example, Secretary to the Government of India, District Collector, Municipal Commissioner, Executive Officer of a Panchayat, Director of a firm, Manager of a business concern, Proprietor and Manager of a hotel, elected and legislative officials, aircrafts and ships officers, etc.

**Clerical Workers**

(Do not merely denote the work of a person as clerk or office worker but furnish further particulars. State clearly the type of work done snch as cashier) accountant, stenographer, typist, computing clerk, key punch operator, office assistant, guard, brakesman traffic controller, railway ticket inspector, postman, telephone/teleprinter/wireless operator, record keeper, despatcher, etc., office workers would also include peons, daftaries etc.

**Sale Workers**

(Do not merely say a worker in a shop but give details.) It should be clearly recorded whether the proprietor of a business concern engages himself in wholesale or retail trade. Saleman or shop assistants, agents of insurance, brokers in share, auctioneers, commercial, travellers, hawkers and street vendors, money lenders, pawn brokers etc., will also be covered.

**Service Workers**

(There are all types of service workers such as those engaged as domestic servants or in personal services or in police service or watch and ward etc. Give precise particulars.) Hotel and restaurant keepers, house-keepers, matrons, and stewards (domestic and institutional), cooks, waiters bartenders and related workers (domestic and institutional) maids and related house-keeping service workers, building caretakers, sweepers, cleaners, and related workers, launderers, dry cleaners and pressers, hair dressers, beauticians and related workers, protection service workers, such as watchmen, chowkidars, gatekeepers, etc., other service workers.

**Farmers, Fishermen, Hunters, Loggers etc. and Related Workers**

Deep sea fishermen, inland or river water fishermen, shell gatherers, forest rangers, charcoal burners, forest produce gatherers, plantation managers, farm machine operators, gardeners, toddy tappers, rubber tappers, hunters, bird trappers etc. will be covered.

**Production and other Related Workers, Transport Equipment Operators and Labourers**

(This may cover a very large variety of craftsman and operators etc., whose work will have to be given in adequate detail.) Examples : miners, quarrymen, well drillers, cotton ginners, spinners, dyers, knitters, lace makers, carpet makers, etc., tailors, cutters, hat makers, embroiderers, shoe makers or repairers, saddle makers

leather cutters etc., blacksmiths, furnacemen, moulders. etc., cart builders, wheel wrights, cabinet makers, etc, stone cutters, bricklayers, masons, hut builders, thatchers, well diggers, etc., jewellers, goldsmiths, watch and clock makers or repairers, welders and plate cutters, sheet metal workers, machine tool operators, electricians, electrical and electronic wire fitters, radio mechanic, electric linesmen, cable jointers, carpenters, joiners, sawers, etc., printing type machine operators, proof readers, photo-litho operators, book binders, potters moulders, firemen, kilnsmen, blowers and makers of glass, millers, bakers, confectioners, sweetmeat makers, food canners, coffee or tea planters, tobacco curerrs, grades and blenders of tobacco, bidi or cigar makers, snuff or zarda makers, tyre builders, crane or hoist operators, loaders and unloaders, etc.

ANNEXURE-II

APPENDIX-VI

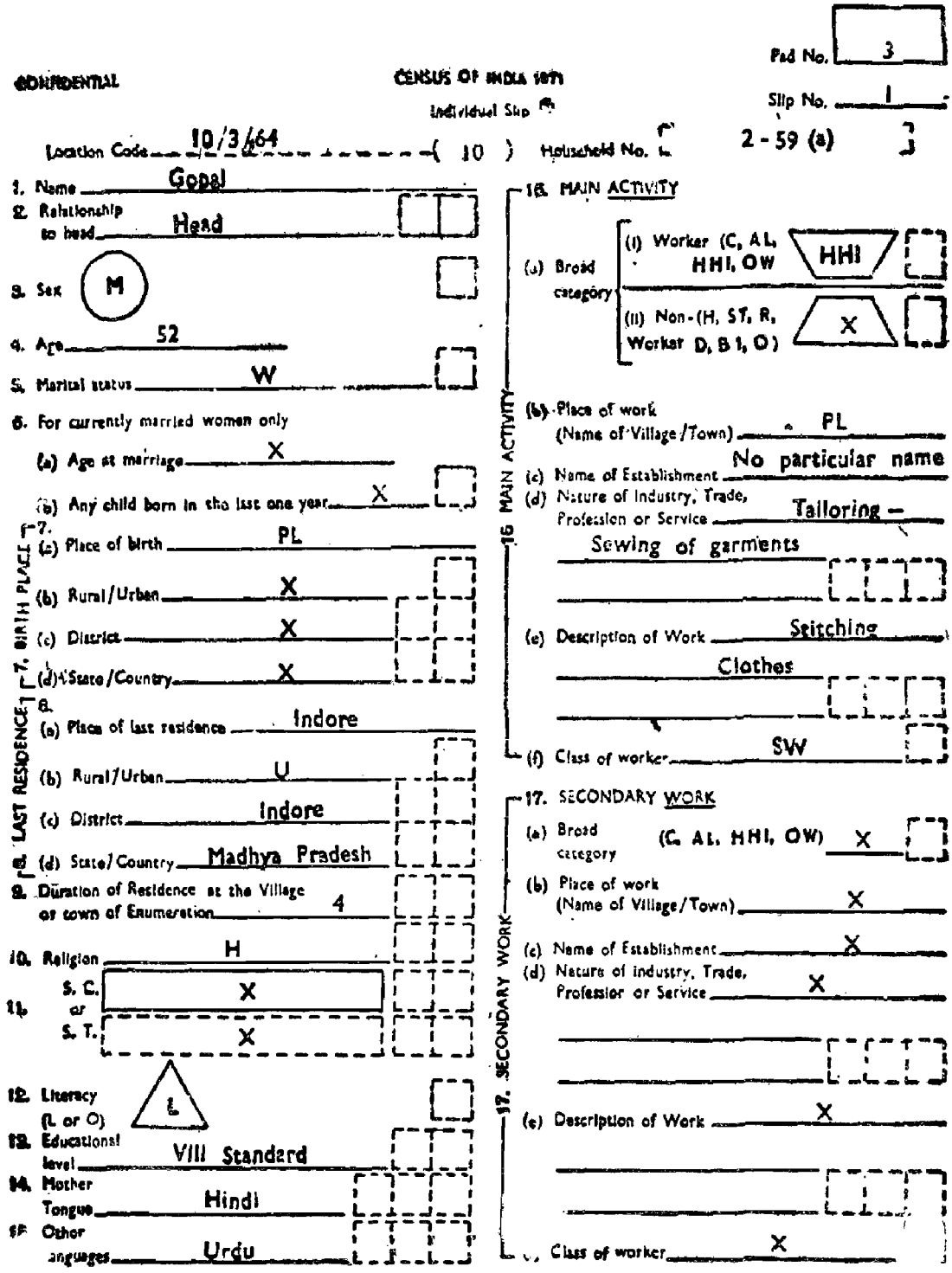
**Some illustrations for filling the economic characteristics falling under Q. 16 or 17 are given below :**

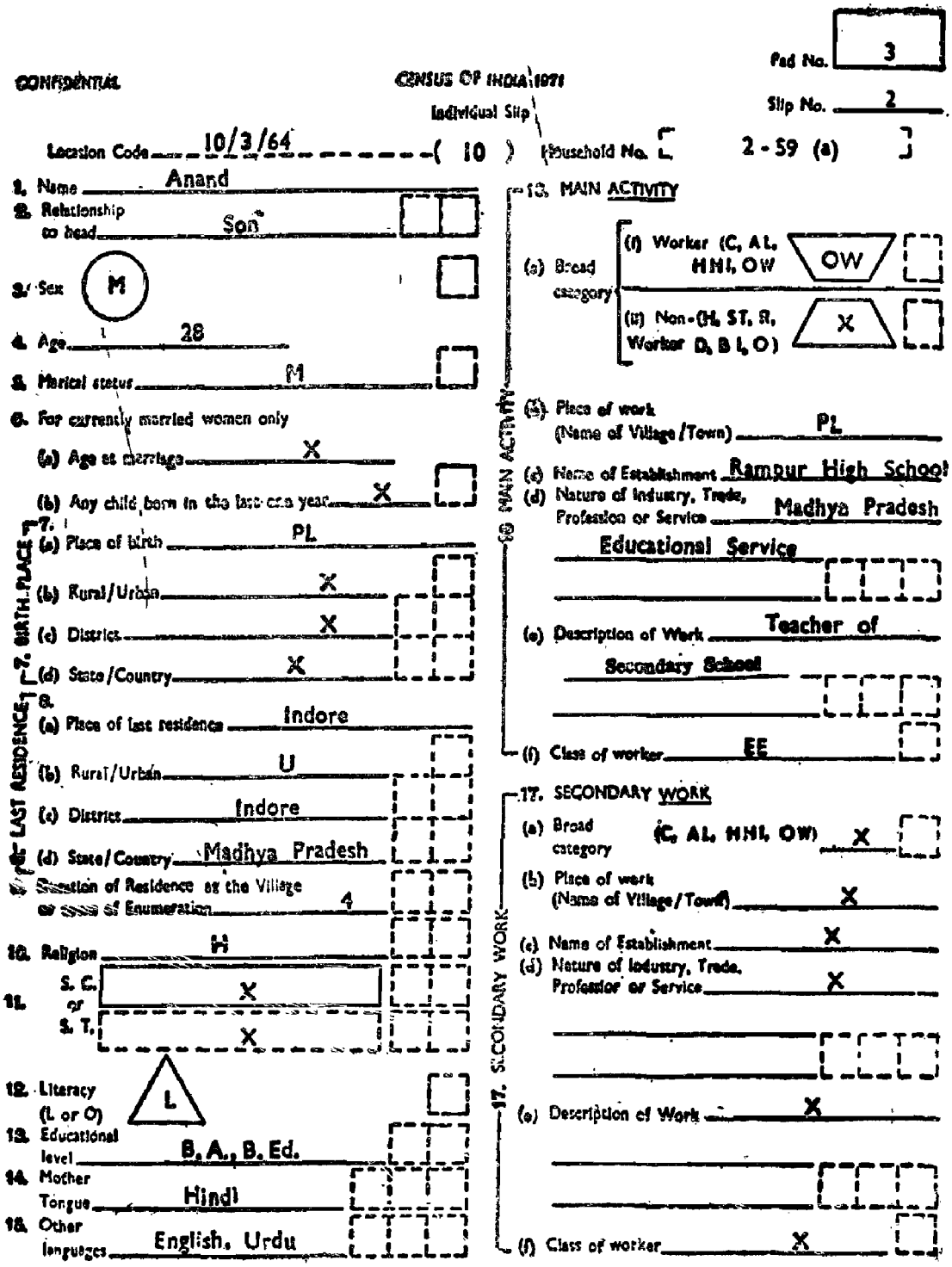
| Q. 16 (a) (i) Board Category | Q. 16 (a) (ii) Non-worker | Q. 16 (b) Place of work | Q. 16 (c) Name of Establishment | Q. 16 (d) Nature of Industry Trade, Profession or Service | Q. 16 (e) Description of Work | Q, 16 (f) Class of Worker |
|---|---|---|---|---|---|---|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 1. C | X | X | X | X | X | X |
| 2. AL | X | X | X | X | X | X |
| 3. HHI | X | PL | No purticular name | Spinning yarn in Ambar Charkha | Spinning yarn | FW |
| 4. HHI | X | PL | No particular name | Cotton Handloom Weaving | Dyeing and Spinning yarn | FW |
| 5. HHI | X | PL | No particular name | Flour making chakki | Winnowing and cleaning grains | EE |
| 6. HHI | X | PL | No particular name | Oil ghani | Running oil ghani | SW |
| 7. HHI | X | PL | No particular name | Blacksmithy (making Agricultural implements) | Tempering and polishing implements | FW |
| 8. HHI | X | PL | No particular name | Earthenware pottery | Making pottery on the wheel | FW |
| 9. HHI | X | PL | No particular name | Earthenware pottery | Making and firing kiln | EE |
| 10. HHI | X | PL | No particular name | Carpentry-manufacturing of wooden doors and windows | Carpenter | FW |
| 11. HHI | X | PL | Sarafa-di-Hatti | Goldsmithy | Filling gold ornaments with lac | FW |
| 12. HHI | X | New Delhi | Gupta Hosiery Works | Production of Hosiery goods | Operator, Hosiery machine | EE |
| 13. OW | X | New Delhi | Verma Hosiery Works | Production of Hosiery goods | Account Clerk | EE |
| 14. HHI | X | PL | No particular name | Electroplating | Scraping and Polishing metal | FW |
| 15. HHI | X | PL | No particular name | Production of Cart wheel rings | Putting Iron hoop on Cart wheels | EE |
| 16. OW | X | PL | No particular name | Hair cutting | Barber | SW |
| 17. OW | X | PL | No particular name | Production of honey | Bee-keeping | SW |
| 18. OW | X | PL | No particular name | Livestock raising | Tending cattle | FW |
| 19. OW | X | Gir Forest | Govt. Forest Department | Logging in forest | Cutting trees in forest | EE |
| 20. OW | X | PL | No particular name | Private tuition | Tutor | SW |
| 21. OW | X | PL | No particular name | Fruit growing | Gardener in mango orchard | EE |
| 22. OW | X | PL | Muthswamy Coffee Estate | Coffee Plantation | Farm labourer | EE |

| Q. 16 (a) (i) Broad Category | Q, 16 (a) (ii) Non-worker | Q. 16 (b) Place of Work | Q. 16 (c) Name of Establishment | Q, 16 (d) Name of Industry, Trade, Profession or Service | Q. 16 (e) Description of Work | Q. 16 (f) Class of Worker |
|---|---|---|---|---|---|---|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 23. OW | X | New Delhi | Northern Railway | Rail Transport | Travelling Ticket Inspector | EE |
| 24. OW | X | PL | Indian Ceramic Institute | Research in manufacturing of ceramic products | Senior Scientific officer (Ceramic Research) | EE EE |
| 25. OW | X | PL | Office of the Registrar General, India | Central Govt. Service | Senior Research Officer (Vital Statistics) | EE |
| 26. OW | X | PL | Gypsum Supply Co. | Supplying Gypsum on orders | Contractor supplying Gypsum to Sindri Fertilizer Factory | ER |
| 27. OW | X | PL | Chittaranjan Locomotive | Locomotive Factory | Accountant | EE |
| 28. OW | X | PL | Delhi Railway Station | Railway Station Porter | Goods Shed Porter | EE |
| 29. OW | X | Rampur village | C.P.W.D. | Road Construction | Manual Labourer (on muster roll) digging earth | EE |
| 30. OW | X | PL | No particular name | House Construction | Labourer brick laying | SW |
| 31. OW | X | PL | No particular name | Vegetable market labourer carrying goods | General Labourer | SW |
| 32. OW | X | PL | Delhi Electric Supply Corporation Sub-Station | Transmission of electricity with the help of transformer | Machine Operator Electricity | EE |
| 33. OW | X | PL | Madan Brothers | Retail shop in stationery stores | Stop Assistant | FW |
| 34. OW | X | PL | Sahu and Co. | Wholesale Store for grains and cereals | Proprietor, wholesale trade | ER |
| 35. OW | X | PL | Dayanand and Sons | Retail shop of readymade garments and hosiery | Salesman | FW |
| 36. OW | X | PL | Kaka Agrico | Dealing in Hardware | Sales Manager | EE |
| 37. OW | X | PL | Indian Iron and Steel Company, Burnpur | Manufacturer of iron and steel structurals | Boiler Room Foreman | EE |
| 38. OW | X | Nem Delhi | Indian Airlines Corporation | Air Transport | Air Pilot | EE |
| 39. OW | X | Chandigarh | State Motor Transport Undertaking | Motor Transport Service | Bus Driver | EE |
| 40. OW | X | PL | Prakash Tranport Service | Goods Transport by Motor Truck | Working Proprietor | ER |
| 41. OW | X | PL | Medical College, Calcutta, Radiology Deptt. | Medical and Health Service of State | Radiologist | EE |

| Q. 16 (a) (i) Board Category | Q. 16 (a) (ii) Non-worker | Q. 16 (b) Place of Work | Q. 16 (c) Name of Establishment | Q. 16 (d) Name of Industry, Trade, Profession or Service | Q. 16 (e) Description of Work | Q. 6 (f) Class of Worker |
|---|---|---|---|---|---|---|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 42. OW | X | PL | I.C.A.R., Pusa, Delhi | Plant Protection Research | Plant Nutritionist | EF |
| 43. OW | X | PL | Bimbla Sugar Factory | Sugar Factory | Chemist | EE |
| 44. OW | X | PL | Akash Chemical and Pharmaceutical Factory | Manufacture of antibiotics | Chemist | EE |
| 45. OW | X | PL | L.I.C. Delhi | Life Insurance Business | Secretary Administration | EE |
| 46. OW | X | PL | Govt. of Tamil Nadu (Commerce and Industry Department) | State Government Service | Assistant Secretary | EE |
| 47. OW | X | PL | ditto | ditto | U.D.C. | EE |
| 48. OW | X | PL | Kundan Brothers, Jewellers, Jaipur | Jewellery Works | Supervisor | FW |
| 49. OW | X | PL | No particular name | Domestic Service | Cook | EE |
| 50. OW | X | PL | Ashoka Hotel, New Delhi | Residential Club | Cook | EE |
| 51. OW | X | Banga-lore | XYZ Club | Recreation Club | Bearer | EE |
| 52. OW | X | PL | No particular name | Retail trade in grocery | Working proprietor | SW |
| 53. OW | X | PL | Bhilai Steel Plant | Steel Production | Chartered Accountant | EE |
| 54. OW | X | How-rah | Howrah Jute Mill | Jute Mill | Accountant | EE |
| 55. OW | X | PL | ABC Film Studios | Production of feature films | Cinema Actor | SW |
| 56. OW | X | PL | Ruparekha Company | Commercial Sign painting | Sign painter | EE |
| 57. OW | X | PL | Portland Cement Co. | Cement manufacturing | Canvas bag maker | EE |
| 58. OW | X | PL | ABC Stock Exchange | Share broker | Share broker in tea and jute | SW |
| 59. OW | X | PL | ABC Business House Ltd. | Discounting of bills of business firms | Managing Director | ER |
| 60. OW | X | PL | Ramachandra Engineering Co. | General Engineering Works | Die Caster | EE |
| 61. OW | X | PL | ABC Paint Factory | Manufacture of paints | Ochre Grinder | EE |
| 62. OW | X | PL | Solan Breweries | Brewery Factory | Distillation Plant Operator | EE |
| 63. OW | X | PL | ABC Chemical Factory | Manufacture of hydrochloric Acid | Grinder | EE |
| 64. OW | X | PL | ABC Rerolling Mills | Steel Rerolling Works | Cleaner | EE |
| 65. OW | X | PL | ABC Cinema | Cinema House | Gate keeper | EE |

| Q. 16 (a) (i) Board Category | Q. 16 (a) (ii) Non-worker | Q. 16 (b) Place of Work | Q. 16 (a) Name of Establishment | Q. 16 (d) Name of Industry, Trade Profession or Service | Q. 16 (e) Description of Work | Q. 16 (f) Class of Worker |
|---|---|---|---|---|---|---|
| 1 | 2 | 3 | 4 | 5 | 6 | |
| 66. OW | X | PL | ABC Engineering Works | Iron and Steel Foundry | Moulder | EE |
| 67. OW | X | PL | ABC Oil Mill | Manufacture of mustard oil | Foreman, Packing Department | EE |
| 68. OW | X | PL | ABC Company | Motor body building Factory | Foreman, Saw Mill | EE |
| 69. OW | X | Shahdara | ABC Aluminium Company | Aluminium Factory | Foundry Caster | EE |
| 70. OW | X | Tara Nagar | ABC Iron Factory | Iron Foundry Works | Furnaceman Boiler shop | EE |
| 71. OW | X | New Delhi | Govt. Printing Press | Printing Works | Mono Operator | EE |
| 72. OW | X | PL | ABC Small Tool Company | Small Tools Production | Brass Turner | EE |
| 73. OW | X | PL | State Social Welfare Board | Social Welfare Organisation | Honorary Social Worker | SW |
| 74. OW | X | New Delhi | Parliament, Delhi | Parliamentary Work | Member of Parliament | SW |
| 75. OW | X | PL | No particular journal | Writing for newspapers and periodicals | Freelance journalist | SW |
| 76. OW | X | PL | ABC Party | Promotion of party's Political Work | Political Worker | SW |


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Individual Slip
Paid No. 3
Slip No. 1
Location Code 10/3/64 ( 10 ) Household No. 2 - 59 (a)
1. Name Gopal
2. Relationship to head Head
3. Sex M
4. Age 52
5. Marital status W
6. For currently married women only
(a) Age at marriage X
(b) Any child born in the last one year X
7. BIRTH PLACE
(c) Place of birth PL
(b) Rural/Urban X
(c) District X
(d) State/Country X
8. LAST RESIDENCE
(a) Place of last residence Indore
(b) Rural/Urban U
(c) District Indore
(d) State/Country Madhya Pradesh
9. Duration of Residence at the Village or town of Enumeration 4
10. Religion H
11. S. C. or S. T. X
12. Literacy (L or O) L
13. Educational level VIII Standard
14. Mother Tongue Hindi
15. Other languages Urdu
16. MAIN ACTIVITY
(a) Broad category (I) Worker (C, AL, HHI, OW) HHI
(II) Non-Worker (H, ST, R, D, B 1, O) X
(b) Place of work (Name of Village/Town) PL
(c) Name of Establishment No particular name
(d) Nature of Industry, Trade, Profession or Service Tailoring – Sewing of garments
(e) Description of Work Stitching Clothes
(f) Class of worker SW
17. SECONDARY WORK
(a) Broad category (C, AL, HHI, OW) X
(b) Place of work (Name of Village/Town) X
(c) Name of Establishment X
(d) Nature of industry, Trade, Profession or Service X
(e) Description of Work X
(f) Class of worker X



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Individual Slip

Pad No. 3

Slip No. 2

Location Code 10/3/64 ( 10 ) Household No. 2 - 59 (a)

1. Name Anand
2. Relationship to head Son
3. Sex M
4. Age 28
5. Marital status M
6. For currently married women only
   (a) Age at marriage X
   (b) Any child born in the last one year X
7. (a) Place of birth PL
   (b) Rural/Urban X
   (c) District X
   (d) State/Country X
8. (a) Place of last residence Indore
   (b) Rural/Urban U
   (c) District Indore
   (d) State/Country Madhya Pradesh
9. Duration of Residence at the Village or Town of Enumeration 4
10. Religion H
11. S. C. or S. T. X
12. Literacy (L or O) L
13. Educational level B.A., B.Ed.
14. Mother Tongue Hindi
15. Other languages English, Urdu

7. BIRTH-PLACE
8. LAST RESIDENCE

16. MAIN ACTIVITY
   (a) Broad category (i) Worker (C, AL, HHI, OW) OW
   (ii) Non-Worker (H, ST, R, D, B I, O) X
   (b) Place of work (Name of Village/Town) PL
   (c) Name of Establishment Rampur High School
   (d) Nature of Industry, Trade, Profession or Service Madhya Pradesh Educational Service
   (e) Description of Work Teacher of Secondary School
   (f) Class of worker EE

17. SECONDARY WORK
   (a) Broad category (C, AL, HHI, OW) X
   (b) Place of work (Name of Village/Town) X
   (c) Name of Establishment X
   (d) Nature of Industry, Trade, Profession or Service X
   (e) Description of Work X
   (f) Class of worker X

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Individual Slip

Pad No. 3

Slip No. 13

Location Code 1/2/3 ( 10 ) Household No. 3-96/2

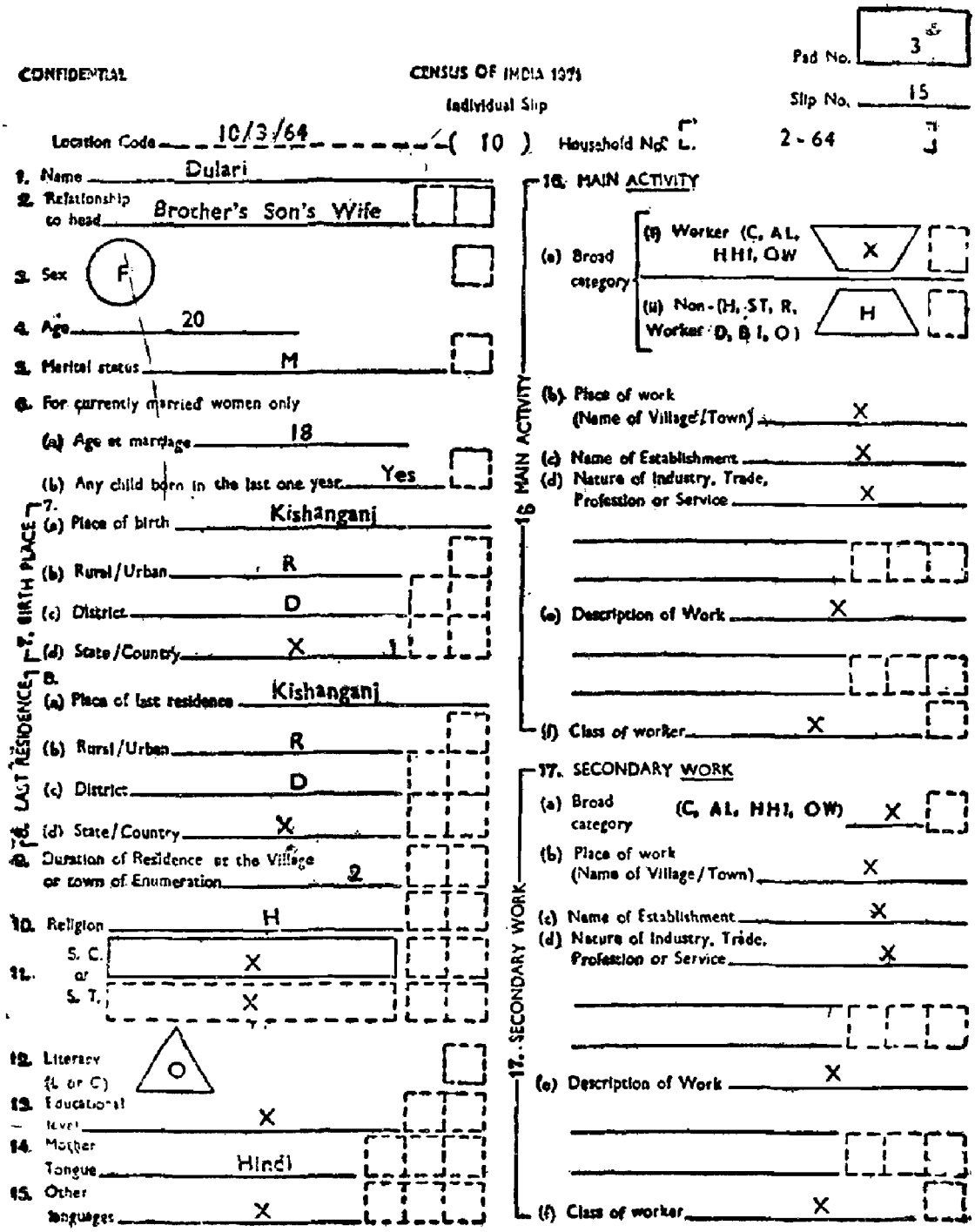
1. Name Ram Raj
2. Relationship to head Brother
3. Sex M
4. Age 29
5. Marital status M
6. For currently married women only
   (a) Age at marriage X
   (b) Any child born in the last one year X
7. BIRTH PLACE
   (a) Place of birth Jehanabad
   (b) Rural/Urban U
   (c) District Gaya
   (d) State/Country Bihar
8. LAST RESIDENCE
   (a) Place of last residence Patna
   (b) Rural/Urban U
   (c) District Patna
   (d) State/Country Bihar
9. Duration of Residence at the Village or town of Enumeration 7
10. Religion H
11. S. C. or S. T. X
12. Literacy. (L or O) O
13. Educational level X
14. Mother-Tongue Maghi
15. Other languages Hindi

16. MAIN ACTIVITY
   (a) Broad category
   (i) Worker (C, AL, HHI, OW) AL
   (ii) Non-Worker (H, ST, R, D, B I, O) X
   (b) Place of work (Name of Village/Town) X
   (c) Name of Establishment X
   (d) Nature of Industry, Trade, Profession or Service X
   (e) Description of Work X
   (f) Class of worker X

17. SECONDARY WORK
   (a) Broad category (C, AL, HHI, OW) X
   (b) Place of work (Name of Village/Town) X
   (c) Name of Establishment X
   (d) Nature of Industry, Trade, Profession or Service
   (e) Description of Work X
   (f) Class of worker X



The charge officer Simla Town checking the entries



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Individual Slip

Pad No. 3

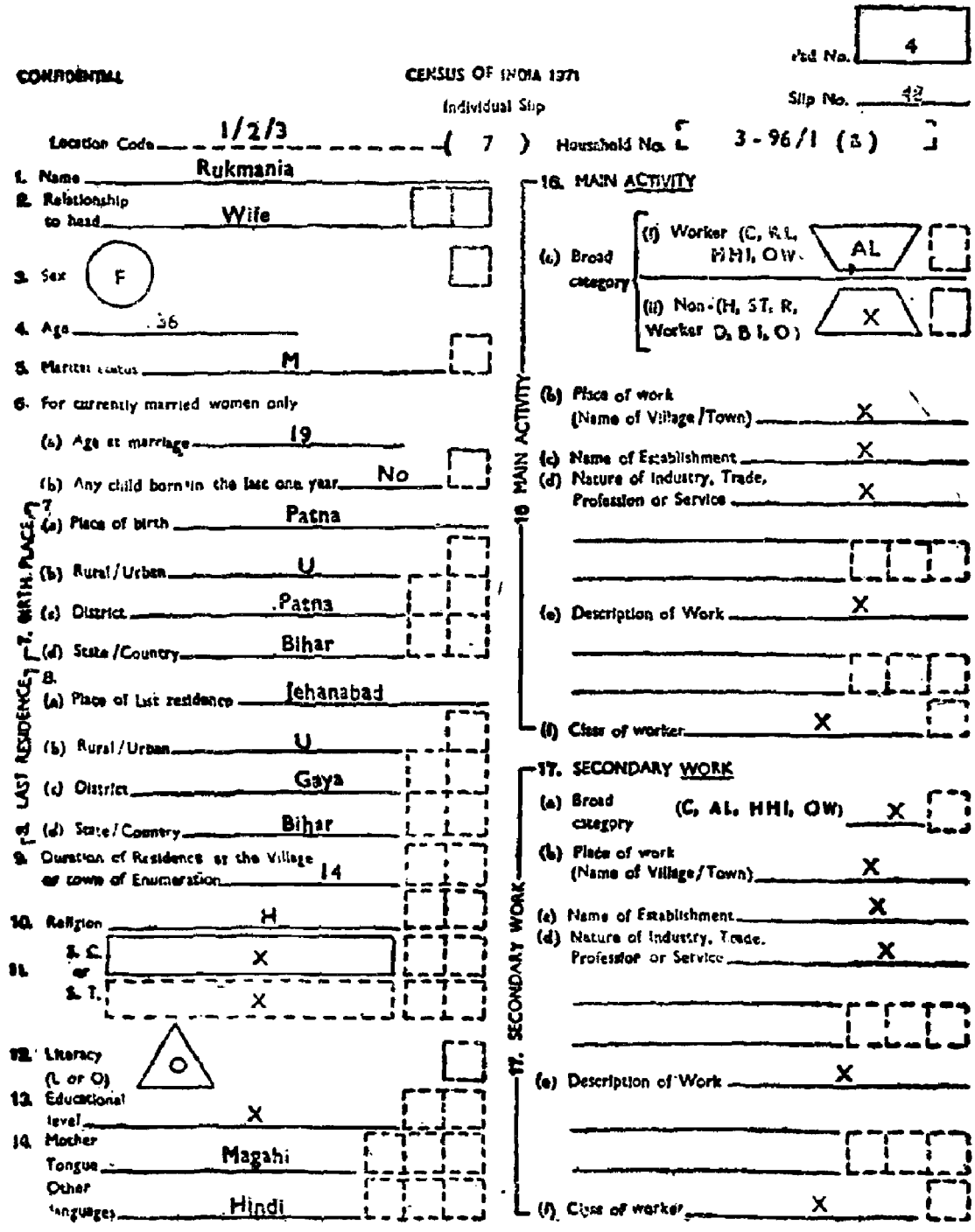
Slip No. 15

Location Code 10/3/64 ( 10 ) Household No. 2 - 64

1. Name Dulari
2. Relationship to head Brother's Son's Wife
3. Sex F
4. Age 20
5. Marital status M
6. For currently married women only
   (a) Age at marriage 18
   (b) Any child born in the last one year Yes
7. BIRTH PLACE
   (a) Place of birth Kishanganj
   (b) Rural/Urban R
   (c) District D
   (d) State/Country X 1
8. LAST RESIDENCE
   (a) Place of last residence Kishanganj
   (b) Rural/Urban R
   (c) District D
   (d) State/Country X
9. Duration of Residence at the Village or town of Enumeration 2
10. Religion H
11. S. C. or S. T. X
12. Literacy (L or C) O
13. Educational level X
14. Mother Tongue Hindi
15. Other languages X

16. MAIN ACTIVITY
   (a) Broad category
      (i) Worker (C, AL, HHI, OW) X
      (ii) Non-Worker (H, ST, R, D, B I, O) H
   (b) Place of work (Name of Village/Town) X
   (c) Name of Establishment X
   (d) Nature of Industry, Trade, Profession or Service X
   (e) Description of Work X
   (f) Class of worker X

17. SECONDARY WORK
   (a) Broad category (C, AL, HHI, OW) X
   (b) Place of work (Name of Village/Town) X
   (c) Name of Establishment X
   (d) Nature of Industry, Trade, Profession or Service X
   (e) Description of Work X
   (f) Class of worker X



Hsd No. 4

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Individual Slip

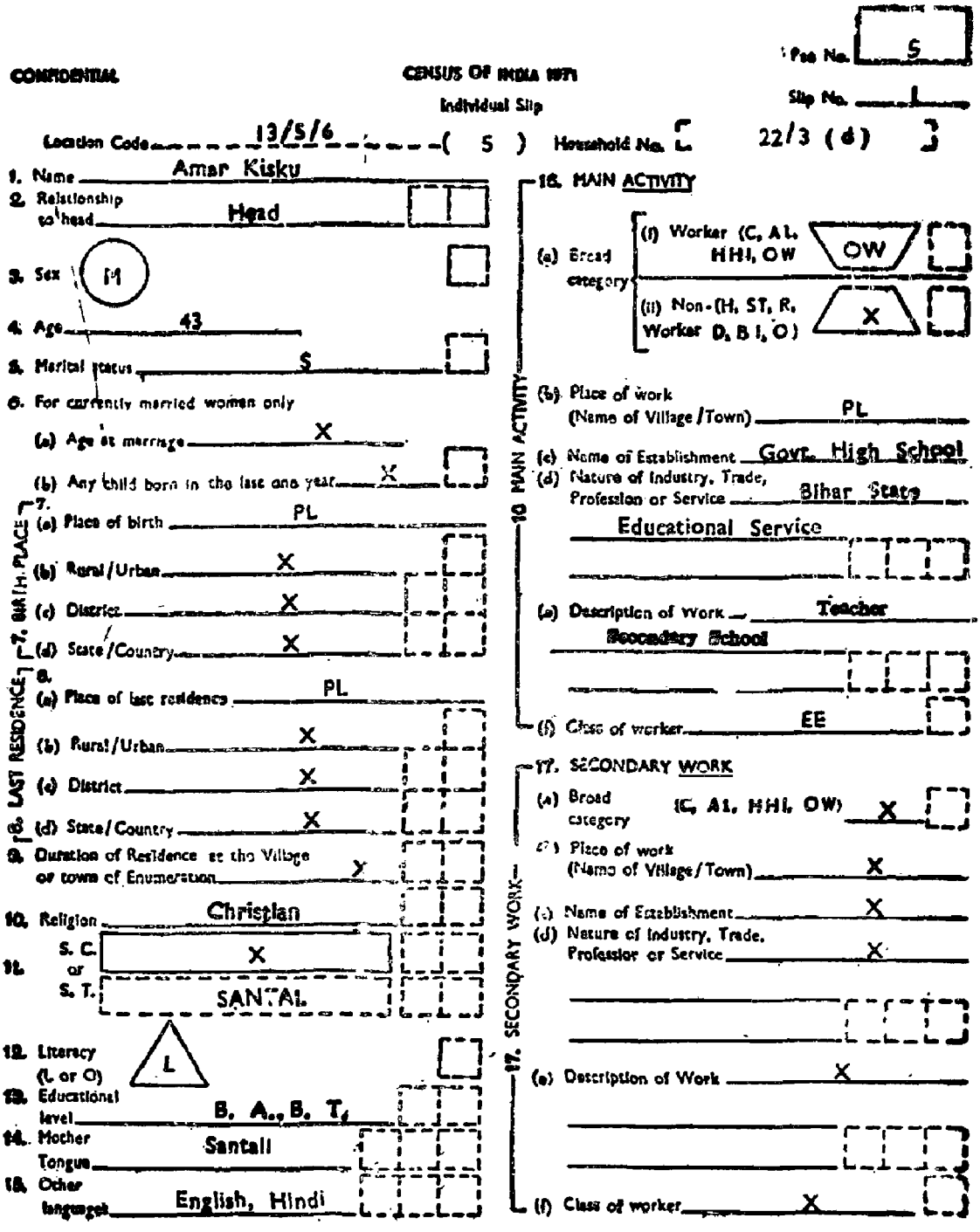
Slip No. 42

Location Code 1/2/3 ( 7 ) Household No. 3-96/1 (3)

1. Name Rukmania
2. Relationship to head Wife
3. Sex F
4. Age 36
5. Marital status M
6. For currently married women only
   (a) Age at marriage 19
   (b) Any child born in the last one year No
7. (a) Place of birth Patna
   (b) Rural/Urban U
   (c) District Patna
   (d) State/Country Bihar
8. (a) Place of last residence Jehanabad
   (b) Rural/Urban U
   (c) District Gaya
   (d) State/Country Bihar
9. Duration of Residence at the Village or town of Enumeration 14
10. Religion H
11. S. C. X / or S. T. X
12. Literacy (L or O) O
13. Educational level X
14. Mother Tongue Magahi
    Other languages Hindi

16. MAIN ACTIVITY
   (a) Broad category
   (i) Worker (C, AL, HHI, OW) AL
   (ii) Non-Worker (H, ST, R, D, B I, O) X
   (b) Place of work (Name of Village/Town) X
   (c) Name of Establishment X
   (d) Nature of Industry, Trade, Profession or Service X
   (e) Description of Work X
   (f) Class of worker X

17. SECONDARY WORK
   (a) Broad category (C, AL, HHI, OW) X
   (b) Place of work (Name of Village/Town) X
   (c) Name of Establishment X
   (d) Nature of Industry, Trade, Profession or Service X
   (e) Description of Work X
   (f) Class of worker X



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Individual Slip

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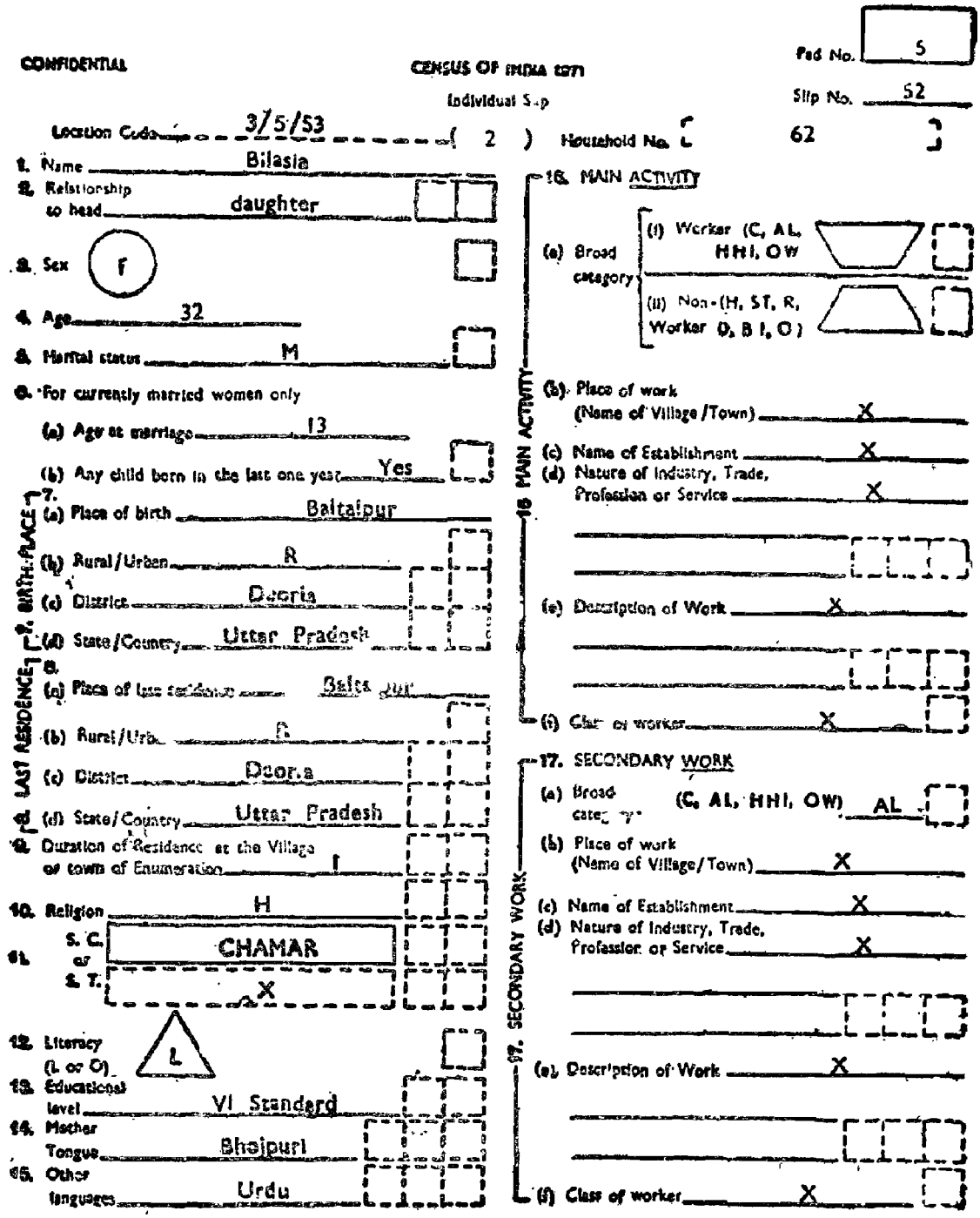
Slip No. 1

Location Code 13/5/6 ( 5 ) Household No. 22/3 (d)

1. Name Amar Kisku
2. Relationship to head Head
3. Sex M
4. Age 43
5. Marital status S
6. For currently married women only
   (a) Age at marriage X
   (b) Any child born in the last one year X
7. BIRTH PLACE
   (a) Place of birth PL
   (b) Rural/Urban X
   (c) District X
   (d) State/Country X
8. LAST RESIDENCE
   (a) Place of last residence PL
   (b) Rural/Urban X
   (c) District X
   (d) State/Country X
9. Duration of Residence at the Village or town of Enumeration X
10. Religion Christian
11. S. C. or S. T. X / SANTAL
12. Literacy (L or O) L
13. Educational level B. A., B. T.
14. Mother Tongue Santali
15. Other languages English, Hindi

16. MAIN ACTIVITY
   (a) Broad category
      (i) Worker (C, Al, HHI, OW) OW
      (ii) Non-(H, ST, R, Worker D, B I, O) X
   (b) Place of work (Name of Village/Town) PL
   (c) Name of Establishment Govt. High School
   (d) Nature of Industry, Trade, Profession or Service Bihar State Educational Service
   (e) Description of work Teacher Secondary School
   (f) Class of worker EE

17. SECONDARY WORK
   (a) Broad category (C, Al, HHI, OW) X
   (b) Place of work (Name of Village/Town) X
   (c) Name of Establishment X
   (d) Nature of Industry, Trade, Profession or Service X
   (e) Description of Work X
   (f) Class of worker X



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Individual Slip

Ped No. 5

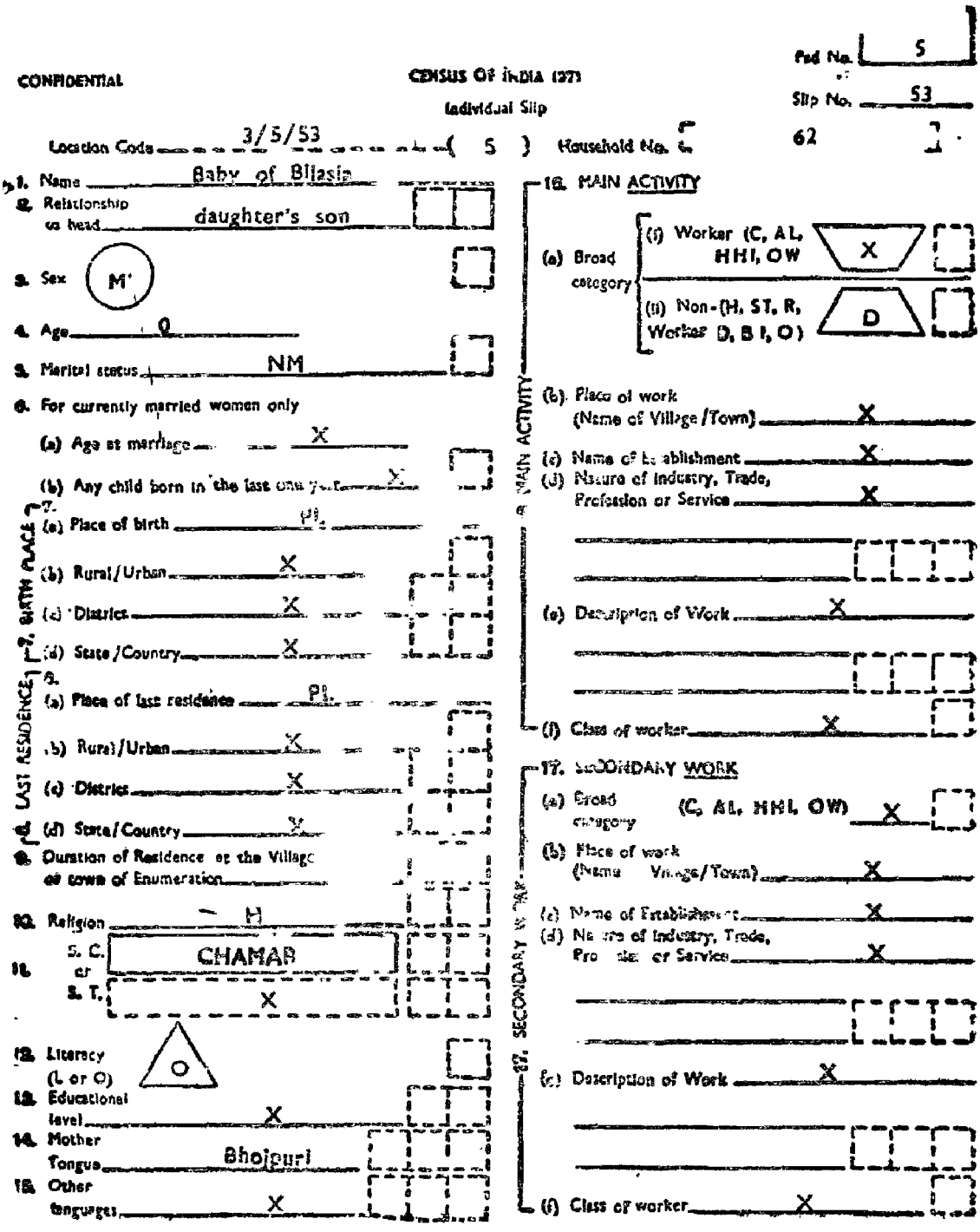
Slip No. 52

Location Code 3/5/53 ( 2 ) Household No. 62

1. Name Bilasia
2. Relationship to head daughter
3. Sex F
4. Age 32
5. Marital status M
6. For currently married women only
   (a) Age at marriage 13
   (b) Any child born in the last one year Yes
7. BIRTH-PLACE
   (a) Place of birth Baitalpur
   (b) Rural/Urban R
   (c) District Deoria
   (d) State/Country Uttar Pradesh
8. LAST RESIDENCE
   (a) Place of last residence Baitalpur
   (b) Rural/Urban R
   (c) District Deoria
   (d) State/Country Uttar Pradesh
9. Duration of Residence at the Village or town of Enumeration 1
10. Religion H
11. S. C. or S. T. CHAMAR / X
12. Literacy (L or O) L
13. Educational level VI Standerd
14. Mother Tongue Bhojpuri
15. Other languages Urdu

16. MAIN ACTIVITY
   (a) Broad category (i) Worker (C, AL, HHI, OW)
   (ii) Non-Worker (H, ST, R, D, B I, O)
   (b) Place of work (Name of Village/Town) X
   (c) Name of Establishment X
   (d) Nature of Industry, Trade, Profession or Service X
   (e) Description of Work X
   (f) Class of worker X

17. SECONDARY WORK
   (a) Broad category (C, AL, HHI, OW) AL
   (b) Place of work (Name of Village/Town) X
   (c) Name of Establishment X
   (d) Nature of Industry, Trade, Profession or Service X
   (e) Description of Work X
   (f) Class of worker X


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Individual Slip
Ped No. 5
Slip No. 53
62
Location Code 3/5/53 ( 5 ) Household No. 6
1. Name Baby of Bijasia
2. Relationship to head daughter's son
3. Sex M
4. Age 0
5. Marital status NM
6. For currently married women only
(a) Age at marriage X
(b) Any child born in the last one year X
7. BIRTH PLACE
(a) Place of birth Pl.
(b) Rural/Urban X
(c) District X
(d) State/Country X
8. LAST RESIDENCE
(a) Place of last residence Pl.
(b) Rural/Urban X
(c) District X
(d) State/Country X
9. Duration of Residence at the Village or town of Enumeration
10. Religion H
11. S. C. or S. T. CHAMAR X
12. Literacy (L or O) O
13. Educational level X
14. Mother Tongue Bhojpuri
15. Other languages X
16. MAIN ACTIVITY
(a) Broad category (i) Worker (C, AL, HHI, OW) X
(ii) Non-(H, ST, R, Worker D, B I, O) D
(b) Place of work (Name of Village/Town) X
(c) Name of Establishment X
(d) Nature of Industry, Trade, Profession or Service X
(e) Description of Work X
(f) Class of worker X
17. SECONDARY WORK
(a) Broad category (C, AL, HHI, OW) X
(b) Place of work (Name Village/Town) X
(c) Name of Establishment X
(d) Nature of Industry, Trade, Profession or Service X
(e) Description of Work X
(f) Class of worker X

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Individual Slip

Pad No. 7

Slip No. 32

Location Code 5/IV/3 ( 11 ) Household No. 3-4-73

1. Name Dil Bahadur
2. Relationship to head Head
3. Sex M
4. Age 22
5. Marital status NM
6. For currently married women only
   (a) Age at marriage X
   (b) Any child born in the last one year X
7. BIRTH PLACE
   (a) Place of birth Kathmandu
   (b) Rural/Urban X
   (c) District X
   (d) State/Country Nepal
8. LAST RESIDENCE
   (a) Place of last residence Biratnagar
   (b) Rural/Urban X
   (c) District X
   (d) State/Country Nepal
9. Duration of Residence at the Village or town of Enumeration 2
10. Religion H
11. S. C. or S. T. X
12. Literacy (L or O) L
13. Educational level VI th Standard
14. Mother Tongue Nepali
15. Other languages Hindi

16. MAIN ACTIVITY
   (a) Broad category (i) Worker (C, Al, HHI, OW) OW
   (ii) Non-Worker (H, ST, R, D, S I, O) X
   (b) Place of work (Name of Village/Town) PL
   (c) Name of Establishment Central Bank of India
   (d) Nature of Industry, Trade, Profession or Service Banking
   (e) Description of Work Night Chowkidar
   (f) Class of worker EE

17. SECONDARY WORK
   (a) Broad category (C, Al, HHI, OW) HHI
   (b) Place of work (Name of Village/Town) PL
   (c) Name of Establishment No particular name
   (d) Nature of Industry, Trade, Profession or Service Knitting of woolen Sweaters for sale
   Description of Work Knitting Swea
   (f) Class of worker F W

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Individual Slip

Ped No. 15

Slip No 100

Location Code 15/II/2 ( 20 ) Household No. 10-2-43 (b)

1. Name Hussain
2. Relationship to head Head
3. Sex M
4. Age
5. Marital status M
6. For currently married women only
   (a) Age at marriage X
   (b) Any child born in the last one year X
7. BIRTH PLACE
   (a) Place of birth Hyderabad
   (b) Rural/Urban U
   (c) District Hyderabad
   (d) State/Country Andhra Pradesh
8. LAST RESIDENCE
   (a) Place of last residence Nagpur
   (b) Rural/Urban U
   (c) District Nagpur
   (d) State/Country Maharashtra
9. Duration of Residence at the Village or town of Enumeration 2
10. Religion I
11. S. C. X / or / S. T. X
12. Literacy (L or O) L
13. Educational level B. Sc. (Leather Tech.)
14. Mother Tongue Urdu
15. Other languages Telugu, English

16. MAIN ACTIVITY
   (a) Broad category
      (i) Worker (C, AL, HHI, OW) OW
      (ii) Non-Worker (H, ST, R, D, B I, O) X
   (b) Place of work (Name of Village/Town) PL
   (c) Name of Establishment Hussain & Co.
   (d) Nature of Industry, Trade, Profession or Service Currying and Tanning of hides & skin
   (e) Description of Work Working proprietor
   (f) Class of worker ER

17. SECONDARY WORK
   (a) Broad category (C, AL, HHI, OW) X
   (b) Place of work (Name of Village/Town) X
   (c) Name of Establishment X
   (d) Nature of Industry, Trade, Profession or Service X
   (e) Description of Work X
   (f) Class of worker X

ENUMERATOR'S DAILY POSTING STATEMENT

(Form M)

Location Code 10/4/64 Enumerator's Block No. 6

Name of Village Dandori Name of Enumerator.....Prithipal

MALES

| Final Sl. No. | Pad No | Slip No. | Sex Q.3 | S.C. or S.T. Q. 11 S.C | S.T. | Literacy Q. 12 Literacy L | Illiterate O | Main Activity Q. 16 (a) (i) Cultivator C | Agricultural labourer AL | Household Industry HHI | Other worker OW | Non-Workers X |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 1 | 15 | 1 | M | — | — | √ | — | — | — | √ | — | — |
| 2 | 15 | 22 | M | — | — | — | √ | — | — | — | — | √ |
| 3 | 15 | 29 | M | — | — | — | √ | √ | — | — | — | — |
| 4 | 16 | 3 | M | — | √ | — | √ | — | — | — | — | √ |
| 5 | 16 | 7 | M | √ | — | √ | — | √ | — | — | — | — |
| 6 | 16 | 16 | M | √ | — | √ | — | — | √ | — | — | — |
| 7 | 16 | 25 | M | — | — | — | √ | — | — | — | √ | — |
| 8 | 16 | 47 | M | — | — | — | √ | √ | — | — | — | — |
| | | | 8 | 2 | 1 | 3 | 5 | 3 | 1 | 1 | 1 | 2 |

Verified 100% with Schedules and found correct

Signature of Enumerator.....

Date.....

Note : Make sure that total of col. 4—total of cols. 7+8

—total of cols. 9+10+11+12+13

Signature of the Supervisor.....

Date.....

ANNEXURE-II

## ENUMERATOR'S DAILY POSTING STATEMENT

(Form F)

Location Code 10/3/64(10)

Enumerator's Block No. 10

Name of the Village Dandori

Name of Enumerator.....Prithipal

FEMALES

| Final Sl. No. | Pad No. | Slip No. | Sex | S.C. or S.T. Q. 11 | | Literacy Q. 12 | | Main Activity Q. 16 (a) (i) | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | S.C. | S,T. | Literate | Illiterate | Cultivator | Agricultural labourer | Household Industry | Other worker | Non-workers |
| | | | Q. 3 | | | L | O | C | AL | HHI | OW | X |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 1 | 15 | 2 | F | — | — | — | √ | — | √ | — | — | — |
| 2 | 15 | 23 | F | √ | — | — | √ | — | — | — | — | √ |
| 3 | 15 | 39 | F | √ | — | — | √ | √ | — | — | — | — |
| 4 | 16 | 56 | F | — | — | √ | — | — | — | √ | — | — |
| 5 | 16 | 62 | F | — | — | — | √ | — | — | — | — | √ |
| 6 | 16 | 14 | F | — | — | — | √ | — | — | — | — | √ |
| 7 | 16 | 16 | F | — | — | — | √ | — | — | — | — | √ |
| | | | 7 | 2 | — | 1 | 6 | 1 | 1 | 1 | — | 4 |

Signature of Enumerator.....

Date.....

Verified 100% with Schedules and found correct.

Signature of the Supervisor.....

Date.....

Note : Make sure that total col. 4—total of cols, 7+8

—total of cols. 9+10+11+12+13.

APPENDIX-IX

ENUMERATOR'S ABSTRACT

(Form T)

Location Code 10/3/64(10) Enumerator's Block No. 10

Name of Village Pandori Name of Enumertor.....Prithipal

No. of occupied residential houses 130

Total No. of Households 140 No. of Institutional Households 1 No. of Houseless households 1

| Sex | Population | S.C. | S.T. | Literate | Illiterate | Main Activity | | | | | Houseless population | Institutional population |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | Cultivator | Agricultural labourer | Household Industry | Other worker | Non-workers | | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| M | 381 | 52 | 25 | 173 | 208 | 139 | 20 | 10 | 77 | 135 | 3 | 24 |
| F | 369 | 50 | 21 | 75 | 294 | 42 | 12 | 4 | 69 | 242 | 2 | 1 |
| Total | 750 | 102 | 46 | 248 | 502 | 181 | 32 | 14 | 146 | 377 | 5 | 25 |

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

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

Note : The Information on the occupied residential houses, households, institutional households and houseless households will have to be provided with reference to entries in the Population Record. Make sure that you have counted the houses and households correctly. See paras 24-29 of the instruction for filling up the Individual Slip.

The number of households can be same as/or more than census houses, but normally there will not be more houses than the households. The information for column 12 & 13 will be obtained by counting the population in houseless households (household number noted (O') and institutional households (household number with 'INST' indicated) respectively in the Population Record.

ANNEXURE-II

APPENDIX-X

# POPULATION RECORD

CONFIDENTIAL (To be compiled from Individual Slip) CENSUS 1971

Location Code.....

Household No..... ....

Name of village or town.....

If the head belongs to S.C. or S.T. ?.....

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

Signature of Enumerator.....

Signature of Supervisor.....

Date.....

Date.....

Annexure-II
Sc. No.11

# भारत की जनगणना 1971

## मकान सूचि एवं प्रतिष्ठान अनुसुचि भरने के लिए प्रगणकों को हिदायतें

### भाग 1 : मकान सूची

भारत पंजीकार द्वारा जारी की गई

**सामान्य**

जैसा सभी जानते हैं, जनगणना राष्ट्रीय महत्व का काम है। हर प्रगतिशील देश में समय-समय पर जनगणना की जाती है। भारतवर्ष में हर 10 वर्ष के बाद जनगणना होती है व अगली जनगणना सन् 1971 में हो रही है। विकास योजनाओं एवं प्रशासन इत्यादि के लिए जनगणना के दौरान इकट्ठे किए गए आंकड़े प्रमुख आधार बनते हैं।

2. आपको मकानों पर नम्बर डालने व मकानों तथा प्रतिष्ठानों की सूची बनाने का काम सौंपा गया है जो फरवरी 1970 में होना है। यह कार्य 1971 की जनगणना का पहला भाग है। इस कार्य की सफलता आपकी लगन व कुशलता पर निर्भर करती है। अत: आप इन हिदायतों को ध्यान से पढ़ें।

3. प्रत्येक व्यक्ति को ऐसा विश्वास दिला दिया जाये कि इस सूची तथा अनुसूची में जो जानकारी उनसे पूछी जा रही है वह पूर्ण रूप से गोपनीय है और उसका उपयोग केवल जनगणना के लिये ही है और उसे किसी भी तरह किसी व्यक्ति या प्रतिष्ठान के विरुद्ध गवाही के रूप में प्रयोग नहीं किया जायेगा। अत: सभी को सही-सही उत्तर देने के लिये प्रोत्साहित किया जाये।

4. सबसे पहले आपको अपने ब्लाक के भवनों का एक नजरी नक्शा बनाना है तथा इन भवनों को नम्बर देना है, चाहे ये भवन रहने के काम में आते हों चाहे किसी दूसरे काम में। इसके बाद आपको इन भवनों तथा उनके जनगणना मकानों के बाबत आवश्यक ब्यौरा मकान सूची तथा प्रतिष्ठान अनुसूची में भरना है।

**नजरी नक्शे बनाना तथा भवनों और जनगणना मकानों पर नम्बर डालना**

**(क) ग्रामीण क्षेत्र**

5. ग्रामीण क्षेत्र में साधारण रूप से एक गांव में एक ब्लाक होगा या अगर गांव बड़ा हो तो एक से ज्यादा ब्लाक हो सकते हैं। एक ब्लाक में 125 के लगभग परिवार होंगे। ब्लाक की सीमाएं आपके सुपरवाइजर बतलाएंगे। इसी ब्लाक का नजरी नक्शा बना कर उस ब्लाक के भवनों को आपने नम्बर देने हैं। यह जरूरी है कि ब्लाक की सीमाएं सफाई से नजरी नक्शे में दिखाई जावें। यह सीमाए पगडंडियों, रास्तों, मुख्य भवनों या सर्वे नम्बरों से दिखाई जावें। यदि किसी गांव में सर्वे न किया गया हो तो ब्लाक सीमा दिखाने के लिए ब्लाक की सीमा पर स्थित खेतों के मालिकों का नाम या खेतों का कोई खास नाम हो तो वे लिखे जावें। नजरी नक्शे के नीचे ब्लाक की सीमा का विवरण लिखना अनिवार्य है। यदि एक गांव में एक से अधिक ब्लाक हों तो दो ब्लाकों के बीच की सीमाएं इस प्रकार से दिखलाई जायें कि कौन-सा भवन किस ब्लाक में है, यह निश्चय हो सके। आप को जो ब्लाक मिला है उसकी सीमाएं आम रास्तों, पगडडियों, प्रमुख भवनों, सर्वे नम्बरों इत्यादी से बतलाई गई हैं, आपको इन्हीं सीमाओं को नजरी नक्शे में दिखलाना है ताकि कोई भी भवन ब्लाक में आने से छूट न जाये और न ही कोई भवन एक से अधिक ब्लाक में शामिल हो सके। इस तरह से नजरी नक्शा बनाने के बाद ब्लाक में भवन जिस तरह से स्थित हों उन्हें दिखलाइए। इस नजरी नक्शे में सभी रास्ते, गलियां पगडंडियां दिखलाई जावें। सार्वजनिक भवनों को या अन्य कोई महत्वपूर्ण स्थान हों उन्हें भी दिखलाया जावे। पक्के भवनों को चौखानों (□) तथा कच्चे भवनों को त्रिकोणों (△) से दिखलाया जाये। वैसे कच्चे व पक्के भवनों की परिभाषा करना बहुत कठिन है परन्तु जनगणना के लिये पक्के भवन की परिभाषा यह है—"ऐसा भवन जिसकी दीवारें पक्की ईंट, पत्थर (चूना या सीमेट से जुड़ी हुई हो), सीमेट-कांक्रीट, लकड़ी इत्यादी की बनी हों तथा जिसकी छत खपैरैल या टीन, सीमेन्ट-कांक्रीट (लिन्टल), लकड़ी इत्यादि की बनी हो।" ऐसे भवन जिनकी दीवारें और छतें ऊपर बतलाई गई वस्तुओं के अलावा चीजों, जैसे-कच्ची ईंटें, मिट्टी, बांस, घास-फूस, पत्थर (जो चूना या सीमेंट से न जुड़ी हुई हों) से बने हों वे भवन कच्चे भवन कहलायेंगे।

6. इस तरह से नजरी नक्शों में भवनों को बतलाने के बाद इन भवनों पर किस प्रकार से नम्बर लगाए जावें, यह तय करना आवश्यक होगा। किस दिशा से नम्बरिंग शुरू की जाये इसका कोई एक ही तरीका नहीं है। जो भी सुविधाजनक तरीका हो, जैसे एक सिरे से दूसरे सिरे तक अथवा दाएं से बाएं, अपना लें।

7. इस तरह से दिए गये नम्बरों को प्रत्येक भवन के लिए त्रिकोण या चौखानों में नजरी नक्शे में लिखिये और जिस तरह से

नम्बर आगे बढ़ते हैं उस दिशा को तीर के निशान से दिखलाइये। नजरी नक्शे पर पहली बार पेन्सिल से नम्बर लिखना मुनासिब होगा ताकि दुबारा जब आप अपने ब्लाक के भवनों को देखेंगे तब शायद किसी परिवर्तन की आवश्यकता हो और वह परिवर्तन नक्शे पर ठीक तरह से दिखलाया जा सके। एक बार आप संतुष्ट हो जायें कि नम्बर ठीक तरह से दिए गये हैं तो पेन्सिल से दिए गये नम्बर स्याही से पक्के कर दिए जावें।

8. वन क्षेत्रों में ऐसे गांव जिनकी सीमाएं रेवेन्यू मौजे (राजस्व गांव) के बतौर न दिखाई गई हों तो पास के पहाड़, गांव, नदी, नाला इत्यादि लिखें तथा नजरी नक्शे में दिखाएं और इन सीमाओं के भीतर जितने भी भवन हों उन्हें उसी तरह से दिखलाइए जैसा कि ऊपर बतलाया गया है। कभी कभी आदिवासियों की आबादी के क्षेत्र बदलते रहते हैं इसलिए जरूरी है कि इन आबादियों की सीमा भी ऊपर बतलाए गए तरीके से नजरी नक्शों में दिखलाई जाये।

**(ख) शहरी क्षेत्र**

9. नजरी नक्शों को बनाने और भवनों को नम्बर देने का तरीका शहरी क्षेत्रों में वही होगा जो कि ग्रामीण क्षेत्रों के बारे में ऊपर बतलाया गया है। हो सकता है कि कुछ म्यूनिसिपल शहरों के नक्शे तैयार किए हुए हों। इन नक्शों का इस कार्य के लिए उपयोग किया जावे। किन्हीं किन्हीं स्थानों पर यह भी पाया जाता है कि शहर की सीमाएं निश्चित रूप से निर्धारित नहीं हैं और कुछ हिस्से शहर के अन्दर हैं या बाहर हैं इस सम्बन्ध में सन्देह होता है। इसलिए यह जरूरी है कि शहर की सीमाओं को भी स्थाई चिन्हों या सर्वे नम्बरों के द्वारा स्पष्ट रूप से दिखलाया जाये। कभी कभी रास्ते के एक तरफ के भवन किसी शहर की सीमा के अन्दर होते हैं और रास्ते के दूसरी तरफ के भवन शहर की सीमा के बाहर होते हैं। ऐसी स्थिति में यह निश्चित रूप से तय कर लेना चाहिए कि कौन से भवन शहर की सीमा के अन्दर हैं और कौन से उसके बाहर।

10. यह जरूरी है कि शहरी क्षेत्र के नक्शे विस्तृत रूप से बनाए जायें जिनमें प्रत्येक रास्ते पर, मोहल्ले के अन्दर, जो भी भवन स्थित हों दिखाए जायें। घनी बस्ती वाले शहरी ब्लाकों में एक से ज्यादा नक्शे बनाना जरूरी हो सकता है। ऐसी हालत में पहले एक नक्शा पूरे ब्लाक का बना लें और फिर उसके अलग-अलग नक्शे बनाएं।

11. हो सकता है कि किन्हीं शहरों में भवनों के नम्बर लगाने की पद्धति ठीक हो, ऐसी दशा में उन्हीं नम्बरों का उपयोग कर नजरी नक्शों में भवनों के नम्बर लिखिये। किन्तु इन नम्बरों को नवीनतम (upto-date) बनाना होगा, यदि पहले नम्बरों के बाद कुछ भवन निर्माण किए गए हों। किन्तु यदि किसी शहर में नम्बरिंग की पद्धति ठीक न हो तो आपको सभी भवनों को नम्बर देने होंगे और उन्हें नजरी नक्शों पर दिखलाना भी होगा।

**ग्राम तथा शहरी क्षेत्रों में भवनों तथा जनगणना मकानों को नम्बर देना।**

12. जैसा कि ऊपर बतलाया गया है सभी भवनों तथा जनगणना मकानों को आपने नम्बर देना है। भवन तथा जनगणना मकान में जो अन्तर है उसे जानना आप के लिए आवश्यक है। भवन तथा जनगणना मकान की परिभाषा मकान सूची बनाने के लिए नीचे दी गई है।

13. भवन इस प्रकार की इमारत है जो आसानी से नम्बर देने के लिए एक इकाई मानी जा सकती है। एक भवन में एक ही जनगणना मकान हो सकता है या भवन के भाग अलग अलग जनगणना मकान हो सकते है जैसा नीचे बतलाया गया है। इस काम का मुख्य उद्देश्य यह है कि सभी इमारतें जो रहने के काम में आती हों या और किसी काम में आती हों उन्हें नम्बर दिया जाये और उनकी सूची बनाई जाये।

14. भवन:—आम तौर पर एक पूरी इमारत को एक भवन माना जावेगा। किन्तु कभी कभी ऐसी इमारत के एक से अधिक हिस्से होते हैं जिनका उपयोग रहने के लिए, दुकान के लिये, गोदाम, जानवरों का बाड़ा इत्यादि के लिए या इनमें से एक से अधिक के लिए उपयोग होता है।

15. कहीं कहीं एक सड़क पर लगातार कई भवन होते हैं जो एक दूसरे से जुड़े रहते है और ऐसा लगता है कि वे एक ही भवन हैं। ये अलग अलग इकाइयां (भवनों की) होती हैं और यह भी हो सकता है कि ये अलग अलग समय पर बनी हों और इनके अलग अलग मालिक हों। ऐसी दशा में हालांकि यह सम्पूर्ण इमारत देखने में एक भवन नजर आती है, फिर भी इसका प्रत्येक हिस्सा एक अलग भवन होता है और इसे अलग नम्बर दिया जाना है।

16. यदि किसी अहाते के अन्दर एक ही मालिक की कई इमारतें हों जैसे मुख्य मकान, नौकर का क्वार्टर, गैरेज इत्यादि तो इन सभी के लिए एक ही भवन नम्बर दिया जावे और अलग अलग इमारतों को उस इमारत का उप-नम्बर (Sub-number) दिया जाये जैसे 1 (1), 1 (2) इत्यादि, बशर्ते कि ये इमारतें जनगणना मकान की परिभाषा (जिसका विवरण नीचे दिया है) में आती हों।

17. भवनों के नम्बर इस प्रकार देने चाहिए

(1) प्रत्येक भवन को अन्तर्राष्ट्रीय अंकों (1,2,3.....) में नम्बर दिया जाना चाहिए।

(2) ऐसा भवन जो बन रहा हो और जिसकी छत बन चुकी हो, उसको भवन नम्बर दे दिया जावे। इसी प्रकार यदि कोई भवन गिराया जा रहा हो और उसकी छत गिर चुकी हो तो उसे छोड़ दिया जायेगा।

(3) कोई भी भवन जो हाउस नम्बरिंग के बाद पूर्ण हो चुका हो तो उसे उसके पास के भवन का बटा-नम्बर दीजिए जैसे 10/1

नोट—ध्यान रहे कि नए बने हुए भवनों को ऊपर दिए गए ढंग के अनुसार बटा-नम्बर दिया जाना है जबकि एक भवन के अन्दर स्थित जनगणना मकानों को पैरा 16 में बतलाए गए अनुसार उप-नम्बर बना कर दिया जाना है।

18. जनगणना मकान एक भवन या भवन का वह भाग है जिसका अलग मुख्य प्रवेश द्वार है। यह द्वार रास्ते पर या साझे के अहाते, बरामदे या जीने इत्यादि में हो सकता है, किन्तु यह जनगणना मकान एक पृथक इकाई की तरह प्रयोग होना चाहिए या समझा जाना चाहिये। हो सकता है कि वह खाली हो या किसी तरह के उपयोग में आता हो। हो सकता है कि वह रहने के काम में आता हो या किसी और उपयोग में आता हो या दोनों के उपयोग में आता हो।

19. यदि किसी भवन में कई फ्लैट्स या ब्लाक्स हों और वे एक दूसरे से अलग हों और उनमें से प्रत्येक का प्रवेश द्वार अलग होकर रास्ता, सड़क, जीने या अहातें में (जहां से मुख्य द्वार पर जा सके) खुलता हो तो ऐसे प्रत्येक ब्लाक को अलग जनगणना मकान समझा जावेगा। अगर किसी घिरे हुए अहाते में पृथक इमारतें हों तो प्रत्येक भवन अलग अलग जननणना मकान समझा जाये। यदि अहाते की सभी इमारतों को एक साथ एक भवन माना जाता है तो इनमें से प्रत्येक इमारत एक अलग जनगणना मकान मानी जायेगी यदि इसका अलग प्रवेश द्वार हो।

20. प्रत्येक जनगणना मकान को नम्बर दिया जाये। यदि कोई भवन अपने आप में जनगणना मकान है तो उस जनगणना मकान का नम्बर वही होगा जो भवन का है। परन्तु किसी भवन के अलग अलग भाग जनगणना मकान की परिभाषा में आते हों तो ऐसे प्रत्येक जनगणना मकान को उस भवन का उप-नम्बर (ब्रेक्रेट में) दिया जाये जैसे 10 (1), 10 (2), 10 (3) इत्यादि अथवा 11 (1), 11 (2), 11 (3) इत्यादि। इन उदाहरणों में 10 व 11 भवनों के नम्बर हैं तथा ब्रैक्रेट में दिए गए 1, 2, 3 इत्यादि क्रमशः भवन नम्बर 10 व 11 में स्थित जनगणना मकान हैं।

21. एक भवन के अन्दर जनगणना मकानों को नम्बर देने का क्रम लगातार होना चाहिए। अगर हो सके तो यह क्रम घड़ी की सुइं की चाल की दिशा में हो या किसी और सुविधाजनक तरीके से।

22. चूंकि इमारतों की बनावट भिन्न भिन्न प्रकार की होती है इसलिए ऊपर बतलाई गई जनगणना मकान की परिभाषा समस्त स्थितियों में लागू करना उचित नहीं हो सकता है। उदाहरणार्थ शहरों की स्थिति सामने आती है जहां कि एक ही परिवार के उपयोग में एक फ्लैट है जिसमें मान लीजिये चार कमरे हैं और प्रत्येक कमरे का अलग प्रवेश द्वार है। जनगणना मकान की परिभाषा के अनुसार इनमें से प्रत्येक कमरे की जनगणना मकान माना जा सकता है क्योंकि इसका एक अलग प्रवेश द्वार है। परन्तु इससे जनगणना मकानों की संख्या के विषय में सही स्थिति प्रकट नहीं होगी। ऐसी स्थितियों में इन कमरों के वास्तविक उपयोग को देखना चाहिए। यदि वे सभी कमरे एक ही परिवार के रहने के काम में आ रहे हों तो इन सभी कमरों को एक ही जनगणना मकान मानना चाहिए और पूरे फ्लैट को एक जनगणना मकान नम्बर देना चाहिये। परन्तु यदि इनमें से प्रत्येक कमरा अलग अलग परिवारों के उपयोग में है और इनमें से प्रत्येक का अलग अलग प्रवेश द्वार है तो ऐसा प्रत्येक कमरा एक अलग जनगणना मकान माना जायेगा। इसी तरह होस्टलों में साधारणतः हर एक कमरे का दरवाजा एक ही बरामदे या जीने में खुलता है तो भी सारे होस्टल को एक ही जनगणना मकान समझा जायेगा। देश के कुछ भागों के ग्रामीण क्षेत्रों में ऐसा देखा जाता है कि एक परिवार के उपयोग में कई झोंपड़ियां एक अहाते के अन्दर होती हैं और इस अहाते का मुख्य प्रवेश, द्वार होता है। इनमें से प्रत्येक झोंपड़ी यद्यपि देखने में अलग अलग इमारत जैसी है किन्तु असल में यह एक ही निवास के भिन्न भिन्न भाग हैं इसलिए यह ज्यादा अच्छा होगा कि इस समूह को एक ही जनगणना मकान माना जाये। परन्तु इस बात का पता लगाया जाये कि इस प्रकार की इकाई एक ही परिवार के उपयोग में है या एक से अधिक परिवार के। इस तरह यह स्पष्ट होता है कि जनगणना मकान की परिभाषा वास्तविक स्थिति को देखते हुए काम में लाई जाय।

23. कहीं-कहीं यह सम्भव है कि स्थानीय शासन द्वारा किसी खुले अहाते को जिस पर कम्पाउन्ड की दीवार बनी हो या न भी बनी हो, स्थायी सम्पत्ति के रूप में नम्बर दे दिया जाता है। इस प्रकार की खुली जमीन को हमें नम्बर देने की आवश्यकता नहीं है और न उसको मकानों की सूची में ही शामिल करना है। जहां किसी इमारत की चार दीवारें और छत बन गई हो तो केवल उसी इमारत को नम्बर देना चाहिए और सूची में भी शामिल करना चाहिए। परन्तु कहीं कहीं ऐसे मकान होते हैं जिनकी चार से कम दीवारें हों या दीवारें ही न हों, जैसे, ऐसे झोंपड़े जिनकी छतें जमीन तक पहुंचती हों, उन्हें जनगणना मकान मान कर नम्बर देना चाहिए और सूची में उनका समावेश करना चाहिए।

24. प्रत्येक ऐसे व्यक्ति समूह को जो एक साथ रहता हो और साधारणतः एक ही रसोई में खाना खाता हो एक परिवार कहते हैं। यदि किसी विशेष कारणवश ऐसे व्यक्ति समूह का कोई सदस्य वहां न खाता हो तो भी इस समूह को एक परिवार माना जायेगा। परिवार एक व्यक्ति का भी हो सकता है, दो व्यक्तियों का भी हो सकता है और अनेक व्यक्तियों का भी हो सकता है। जनगणना के उद्देश्य के लिए इस प्रकार के सभी परिवार, परिवार कहलाएंगे। परिवार परस्पर सम्बन्धित व्यक्तियों का हो सकता है या ऐसा भी हो सकता है कि जिनमें सदस्यों का आपस में कोई सम्बन्ध न हो। दूसरे

प्रकार के परिवार के उदाहरण हैं होस्टल, अनाथालय, आश्रम इत्यादि । इन्हें संस्थागत परिवार कहते हैं ।

25. प्रत्येक परिवार के लिए अलग नम्बर दिया जायगा और इसका विवरण मकान सूची में शामिल किया जायेगा (देखिए पैरा 45-46) ।

26. चूंकि प्रत्येक परिवार किसी न किसी जनगणना मकान से सम्बन्धित होगा इसलिए यह जरूरी नहीं है कि परिवार का नम्बर जनगणना मकान के द्वार पर लिखा जाए, केवल भवन तथा जनगणना मकान का नम्बर ही लिखा जायेगा ।

## मकान सूची भरना

27. नजरी नक्शा तैयार करने के बाद भवनों तथा जनगणना मकानों पर नम्बर डालने के बाद आपका काम है कि मकान सूची में उनका विवरण दर्ज करें । वर्तमान जनगणना में मकान सूची तथा प्रतिष्ठान अनुसूची समस्त क्षेत्रों में भरी जाएगी । इन दोनों सूचियों के नमूने यथा समय दिए जायेंगे । आपको मकान सूची निम्नलिखित हिदायतों के अनुसार भरनी होगी:—

28. मकान सूची के ऊपरी भाग में जिले का नाम तथा उसका कोड नम्बर, तहसील का नाम तथा उसका कोड नम्बर, गांव या शहर का नाम तथा उसका कोड नम्बर, वार्ड, मोहल्ला, प्रगणक के ब्लाक का कोड नम्बर लिखने के लिए स्थान रखे गए हैं । इन स्थानों पर आप सम्बन्धित जानकारी सावधानी से लिखें । लोकेशन कोड अंकों का एक ऐसा समूह है जिससे प्रत्येक राज्य के प्रत्येक जिले, तहसील इत्यादि में स्थित प्रत्येक गाँव या शहर की पहचान होती है । इस उद्देश्य से प्रत्येक जिला, तहसील इत्यादि गांव, शहर, वार्ड तथा प्रगणक के ब्लाक को अलग अलग नम्बर दिए गए हैं । आपके सुपरवाइजर अथवा चार्ज सुपरिन्टैन्डेन्ट आपको सम्पूर्ण लोकेशन कोड नम्बर बतलाएंगे । आप सूची के ऊपर दिए गए स्थान में प्रत्येक इकाई के नम्बर लिखें । ग्रामीण क्षेत्र में चारों स्थानों के ऊपर लोकेशन कोड नम्बर लिखा जाएगा किन्तु शहरी क्षेत्र में तहसील, थाना इत्यादि का कोड नम्बर लिखने की आवश्यकता नहीं है बल्कि सही स्थान पर वार्ड व ब्लाक दोनों के नम्बर लिखें जाएंगे । ब्लाक का नम्बर ब्रेकेट के अन्दर होगा । कृपया यह ध्यान रखें कि शहर के लिए जो लोकेशन कोड का नम्बर होगा वह रोमन अंकों में होगा जिससे गांवों में दिए गए लोकेशन कोड नम्बर को उससे अलग किया जा सके । (रोमन अंक I, II, III होते हैं तथा अरेबियन अंक 1, 2, 3.....होते हैं)

नोट :—मकान सूची के कालम नम्बर 4, 5, 6, 10 व 12 में बिन्दुओं द्वारा चौखाने बने हुए हैं, कृपया इनमें कुछ भी न लिखिए चूंकि इन चौखानों का उपयोग टेबुलेशन आफिस में होगा ।

**कालम 1 : लाइन नम्बर**

29. मकान सूची की प्रत्येक लाइन पर एक क्रम से नम्बर लिखे जावें । इन नम्बरों का क्रम आपके सम्पूर्ण ब्लाक के लिए लगातार चलेगा । इसके लिए अरेबियन अंक 1, 2, 3.....इत्यादि उपयोग किया जावे ।

**कालम 2 : भवन (बिल्डिंग) का नम्बर (म्यूनिसिपल या स्थानीय शासन अथवा जनगणना नम्बर)**

30. मकान सूची भरने के पूर्व आपके ब्लाक के सभी भवनों पर नम्बर लग चुके होंगे यह संभव है कि कुछ शहरों में पहले ही स्थानीय शासन द्वारा संतोषजनक ढंग से भवनों को नम्बर दिए हुए होंगे जिन्हें आप अपने नक्शे पर भी दिखला चुके होंगे ।

31. ऐसा भी हो सकता है कि कहीं-कहीं स्थानीय शासन द्वारा दिए गए नम्बर संतोषजनक न हों और इसलिए आपने स्वयं ही बचे हुए भवनों को नम्बर दे दिए होंगे । इस तरह सभी भवनों को नजरी नक्शों में नम्बर दिया जा चुका होगा । ऐसा भी हो सकता है कि किसी प्रकार का नम्बर पहले से मौजूद न हो और आपने ही समस्त भवनों को नजरी नक्शों में नम्बर देकर उन्हें भवनों पर अंकित कर दिया हो ।

32. उपरोक्त किसी भी तरीके से नजरी नक्शों में दिए गए नम्बर जो भवनों पर लगाए गए हैं, इस कालम में लिखें ।

33. यदि किसी भवन का कोई विशिष्ट नाम हो तो उसे भी नम्बर के साथ साथ इस कालम में लिखें । इस कालम को भरने का उद्देश्य यही है कि हर भवन को उसके नम्बर या स्थानीय नाम से पहचाना जा सके ।

**कालम 3 : जनगणना मकान का नम्बर**

34. जनगणना मकान की परिभाषा ऊपर दी गई है । उसके अनुसार प्रत्येक भवन या उसके भाग को आप मकान नम्बर दे चुके होंगे ।

35. यदि किसी भवन में एक ही जनगणना मकान है तो जनगणना मकान का नम्बर वही दिया जाएगा जो भवन का नम्बर हैं । उस नम्बर को इस कालम में दुहराइए ।

36. यदि एक भवन में एक से अधिक जनगणना मकान हों (जैसा कि पैरा 20-21) में बताया गया है । उदाहरणार्थ भवन नम्बर 10 में 2 जनगणना मकान हैं तो उनके इंद्राज इस प्रकार होंगे,

पहले जनगणना मकान को इस कालम में 10(1) लिखा जाए और दूसरे मकान को 10(2) लिखा जाएगा। कालम 2 में दिया हुआ भवन नम्बर कवल 10(1) जनगणना मकान के लिए ही कालम 2 में दर्ज किया जाएगा। परन्तु जनगणना मकान 10(2) के लिए कालम 2 की लाइन खाली रहेगी।

टिप्पणी—कृपया ध्यान रहे कि जनगणना मकान 10/1, 10/2 इत्यादि से नहीं बताए जावें क्योंकि यह तरीका नए भवनों को नम्बर देने का है।

**कालम** 4-5 : जनगणना मकान की प्रमुख निर्माण सामग्री

37. इस कालम में दीवार तथा छत जिन पदार्थों से बने हों उन पदार्थों को लिखना होगा।

**कालम** 4 : किस पदार्थ से दीवार बनी है

38. इस कालम में दीवारों या इनके अधिकांश भाग जिन सामग्रियों से बने हों वे लिखी जाएं जैसे घास, पत्तियां, बांस, मिट्टी पक्की या कच्ची ईंटें, पत्थर, सीमेंट-कांक्रीट, लकड़ी इत्यादि। यदि किसी जनगणना मकान के विभिन्न भागों की दीवारें विभिन्न सामग्रियों से बनी हों तो उस मकान के मुख्य भागों की दीवारें जिन सामग्रियों से बनी हों वह लिखी जाएं। मुख्य भाग का मतलब ऐसे हिस्से से जो परिवार के रहने और सोने के काम आता है।

**कालम** 5 : किस पदार्थ से छत बनी है

39. छत का ऊपरी हिस्सा जिन पदार्थों से बना हो जैसे खपरैल, फूस, टीन, सीमेन्ट-कांक्रीट, स्लेट इत्यादि को लिखिए। कई मंजिल के जनगणना मकानों में प्रत्येक मकान के ऊपर के जनगणना मकान के फर्श की मुख्य सामग्री नीचे के जनगणना मकान की छत की सामग्री मानी जाएगी। यदि किसी जनगणना मकान की छत ईंट, पत्थर इत्यादि से बनी है और उस पर मिट्टी या चूने का प्लास्टर है तो ऐसी छत की निर्माण सामग्री मिट्टी या चूना नहीं लिखी जाएगी बल्कि क्रमशः ईंट, पत्थर इत्यादि लिखी जाएगी जिससे छत बनी है।

**कालम** 6 : जनगणना मकान किस काम में आता है जैसे निवास, दुकान, दुकान तथा निवास, व्यापार, फैक्ट्री, कारखाना, निवास तथा कारखाना, स्कूल, बैंक, व्यापारिक प्रतिष्ठान, दफ्तर, अस्पताल, होटल इत्यादि के लिए या खाली

40. जनगणना मकान वास्तविक रूप से जिस उपयोग में लाया जाता है उसे इस कालम में लिखें। मोटे रूप से जनगणना मकान का उपयोग नीचे दी हुई श्रेणियों में आ सकता है जो केवल उदाहरणार्थ है :

(1) निवास या दुकान तथा निवास

(2) फैक्ट्री, कारखाना तथा वर्क शैड इत्यादि।

फैक्ट्री, तभी लिखिए जब यह इंडियन फैक्ट्री एक्ट के अन्तर्गत पंजीकृत हो। वर्कशाप एक ऐसा स्थान है जहां किसी प्रकार का उत्पादन, मरम्मत या सर्विसिंग की जाती हो या जहां वस्तुएं बना कर बेची जाती हों किन्तु वह इतना बड़ा न हो जिसे फैक्ट्री कहना पड़े। यह भी जरूरी नहीं है कि वहां मशीनें हों ही। ऐसा स्थान जिसमें कोई पारिवारिक उद्योग (जिसकी परिभाषा पैरा 78 में की गई है) उदाहरणार्थ हथकर्घे की बुनाई, बीड़ी बनाना, पापड़ बनाना, खिलौने बनाना इत्यादि चलता हो उसे भी कारखाना लिखें। यदि ऐसा जनगणना मकान जिस में कारखाना है और उसका प्रयोग निवास के लिए भी किया जाता हो तो उस खाने में निवास तथा कारखाना लिखिए। कृपया इस बारे में पूरी छान बीन कीजिए कि उस मकान में किसी प्रकार का उत्पादन होता है या कोई सर्विसिंग की जाती हो चाहे वह पारिवारिक उद्योग ही क्यों न हो, क्योंकि इस प्रकार के काम अक्सर स्पष्ट नजर नहीं आते।

(3) दुकान—ऐसा जनगणना मकान है जिस में वस्तुएं नकद या उधार बेची जाती हैं।

(4) कार्यालय, व्यापारिक संस्थान, बैंक इत्यादि—व्यापारिक संस्थान उसे कहते हैं जहां नकदी या जिन्स में सौदे किए जाते हैं।

(5) अस्पताल, डिस्पैंसरी, स्वास्थ्य केन्द्र, दवाखाना।

(6) स्कूल तथा अन्य शिक्षा संस्थाएं।

(7) होटल, धर्मशाला, सराय, डाक बंगला।

(8) मिठाई की दुकान, रैस्टोरेन्ट या अन्य भोजनालय।

यदि कोई मिठाई बनाने की ऐसी दुकान हैं जहां मिठाई बनाई जाती है और बेची जाती है तो उसे वर्कशाप कहेंगे।

(9) मनोरंजन का स्थान, जैसे सिनेमा, थियेटर इत्यादि।

(10) पूजा तथा प्रार्थना का स्थान ; मंदिर, गिरजाघर, मसजिद, गुरुद्वारा इत्यादि ।

(11) अन्य संस्थान जैसे अनाथालय, जेल, रिफार्मेटरी (सुधारगृह), चिल्ड्रन होम ।

(12) अन्य जनगणना मकान जैसे जानवरों का बाड़ा, मोटर गैरेज, गोदाम, लांड्री, पैट्रोल पम्प, मुसाफिरखाना इत्यादि । जिस उपयोग के लिए जनगणना मकान आता है वह पूरी तरह लिखें ।

(13) यदि जनगणना मकान खाली पाया जाए तो उसे "खाली" लिखें । यदि जनगणना मकान पर इसलिए ताला लगा हो कि उस में रहने वाले लोग प्रवास या यात्रा इत्यादि पर गए हों तो उसे "खाली" न लिखा जाए । बल्कि यहां वास्तविक उपयोग का विवरण लिखकर विशेष विवरण के खाने में खाली रहने का कारण लिखिए, जैसे *"ताला लगा है, रहने वाले प्रवास पर गए हैं"* इत्यादि । यदि ऐसे जनगणना मकान के संबंध में पड़ोसी से जानकारी हो सके तो संबंधित कालम (8-16) में लिखें अन्यथा क्रास लगा दें । जनगणना मकान खाली होने के कारण जैसे जीर्णावस्था (टूटा-फूटा), किराएदार नहीं होना, मरम्मत जारी होना, अधूरा निर्माण इत्यादि विशेष विवरण के कालम में लिखें ।

**कालम 7 :** क्या जनगणना मकान का उपयोग पूर्ण या आंशिक रूप से किसी प्रतिष्ठान के लिये होता है ? हां या नहीं । यदि हां तो उसका विवरण प्रतिष्ठान अनुसूची में भरें और वहां की क्रम संख्या यहां दर्ज करें

41. प्रतिष्ठान की परिभाषा—प्रतिष्ठान ऐसा स्थान है जहां वस्तुओं का उत्पादन या निर्माण किया जाता है जो कि केवल घरेलू उपयोग के लिए न हो या जहां पर किसी प्रकार की मरम्मत व सर्विसिंग की जाती हो जैसे फैक्ट्री, कारखाना, पारिवारिक उद्योग, सर्विसिंग या वर्कशाप या ऐसा स्थान जहां थोक या फुटकर व्यापार किया जाता हो, या व्यापारिक सेवाएं प्रदान की जाती हों, या जहां दफ्तर (निजी या सार्वजनिक) लगता हो, या मनोरंजन का स्थान, या ऐसा स्थान शैक्षणिक, धार्मिक या मनोरंजन की सेवाएं प्रदान की जाती हों । यह जरूरी है कि इन सभी स्थानों पर एक या एक से अधिक व्यक्ति वास्तविक रूप से काम करते हों । संक्षेप में प्रतिष्ठान ऐसा स्थान है जहाँ पर व्यापारिक या अन्य संस्थाएं हों और लोग उसमें काम करते हों । उदाहरणार्थ,फैक्टरी या, कारखाना या कारखाना तथा निवास या व्यापारिक संस्थान या अन्य कोई प्रतिष्ठान, ऐसे स्थान जहां उत्पादन, मरम्मत या सर्विसिंग होती हो, या जहां वस्तुएं बनाकर बेची जाती हों, या जहां कोई व्यापार होता हो जैसे किराने की दुकान, पान की दुकान, रेस्टोरेन्ट, बैंक, होटल, या दफ्तर (सरकारी दफ्तर या व्यापारिक संस्थान का दफ्तर) या कोई संस्था, स्कूल, कालेज, अस्पताल, डिस्पैंसरी आदि हों, और उनमें एक या एक से अधिक व्यक्ति काम करते हों । एक प्रतिष्ठान किसी जनगणना मकान के किसी एक भाग या एक पूरे जनगणना मकान या कई जनगणना मकानों में भी हो सकता है ।

42. इस कालम में तभी इंद्राज कीजिए जबकि संबंधित जनगणना मकान प्रतिष्ठान के उपयोग में आता हो । कभी कभी उत्पादन, सर्विसिंग की क्रियाएं जनगणना मकान में ऊपरी तौर से दिखाई नहीं देती, खास तौर पर जबकि ऐसा काम पारिवारिक उद्योग के लिए किया जाता हो । उदाहरणार्थ किसी मकान के भीतरी भाग में हथकरघा लगाया हुआ है और वह आपकी भेंट के दिन चालू नहीं हैं या किसी प्रकार का गृह उद्योग जैसे पापड़ बनाना, खिलौने बनाना या बीड़ी बनाना, मकान के किसी भीतरी भाग में चलाया जा रहा हो । ऐसी स्थितियों में आपको पूरी छान-बीन के द्वारा सही स्थिति की जानकारी करनी चाहिये । यदि इस कालम में उत्तर 'हां' में लिखा गया हो तो प्रतिष्ठान अनुसूची में आवश्यक ब्यौरा व वहां की क्रम संख्या इस कालम में 'हां' के बाद भर दें ।

43 हो सकता है कि किसी भी प्रकार का उत्पादन या सर्विसिंग परिवार के व्यक्तियों द्वारा केवल अपने घरेलू उपयोग के लिए किया जाता हो जैसे धान कूटना व मसाले तैयार करना या ऊनी वस्त्र बुनना, कसीदाकारी का काम, करघे पर बुनाई इत्यादि, ऐसी हालतों में जनगणना मकान को प्रतिष्ठान मानना चाहिए ।

**कालम 8-16 :** यदि जनगणना मकान पूर्ण या आंशिक रूप में निवास के काम में लाया जाता है

44. ये कालम ऐसे जनगणना मकानों से सम्बन्धित हैं जिनका पूर्ण या आंशिक उपयोग आवास के लिए होता है इसलिए यदि कोई जनगणना मकान आवास के रूप में पूर्ण रूप से या आंशिक रूप से उपयोग में न होता हो, जैसा कालम 6 से विदित होगा, तो कालम 8-16 तक प्रत्येक कालम में क्रास (X) लगाएंगे ।

**कालम 8 :** परिवार का नम्बर

45. परिवार एक ऐसे व्यक्तियों का समूह है जो एक साथ रहते हैं और जिनका खाना एक ही रसोई में बनता है । रसोइया या नौकर जो परिवार के साथ एक ही जनगणना मकान में रहते हैं और

एक ही जगह खाना खाते हैं तो ऐसे रसोइया या नौकर को उसी परिवार का माना जाएगा। असम्बन्धित व्यक्ति जो होटल, जेल, अनाथालय इत्यादि में होते हैं, ऐसे परिवार को सस्थागत परिवार कहेंगे।

46. एक जनगणना मकान में एक से अधिक परिवार हो सकते हैं। ऐसे प्रत्येक परिवार को एक अलग नम्बर देना होगा। ऐसे प्रत्येक परिवार के लिए जनगणना मकान के नम्बर के साथ वर्णमाला के अक्षर जैसे क, ख, ग,·····इत्यादि ब्रैकेट में लिखे जायेंगे। उदाहरणार्थ भवन नम्बर 2 अपने आप में एक जनगणना मकान है, इसमें 3 परिवार रहते हैं। इन परिवारों के नम्बर 2 (क), 2 (ख), व 2 (ग) होंगे। यदि भवन नम्बर 4 में दो जनगणना मकान हों तो उनके नम्बर 4 (1), 4 (2) होंगे। यदि इन जनगणना मकानों में क्रमशः 3 व 2 परिवार रहते हैं तो उन परिवारों के नम्बर 4 (1) (क), 4 (1) (ख), 4 (1) (ग) तथा 4 (2) (क), 4 (2) (ख) होंगे। किन्तु यदि भवन नम्बर 3 जो अपने आप में जनगणना मकान है और उसमें केवल एक ही परिवार रहता है तो उस परिवार का नम्बर केवल 3 होगा।

47. ऊपर दिए गए उदाहरणों में परिवार नम्बर 2 (ख), 2 (ग), 4 (1) (ख), 4 (1) (ग) और 4 (2) (ख) के सम्बन्ध में कालम 3 से 7 तक कोई इन्द्राज नहीं किया जायेगा। केवल जनगणना मकान 2, 4 (1) और 4 (2) के लिए कालम 3 से 7 तक केवल एक ही बार भरे जाएंगे। स्पष्ट होगा कि जिस जनगणना मकान में एक से अधिक परिवार रहते हैं उसके पहले परिवार के सम्बन्ध में कालम 3 से 7 तक इंद्राज किये जाएंगे किन्तु उस जनगणना मकान के दूसरे नम्बर के परिवार तथा उसके बाद के परिवारों के सम्बन्ध में कालम 3 से 7 तक कोई इन्द्राज नहीं किया जायेगा।

**कालम 9 :** परिवार के कर्त्ता का नाम

48. इस कालम में परिवार के कर्त्ता का नाम लिखिये। जनगणना के उद्देश्य के लिए परिवार का कर्ता वह व्यक्ति है जो परिवार में कर्त्ता माना जाता है। आम-तौर से वह व्यक्ति जिस पर परिवार के पालन-पोषण की मुख्य जिम्मेदारी होती है और जो परिवार की ओर से निर्णय लेता है, उस व्यक्ति को परिवार का कर्त्ता माना जाता है। यह जरूरी नहीं है कि उम्र में सब से बड़ा पुरुष ही कर्त्ता हो। परिवार की कोई स्त्री सदस्या या कोई कम उम्र का व्यक्ति भी परिवार का कर्त्ता हो सकता है। आपको इस विषय में परिवार के सदस्यों से कोई बहस करने की आवश्यकता नहीं है। बल्कि परिवार जिसको कर्त्ता मानता हो उसका नाम लिखिये। संस्थागत परिवार जैसे छात्रावास, मैस, अनाथालय, जेल इत्यादि जो कि असम्बन्धित व्यक्तियों का परिवार होता है, इस संस्था का मैनेजर या सुपरिन्टेन्डेन्ट या ऐसा व्यक्ति जिस पर संस्था चलाने की जिम्मेदारी हो या सबकी सहमति से जिस व्यक्ति को कर्त्ता माना जाता हो, उसे उस परिवार का कर्त्ता मानकर उसका नाम लिखिए। किसी परिवार का कर्त्ता परिवार से किसी दूसरी जगह रहता हो और जिसे औपचारिक रूप से परिवार, कर्त्ता मानता हो ऐसी दशा में वह व्यक्ति जिस पर परिवार के कारोबार चलाने की वास्तविक जिम्मेदारी हो, उसी को जनगणना के उद्देश्य से कर्त्ता माना जायेगा।

**कालम 10 :** क्या परिवार अनुसूचित जाति या अनुसूचित जनजाति का है? यदि हाँ तो जाति या जन-जाति का नाम लिखें

49. आपके क्षेत्र में जो अनुसूचित जातियां या जन-जातियां है उनकी सूची आपको दे दी गई होगी। आप इसका पता लगावें कि जिस व्यक्ति का नाम आपने कर्त्ता के कालम में लिखा है क्या वह किसी अनुसूचित जाति या जन-जाति का है और इस बात की तस्दीक (जांच) अपनी सूची से करके उसके द्वारा बताई गई जाति के नाम का मिलान कर लें। यदि सूची में वह अनुसूचित जाति या जन-जाति हो तो "अ जा" या "अ ज जा" लिख कर उस अनुसूचित जाति या जन-जाति का नाम सही सही लिखिए। यदि कर्त्ता किसी अनुसूचित जाति या जन-जाति का न हो तो आप इस कालम में X लगाइए। ऐसे परिवार का कर्त्ता जो अनुसूचित जाति का हो उसके धर्म के बारे में पूछ-ताछ कीजिये क्योंकि अनुसूचित जाति केवल हिन्दू या सिक्ख धर्म में ही हो सकती है। अनुसूचित जन-जाति किसी भी धर्म में हो सकती है।

50. यदि केवल परिवार का कर्त्ता ही किसी अनुसूचित जाति का, या अनुसूचित जन-जाति का हो किन्तु उस परिवार (संस्थागत परिवारों को छोड़कर) के एक या अधिक सदस्य उस अनुसूचित जाति या अनुसूचित जन-जाति के न हों, तो भी, कर्त्ता के लिए जो अनुसूचित जाति या अनुसूचित जन-जाति का हो तो उसके लिए "अ जा" या "अ ज जा" लिखिए। परन्तु यदि परिवार का कर्त्ता अनुसूचित जाति या अनुसूचित जन-जाति का न हो और उस परिवार के एक या एक से अधिक सदस्य अनुसूचित जाति या अनुसूचित जन-जाति के हों तो इस कालम में × लगाइये।

51. सभी संस्थागत परिवारों के लिए इस कालम में × लगाइये। चाहे संस्थागत परिवार का कर्त्ता अनुसूचित जाति या अनुसूचित जन-जाति का हो या न हो।

**कालम 11 :** परिवार के पास कुल रहने के कमरों की संख्या

52. कमरे में चार दीवारें कम-से-कम एक आने-जाने का रास्ता तथा छत होनी चाहिए और यह कम-से-कम इतना लम्बा

और चौड़ा होना चाहिए कि जिसमें कम-से-कम एक व्यक्ति सो सके। यानी कमरे की लम्बाई, चौड़ाई और ऊंचाई कम-से-कम क्रमश: 2, 1½ और 2 मीटर हो। ऐसा कमरा जो सोने, बैठने, खाने व रसोई बनाने इत्यादि सभी कामों में आता हो उसे भी कमरा माना जायेगा। खुला बरामदा, रसोईघर, स्टोर, गैरेज, जानवरों का बाड़ा, शौचालय और ऐसे कमरे जिन में केवल पारिवारिक उद्योग (जैसे हाथ करघा) चलता हो और जो साधारण रहने और सोने के उपयोग में न आते हों तो उन्हें कमरों में नहीं गिना जायेगा।

53. यदि किसी जनगणना मकान में एक ही परिवार रहता हो तो कमरों की गिनती करने में कोई कठिनाई नहीं होगी। यदि किसी जनगणना मकान में अनेक परिवार रहते हों तो प्रत्येक परिवार के उपयोग में जितने कमरे आते हों तो उनकी संख्या लिखिये। यदि कोई कमरा एक से अधिक परिवारों के उपयोग में आता हो या अनेक परिवार एक ही कमरे का उपयोग करते हों तो ऐसे कमरों की संख्या ऐसे सभी परिवारों के सामने ब्रैकेट लगा कर लिखी जाये। उदाहरणार्थ एक जनगणना मकान में 5 कमरे हैं जिनमें दो परिवार रहते हैं। इन दोनों परिवारों के पास दो-दो कमरे हैं किन्तु एक कमरा साझे में है तो इस प्रकार लिखिए— $\left.\begin{matrix}2\\2\end{matrix}\right\}1$

54. ऐसे भी उदाहरण सामने आ सकते हैं जहां पर परिवार छतरीनुमा छत वाले झोंपड़ों या तम्बुओं में रहते हैं। इस प्रकार के अस्थायी निवास स्थानों में चार दीवारों वाले कमरे नहीं होंगे। इसलिए ऊपर दी हुई परिभाषा ऐसे मामलों में लागू नहीं होगी। ऐसे मामलों में तम्बू या झोपड़े को ही कमरा मान लिया जाये।

**कालम 12 : परिवार अपने मकान में रहता है या किराये के ?**

(i) अपना (अ)

(ii) किराये का (क)

55. यदि कोई परिवार अपने स्वयं के जनगणना मकान में रहता है और किसी को भी किसी भी रूप में किराया नहीं देता है तो वह परिवार अपने ही मकान में रहता माना जायेगा और ऐसी हालत में उस परिवार के सामने इस कालम में "अ" लिखा जायेगा। यदि कोई परिवार किस्त पर लिए हुए मकान में रहता हो तो उसे भी अपने मकान में रहता माना जायेगा चाहे किस्तें पूरी न भी हुई हों।

56. यदि कोई परिवार किराये के मकान में रहता हो तो उस परिवार के सामने इस कालम में "कि" लिखिए। यदि कोई परिवार जनगणना मकान या उसके हिस्से के उपयोग के लिए नकद या जिन्स में किराया देता हो तो उसको भी किराये पर रहता हुआ समझा जायेगा। उदाहरणार्थ सरकार, किसी संस्था या कम्पनी इत्यादि द्वारा अपने कर्मचारियों को बिना किराये पर दिये गए मकान। ऐसी हालतों में उस परिवार को किरायेदार ही मान कर इस कालम में "कि" लिखा जाये।

**कालम 13-15 : प्रगणक की भेंट के दिन परिवार में रहने वाले व्यक्तियों की संख्या**

57. कालम 13 में परिवार में साधारण रूप से रहने वाले पुरुषों (लड़को सहित) की संख्या लिखें। कालम 14 में स्त्रियों (लड़कियों सहित) की संख्या लिखें। कालम 13 और 14 का जोड़ कालम 15 में लिखें।

58. इन कालमों में आम तौर पर रहने वाले व्यक्तियों की संख्या दर्ज करनी है या उनमें से कुछ व्यक्ति आपकी भेंट के समय मौजूद न हों। यदि कोई व्यक्ति यों ही संयोग से परिवार में उपस्थित हो तो इस कालम में उसको न गिना जाये क्योंकि वह आम तौर से अपने रहने के स्थान पर गिना जाएगा। किन्तु ऐसा व्यक्ति जो उस परिवार में तीन महीने से अधिक कीअवधि से रह रहा हो तो उसकी गिनती उस परिवार में की जाए। इस प्रकार यदि आम तौर से रहने वाला व्यक्ति तीन मास से अधिक की अवधि से बाहर है तो उसकी गिनती नहीं की जायेगी। इन कालमों के जोड़ पृष्ठ के अन्त में लगाए जावें और ब्लाक के जोड़ आखिरी पृष्ठ के अन्त में लगाए जावें।

**कालम 16 : क्या परिवार खेती करता है ? (हां या नहीं)**

59. यदि परिवार खेती करता हो तो इस कालम में 'हां' लिखिए अन्यथा 'नहीं' लिखिए। परिवार खेती करता है यह जानने के लिए इस बात की पूछ-ताछ करना जरूरी है कि क्या उस परिवार के एक या अधिक सदस्य खेती करते हैं या खेती के काम की देख-भाल करते हैं, चाहे जमीन उनकी अपनी हो, अन्य किसी व्यक्ति या संस्था से ली गई हो या किसी भी तरह उनके पास हो। यदि अतिक्रमण [Encroached] की गई भूमि पर भी कोई खेती करता है तो इस कालम के लिए उस व्यक्ति को खेती करने वाला माना जायेगा। यदि किसी परिवार में कोई व्यक्ति ठहरा हुआ हो और वह किसी अन्य जगह खेती करता हो तो वह परिवार खेती करता है, ऐसा नहीं माना जायेगा। जब तक परिवार का कर्त्ता या कोई अन्य सदस्य खेती में न लगा हो तब तक उस परिवार को खेती करने वाला परिवार नहीं कहा जा सकता है। ऐसा परिवार जिसके सदस्य दूसरों के खेतों पर मजदूरी करते हों तो वह परिवार खेती करने वाला परिवार नहीं माना जावेगा।

**कालम 17 : विशेष विवरण**

60. यदि कालम 6 में 'खाली' लिखा हो तो जनगणना मकान के खाली रहने के कारण जैसे टूटा-फूटा, मरम्मत में, अधूरा निर्माण अथवा किरायेदार का न होना इत्यादि, लिखिए ।

61. अपने ब्लाक की मकान सूची पूर्ण होने के पश्चात् आप उसकी दूसरी प्रति तैयार करेंगे । जिसके लिए कोरे फार्म आपको काफी संख्या में दिये जायेंगे । मकान सूची का एक भरा हुआ नमूने का पृष्ठ आपको अलग से दिया जायेगा । मकान सूची का एक फार्म इस किताब के अन्त में दिया गया है ।

## भाग २ : प्रतिष्ठान अनुसूची

62. प्रतिष्ठान अनुसूची मकान सूची का एक पूरक भाग है जिसमें प्रत्येक प्रतिष्ठान के बारे में विवरण भरा जाएगा । प्रतिष्ठान अनुसूची का नमूना आपको अलग से दिया जायेगा । प्रतिष्ठान की परिभाषा ऊपर पैरा 41 में दी गई है । जिसे कृपया आप प्रतिष्ठान अनुसूची भरने के पहले ध्यानपूर्वक पढ़ लें ।

63. अनुसूची के ऊपरी भाग में विभिन्न क्षेत्रों के नाम तथा लोकेशन कोड लिखने के लिए स्थान बनाया गया है । उसमें नाम अथवा नम्बर वही होंगे जो मकान सूची में लिखे गये होंगे । लोकेशन कोड सही-सही लिखना चाहिए ।

64. प्रतिष्ठान अनुसूची को 4 श्रेणियों में विभाजित किया जा सकता है—

(1) कालम 1-5 : यह सभी के लिए लागू होते हैं और उनमें प्रत्येक प्रतिष्ठान के बाबत इंद्राज किया जायेगा ।

(2) कालम 6-8 : ऐसे प्रतिष्ठानों के लिए हैं जिनमें उत्पादन, निर्माण इत्यादि होता है ।

(3) कालम 9-10 : व्यापारिक प्रतिष्ठानों के लिए हैं ।

(4) कालम 11 : अन्य प्रतिष्ठानों से सम्बन्धित है जो कालम 6-10 में नहीं आते हैं ।

विदित होगा कि श्रेणी (2) से (4) तक के कालम एक-दूसरे से भिन्न हैं किन्तु श्रेणी (1) में जो कालम दिए गए हैं वह सभी श्रेणियों पर लागू होते हैं ।

**कालम 1 : क्रम संख्या**

65. इस कालम के प्रतिष्ठानों को सिलसिलेवार नम्बर दिए जाएं । यह नम्बर अन्तर्राष्ट्रीय अंक होंगे । जैसे 1,2,3...

**कालम 2 : जनगणना मकान का नम्बर**

66. इस कालम में उसी जनगणना मकान नम्बर का इन्द्राज कीजिए जो मकान सूची के कालम 3 में दर्ज है और जिसके बाबत मकान सूची के कालम 6 में 'हां' लिखा गया हैं । मकान सूची के इस इन्द्राज से विदित होगा कि यह जनगणना मकान प्रतिष्ठान के उपयोग में आता है । ध्यान देने की बात तो यह है कि एक ही फैक्ट्री एक दूसरे से सटे या लगे हुए एक ही कारखाना एक या अधिक जनगणना मकानों में फैला हुआ हो सकता है । ऐसी हालतों में कालम 2 में ऐसे सभी जनगणना मकानों के नम्बर दिए जायेंगे लेकिन जो प्रतिष्ठान उनमें हैं उनके बारे में आगे के कालमों के इन्द्राज ब्रेकेट लगाकर एक ही लाइन में लिखे जाएंगे । उदाहरणार्थ आसाम में एक चाय की फैक्ट्री है या कलकत्ता में कोई व्यापारिक प्रतिष्ठान है जो दो या तीन पास पास के जनगणना मकानों में फैला हुआ है तो प्रत्येक जनगणना मकान के सामने ऐसी फैक्ट्री या व्यापारिक प्रतिष्ठान का अलग अलग इन्द्राज नहीं किया जाए बल्कि सभी जनगणना मकान जो कालम 2 में लिखे गए है उनके सामने ब्रेकट लगाकर प्रतिष्ठान का विवरण केवल एक ही लाइन में लिखा जायेगा । किन्तु कोई फर्म या दफ्तर कई जगह फैला है और ऐसे जनगणना मकान अलग अलग मोहल्लों में हों, तो ऐसे प्रत्येक जनगणना मकान को अलग प्रतिष्ठान के उपयोग में आता हुआ माना जायेगा और सम्बन्धित प्रतिष्ठान का विवरण उस मकान की लाइन में दिया जाएगा ।

**कालम 3 : प्रतिष्ठान या उसके मालिक का नाम**

67. इस कालम में प्रतिष्ठान जैसे फैक्ट्री, बैंक, उत्पादन केन्द्र या कार्यालय का नाम लिखिए । प्रतिष्ठान का जो विशिष्ट नाम है वह इस कालम में लिखिए । यदि प्रतिष्ठान का निश्चित नाम नहीं हैं जैसे छोटे वर्कशाप, चाय की दुकान, धोबी की लांड्री इत्यादि, तो मालिक का नाम लिखिए । उदाहरणार्थ "राम लाल की लांड्री" । यह प्रतिष्ठान की पहचान के लिए जरूरी है ।

**कालम 4 : क्या प्रतिष्ठान—**

(क) सरकारी/अर्द्ध-सरकारी है,

(ख) निजी है,

(ग) सहकारी संस्था है ?

68. प्रतिष्ठान सार्वजनिक क्षेत्र में है, अर्द्ध सरकारी या स्थानीय प्रशासन या नीजि क्षेत्र में या सहकारी है ? इस कालम में क, ख, ग नहीं लिखें बल्कि इस प्रकार से लिखें ।

(1) "सरकारी-सार्वजनिक क्षेत्र", या "अर्द्ध-सरकारी-सार्वजनिक क्षेत्र" या "स्थानीय शासन-सार्वजनिक क्षेत्र" (2) "निजी" या (3) "सहकारी"।

69. कई स्कूल या लायब्रेरी ऐसे हो सकते हैं जो किसी व्यक्ति या व्यक्ति समूह की मिलकियत के नहीं बल्कि सार्वजनिक हैं और प्रबन्ध समितियों द्वारा उनका संचालन किया जाता है तो इस प्रकार के प्रतिष्ठान निजी माने जायेंगे न कि सरकारी या अर्द्ध-सरकारी, स्थानीय शासन के या सहकारी। प्रतिष्ठान सरकारी क्षेत्र तब तक माना जायेगा जबकि या तो वह केन्द्रीय सरकार या राज्य सरकार या स्थानीय निकाय जैसे ज़िला परिषद्, सिटी म्युनिसिपैलिटी इत्यादि की पूर्ण मिलकियत का है या उस प्रतिष्ठान में उनके अधिकांश शेयर हैं जिसकी वजह से प्रतिष्ठान के संचालन पर उनका नियंत्रण रहता है।

70. निजी प्रतिष्ठान वे हैं जिनकी मिलकियत व संचालन निजी व्यक्तियों या व्यक्ति समूहों (Corporate Bodies) के हाथ में हैं, जो सरकारी, अर्द्ध सरकारी या सहकारी नहीं हैं।

71. केवल वे प्रतिष्ठान सहकारी समझे जायेंगे जो संबंधित राज्य के सहकारिता कानून के अनुसार बतौर सहकारी संस्था से रजिस्टर्ड हैं।

**कालम 5 :** मालिक तथा/या परिवार के कार्य करने वाले सदस्यों सहित पिछले सप्ताह अथवा काम के पिछले मौसम (सीजन) में प्रतिदिन काम करने वाले सभी व्यक्तियों की औसत संख्या

72. इस कालम में प्रतिष्ठान में काम करने वाले कुल व्यक्तियों की संख्या, जिसमें वैतनिक अथवा अवैतनिक और काम सीखने वाले, मालिक तथा परिवार के सदस्य यदि वे प्रतिष्ठान में काम करते हों तथा मजदूरी पर काम करने वाले भी शामिल हैं, दर्ज करनी है। यह कोई जरूरी नहीं है कि प्रतिष्ठान में वेतन या मजदूरी पाने वाले व्यक्ति ही काम करते हों। एक छोटी दुकान, जो कि मालिक द्वारा अपने रहने के मकान में ही चलाई जाती हो और जिसका प्रबन्ध उनके परिवार का एक सदस्य ही करता है तो वह भी प्रतिष्ठान की परिभाषा में आयेगा।

73. आपकी भेंट के दिन समाप्त वाले सप्ताह में काम करने वालों की दैनिक औसत संख्या यहां लिखिये। यदि कोई प्रतिष्ठान छुट्टी के कारण इन सात दिनों में बन्द रहा है तो छुट्टी के दिनों को छोड़ दीजिये और सिर्फ काम के दिनों की ही औसत संख्या निकालिये। यदि उन सात दिनों में प्रतिष्ठान हड़ताल या तालाबंदी के कारण बन्द रहा है तो उसके पूर्व सप्ताह में जबकि चालू हालत में रहा हो, काम करने वालों की औसत संख्या निकालिये। कई प्रतिष्ठान जैसे चीनी का कारखाना, चावल मिल, जो मौसम-मौसम में ही चलते हैं (Seasonal establishments) और यदि वे आपकी भेंट के समय बन्द हों तो आप मालिक की मदद से बन्द होने से पहले के दिनों के बारे में मालूम करके यहां लिखें। यदि किसी प्रतिष्ठान में एक से अधिक वस्तुओं का निर्माण होता है या एक से अधिक कार्य किए जाते हैं तो यह जरूरी नहीं है कि प्रत्येक व्यवसाय में लगे हुए व्यक्तियों की अलग-अलग संख्या दी जाये। उदाहरणार्थ कपड़े की मिल में, जिनमें अलग-अलग काम होते हैं जैसे कताई, रंग करना, मरम्मत का काम, बिक्री का काम इत्यादि, यह जरूरी नहीं है कि प्रत्येक विभाग के व्यक्तियों की अलग-अलग संख्या दी जाये, बल्कि पूरी कपड़ा मिल में जितने व्यक्ति काम करते हैं उन सब की संख्या लिखी जाये। प्रतिष्ठान की मुख्य गतिविधि के विषय में आगे के कालमों में विवरण दिया जायेगा।

**कालम 6—8 :** यदि प्रतिष्ठान में किसी वस्तु का निर्माण माल तैयार (प्रोसेसिंग अथवा सर्विसिंग या मरम्मत करने का काम होता है तो

74. ये कालम ऐसे प्रतिष्ठानों से सम्बन्धित हैं जहां वस्तुओं का निर्माण होता है या किसी प्रकार की प्रोसेसिंग या सर्विसिंग या मरम्मत की जाती है।

**कालम 6 :** क्या यह, (क) पारिवारिक उद्योग है ?

(ख) पंजीकृत फैक्ट्री है ?

(ग) अन्य कारखाना/वर्कशाप है ?

75. पारिवारिक उद्योग ऐसा उद्योग है जो परिवार के कर्त्ता तथा परिवार के अन्य सदस्यों द्वारा चलाया जाता है। ग्रामीण क्षेत्रों में ऐसा उद्योग उस परिवार के गांव की सीमा के अन्दर कहीं भी स्थित हो सकता है, मगर शहर में यह आवश्यक है कि, वह, उसी जनगणना मकान में हो जहां परिवार रहता हो। ऐसा उद्योग रजिस्टर्ड फैक्ट्री के पैमाने का न हो। लिहाजा कोई उद्योग पारिवारिक है या नहीं यह तय करने के लिए चार बातें देखनी चाहिये—

(1) गतिविधि (2) योगदान (3) श्रम (4) पैमाना।

(1) गतिविधि :—पारिवारिक उद्योग में किसी भी प्रकार का उत्पादन, सर्विसिंग या वस्तुओं का बनाना तथा बेचना होता हो। ऐसे लोगों के धंधे जैसे वकील, डाक्टर, नाई, गवइया, नर्तकी, धोबी, ज्योतिषी इत्यादि, या केवल व्यापारिक धंधे पारिवारिक उद्योग नहीं माने जायेंगे हालांकि इस प्रकार के धंधे पारिवारिक सदस्यों द्वारा ही घर पर चलाये जाते हों।

(2) योगदान—परिवार के कर्त्ता और/या एक या एक से अधिक परिवार के सदस्यों का इस उद्योग में योगदान अवश्य हो। यदि उद्योग केवल मजदूरी पाने वाले-व्यक्तियों द्वारा ही चलाया जाता है तो योगदान की कसौटी पूरी नहीं हो सकती और यह पारिवारिक उद्योग नहीं माना जायेगा। पारिवारिक उद्योग में मजदूरी वाले लोगों की मदद हो सकती है परन्तु कर्त्ता व अन्य परिवार के सदस्य अवश्य ही मुख्य योगदान देते हों और केवल मजदूरों पर ही निर्भर न हों। योगदान का मतलब वास्तविक कार्य के साथ-साथ संचालन व देखभाल भी है।

(3) स्थल—शहरी क्षेत्र में पारिवारिक उद्योग उसी जनगणना मकान में होना चाहिये जिसमें सबन्धित परिवार रहता है। यदि वह रहने के मकान के अलावा कहीं और स्थित हो तो वह पारिवारिक उद्योग नहीं माना जायेगा। किन्तु ग्रामीण क्षेत्र में पारिवारिक उद्योग परिवार के घर पर भी हो सकता है अथवा गाँव की सीमा में कहीं भी हो सकता है।

(4) पैमाना—पारिवारिक उद्योग यदि रजिस्टर्ड फैक्ट्री है तो उसे पारिवारिक उद्योग नहीं माना जा सकता।

किसी भी पारिवारिक उद्योग में ये चारों लक्षण अवश्य ही होने चाहिए।

76. (ख) रजिस्टर्ड फैक्ट्री—फैक्ट्री यदि इंडियन फैक्ट्री एक्ट के अन्तर्गत रजिस्टर्ड है तो रजिस्टर्ड फैक्ट्री मानी जायेगी। कोई कारखाना जिसको केवल म्युनिसिपैलिटी या किसी अन्य स्थानीय निकाय द्वारा लाइसेंस दिया गया है तो उसे फैक्ट्री नहीं माना जायेगा, उसका इंडियन फैक्ट्री एक्ट के अन्तर्गत रजिस्टर्ड होना जरूरी है।

77. (ग) कारखाना—कारखाना वह स्थान है जहां पर किसी भी प्रकार का निर्माण, मरम्मत, या बिक्री के लिए वस्तुओं का बनाना होता है। यदि कारखाना पारिवारिक उद्योग के तौर पर चलाया जाता है तो उसे पारिवारिक उद्योग लिखा जाये। यदि आप ऐसे स्थान पर पहुंचते हैं जहाँ पर किसी प्रकार का निर्माण होता है तो यह छानबीन अवश्य की जाय कि क्या वहां रजिस्डर्ड फैक्ट्री है या अपंजीकृत कारखाने जैसी स्थिति है। तब इस कालम में कृपया "पारिवारिक उद्योग" या "अपंजीकृत कारखाना" जैसा भी हो पूरा लिखें, न कि अ, ब, स।

**कालम 7 :** निर्माण की गई वस्तु अथवा प्रोसेसिंग या सर्विसिंग का विवरण

78. उत्पादन वगैरह का ब्यौरा—काम का वही ब्यौरा (उत्पादन, मरम्मत या सर्विसिंग) जो पारिवाहिक उद्योग या कारखाने में होता हो यहां लिखना चाहिए। जैसे हथकरघा, बुनाई, जाली (लेस) की बुनाई, तेलघानी इत्यादि, लोहे में नल बनाना, मोटर की मरम्मत, ढलाई के काम का करना (फाउंड्री), जिल्दसाजी, छपाई व रंगाई, जूते बनाना, मिठाई बनाना इत्यादि। यदि किसी प्रतिष्ठान में एक से अधिक बस्तुओं का उत्पादन होता है या एक से अधिक किस्म की मरम्मत, सर्विसिंग की जाती है तो केवल उस उत्पादन, मरम्मत या सर्विसिंग को लिखिये जो मुख्य रूप से किया जाता है।

**कालम 8 :** ईंधन या चालन शक्ति का विवरण

79. इस कालम में ईंधन या चालन सामग्री, जिससे फैक्ट्री, कारखाना या पारिवारिक उद्योग चलाया जाता है, का विवरण दीजिये। ईंधन में मिट्टी का तेल, कोयला, पैट्रोल, डीजल इत्यादि का समावेश होता है। बिजली और भाप भी काम में आती है। कुछ इकाइयां जानवरों से चलाई जाती हैं जैसे तेलघानी। कुछ मनुष्यों के द्वारा भी चलाई जाती हैं जैसे दरी या कालीन बुनना या मिट्टी के वर्तन बनाना, इत्यादि। उस ईंधन या चालन सामग्री को इस कालम में लिखिये जिससे निर्माण, मरम्मत या प्रोसेसिंग का काम होता है। यदि किसी प्रतिष्ठान में एक से ज्यादा ईंधनों का प्रयोग होता हो, ऐसी दशा में उद्योग की मुख्य इकाई चलाने के लिये जिस ईंधन या चालन सामग्री का प्रयोग होता हो उसे लिखिये।

**कालम 9—10 :** यदि व्यापारिक प्रतिष्ठान है तो

80. ये कालम केवल ऐसे प्रतिष्ठानों के बाबत भरे जायेंगे जो व्यापारिक हैं या व्यापारिक सेवायें प्रदान करते हैं। व्यापारिक प्रतिष्ठान उसे कहते हैं जिसमें क्रय विक्रय होता हो। व्यापारिक सेवायें प्रदान करने वाले प्रतिष्ठानों के उदाहरण बैंक या वे स्थान हैं जहां साहूकारी या बन्धक चीजों के एवज में धन उधार देने का कार्य होता है।

**कालम 9 :** खरीदे। बेचे गए माल का विवरण

81. यदि वह व्यापारिक संस्था हो तो इस खाने में आपको पूरी जानकारी करने के बाद यह लिखना चाहिये कि क्या वहां सामान खरीदा या बेचा जाता है। यदि व्यापारिक संस्था में एक से ज्यादा सामान का क्रय-विक्रय होता है तो मुख्य वस्तु (सामान) का ब्यौरा दें। ऐसे प्रतिष्ठान जो व्यापारिक सेवायें प्रदान करते हैं उदाहरणार्थ बैंक आदि उनके बारे में उन सेवाओं को लिखिये जो की जाती हों, जैसे "बैंक की सेवायें"।

**कालम** 10 : व्यापार (क) थोक है, या (ख) फूटकर है

82. कालम 9 में जिन वस्तुओं का इंद्राज किया गया है उनका काम थोक या फुटकर रूप से होता है, यह लिखिये। अर्थात् वह व्यापार फुटकर है या थोक, दोनों में से एक लिखिये। यदि किसी व्यापारिक प्रतिष्ठान में थोक तथा फुटकर दोनों तरह का काम होता है तो ज्यादा तादाद में जो काम होता है, अर्थात् फुटकर या थोक, वही लिखें। ऐसे प्रतिष्ठान जो व्यापारिक सेवायें प्रदान करते हों उनके बारे में थोक या फुटकर लिखनें की आवश्यकता नहीं है केवल क्रास (×) लगा दें।

**कालम** 11 : यदि कोई अन्य प्रतिष्ठान जैसे सरकारी कार्यालय, स्कूल, अस्पताल, रेलवे स्टेशन, नाई की दुकान, सिनेमा-घर, होटल, चाय की दुकान आदि है तो विवरण दें

83. कालम 6 से 10 तक दो श्रेणियों के प्रतिष्ठान लिखे गये हैं। इस कालम में बाकी के वे प्रतिष्ठान भरे जायेंगे जो कालम 6 से 10 तक, न आते हों इन प्रतिष्ठानों का विवरण आपको सही सही देना है जैसे सरकारी कार्यालय, स्कूल, अस्पताल, रेलवे स्टेशन, रेस्क्यू होम, नाई की दुकान, सिनेमा, वकील का दफ्तर, चाय की दुकान, धोबी की दुकान आदि। ऐसा भी हो सकता हैं कि एक प्रतिष्ठान में एक से अधिक व्यवसाय हों, उदाहरणार्थ, जैसे एक पान की दुकान में बीड़ी बनाई जाती हो या एक किराने की दुकान में आटा चक्की हो या एक डाक्टर के अस्पताल में दवाइयां बेची जाती हों। ऐसे प्रतिष्ठानों में यह देखना चाहिये कि मुख्य कार्य क्या है। किन्तु यदि अलग-अलग जनगणना मकानों में जो एक दूसरे से दूर हों, अलग-अलग कार्य किये जाते हों यद्यपि वे एक ही प्रतिष्ठान द्वारा चालित हो तो प्रत्येक जनगणना मकान अलग-अलग प्रतिष्ठान माना जायेगा। किन्तु यदि एक ही वस्तु के निर्माण के लिए पास-पास के जनगणना मकानों का प्रयोग होता है तो ऐसे सभी जनगणना मकान एक ही प्रतिष्ठान माने जायेंगे और उनका इंद्राज एक सा ही होगा। लेकिन यदि किसी बड़ी फर्म या दफ्तर की कार्यवाही ऐसे जनगणना मकानों में की जा रही हो जो विभिन्न मोहल्लों में स्थित हैं तो ऐसे जनगणना मकान अलग-अलग प्रतिष्ठान माने जायेंगे।

84. प्रतिष्ठान अनुसूची का एक भरा हुआ नमूने का पृष्ठ आपको अलग से मिलेगा। इसका सम्बन्ध आपको दिए गए मकान सूची के नमूने से है। इन उदाहरणों से आपको विदित होगा कि इन दोनों सूचियों में परस्पर सम्बन्ध क्या है व विभिन्न हालतों में वे किस प्रकार भरी जानी हैं।

85. अपने ब्लाक की प्रतिष्ठान अनुसूची पूर्ण होने के पश्चात् आप उसकी दूसरी प्रति तैयार करेंगे। जिसके लिये कोरे फार्म आपको पर्याप्त संख्या में दिये जायेंगे। प्रतिष्ठान अनुसूची का एक फार्म इस किताब के अन्त में दिया गया है।

Annexure-II
Sl. No. 12

# भारत की जनगणना—1971

## मकान सूची एवं प्रतिष्ठान अनुसूची भरने के लिये जरूरी हिदायतें

**(जनगणना निदशक हिमाचल प्रदेश शिमला-5 द्वारा जारी की गई)**

प्रत्येक प्रगणक को मकान सूची एवं प्रतिष्ठान अनुसूची भरने के लिए नीचे लिखी सामग्री दी गई होगी :—

(1) प्रगणक अथवा सुपरवाइजर का नियुक्ति पत्र जिसमें उसके क्षेत्र में स्थित गांव/ब्लाक तथा वार्ड (शहरी क्षेत्र में) का नाम तथा लोकेशन कोड नं० भी लिखा होगा ।

(2) मकान सूची का छपा हुआ फार्म—दो या दो से अधिक आवश्यकतानुसार ।

(3) प्रतिष्ठान अनुसूची का छपा हुआ फार्म—दो या दो से अधिक आवश्यकतानुसार ।

(4) मकान सूची का सारांश का छपा हुआ फार्म—दो या दो से अधिक आवश्यकतानुसार ।

(5) अनुसूचित जातियों तथा अनुसूचित जन-जातियों की सूची ।

(6) मकान सूची एवं प्रतिष्ठान अनुसूची भरने के लिए प्रगणकों की "हिदायत पुस्तिका ।"

मकान सूची एवं प्रतिष्ठान अनुसूची भरने की हिदायतों की पुस्तिका में सभी बातें विस्तार पूर्वक बताई गई है । प्रत्येक प्रगणक व सुपरवाइजर का कर्त्तव्य है कि वह इस पुस्तिका को बार बार पढ़े ताकि फार्म भरते समय किसी प्रकार की भूल न हो । इस पुस्तिका के आधार पर कुछ जरूरी हिदायतें तैयार की गई हैं जो निम्नलिखित हैं :—

**मकान सूचि :**

1. मकान सूची प्रत्येक गणना गांव (Smallest Census Rural Unit) चाहे वह बसा हुआ हो अथवा नहीं व शहरी क्षेत्रों में प्रत्येक जनगणना ब्लाक के लिए अलग अलग भरी जाएगी । बेचराग गणना गांवों की मकान सूची में केवल जिला, तहसील, उप-तहसील, गणना गांव का नाम व कोड नम्बर ही भरे जाएंगे व प्रथम पृष्ठ पर बड़े अक्षरों में "गांव बेचराग है" लिखा जायेगा । इस से किसी भी गणना गांव के छूटने की सम्भावना नहीं होगी । मकान सूची तथा प्रतिष्ठान अनुसूची की दो दो प्रतियां तैयार की जाएंगी । कोई भी कालम बिल्कुल खाली नहीं छोड़ा जाएगा ।

2. इन फार्मों को भरने के लिए देवनागरी लिपी व अरबी अंकों का प्रयोग किया जायेगा जैसे 1, 2, 3, 4, 5 । केवल शहरी क्षेत्रों के लोकेशन कोड नम्बर ही रोमन अंकों में भरे जाएंगे जैसे I,II आदि ।

3. प्रत्येक गणना गांव/ब्लाक की मकान सूची तैयार करने के बाद उसका सारांश "मकान सूची का सारांश" फार्म में भरा जाएगा । इस सारांश की भी दो प्रतियां बनाई जाएंगी व मकान सूची की प्रतियों के ऊपर नत्थी की जाएगी ।

4. नजरी नक्शे बनाने के विषय में पूरी हिदायतें "हिदायत पुस्तिका" के पैरा 4 में दी गई हैं । इन्हीं हिदायतों के अनुसार बसे हुए गणना गांव के नजरी नक्शे तैयार किए जायेंगे । इस विषय में हिमाचल प्रदेश के लिए एक महत्वपूर्ण फैसला किया गया है कि गणना गांव चाहे बड़ा हो चाहे छोटा उसका केवल एक ही नजरी नक्शा तैयार किया जाएगा । अर्थात् किसी भी गणना गांव को ब्लाकों में बांट कर प्रत्येक ब्लाक का अलग अलग नक्शा नहीं बनाया जाएगा । यह भी निर्णय किया गया है कि प्रत्येक नक्शा 33 सेंटी-मीटर (13 इंच) लम्बे व 22 सेंटीमीटर ($8\frac{1}{2}$ इंच) चौड़े सफेद कागज पर सुन्दर ढंग से बनाया जाएगा । ऐसे एक नक्शे का नमूना यहां अन्त में नत्थी किया गया है । नजरी नक्शे में उन भिन्न भिन्न चिन्हों का प्रयोग करें जो इस नमूने में दिखाये गये हैं ।

5. प्रत्येक मकान को चाहे वह गैर कानूनी ढंग से बिना अधिकार से बनाया गया हो उस को नम्बर दिया जाएगा व उसका ब्योरा मकान सूची में भरा जाएगा । कहीं कहीं विशेषतया शहरी क्षेत्र में ऐसी परिस्थिति पाई जा सकती है कि कुछ व्यक्तियों ने गैर कानूनी ढंग से व बिना अधिकार के सरकारी या गैर सरकारी जमीन पर मकान, दुकान, झोंपड़े, झुंगियां आदि बना रखी हों जिन का हवाला कहीं भी नगर पालिकाओं आदि के रिकार्ड में न हो तो भी उन मकानों को नम्बर दिये जाएंगे व उन का विवरण मकान सूची व प्रतिष्ठान अनुसूची में आवश्यकतानुसार भरा जायेगा ।

6. मकानों को नम्बर लगाते समय व मकान सूची भरते समय भवन, जगणना मकान व जनगणना परिवार की परिभाषा याद रहनी चाहिए। इस में निम्नलिखित परिस्थितियां हो सकती हैं :—

(1) एक ही भवन में एक ही जनगणना मकान हो व एक ही जनगणना परिवार उसमें निवास करता हो तो ऐसी स्थिति में भवन, मकान व परिवार नम्बर एक ही होगा जैसे 35 ;

(2) एक भवन में एक से अधिक जनगणना मकान हों और प्रत्येक जनगणना मकान में एक ही परिवार निवास करता हो ऐसी अवस्था में मकान नम्बर व परिवार नम्बर एक से होंगे। उदाहरणतय यदि 35 नम्बर के भवन में दो जनगणना मकान हैं व इन में दो ही परिवार रहते हैं तो इन मकानों व परिवारों के नम्बर होंगे, 35(1), 35(2) ; आदि ;

(3) एक भवन में एक से अधिक जनगणना मकान हों और इनमें से कुछ मकानों में एक से अधिक परिवार रहते हों। उदाहरणतया यदि ऊपर (2) में दिए गए प्रत्येक जनगणना मकान में दो परिवार निवास करते हैं तो इन परिवारों के नम्बर 35(1) (क), 35(1) (ख), 35(2) (क), 35(2) (ख) होंगे। स्मरण रहे कि (क) व (ख) आदि अक्षरों का प्रयोग केवल उस परिस्थिति में किया जाएगा यदि एक ही जनगणना मकान में एक से अधिक परिवार निवास करते हों।

7. जो मकान बन रहें हैं उन में से केवल उन मकानों को ही नम्बर दिए जायेंगे जिनकी छत तैयार हो चुकी हो।

8. जिस जनगणना मकान में एक से अधिक परिवार रहते हों उसके पहले परिवार के सम्बन्ध में कालम 3 से 7 तक भरे जाएंगे किन्तु उस जनगणना मकान के दूसरे नम्बर के परिवार तथा उसके बाद के परिवारों के सम्बन्ध में कालम 3 से 7 तक कोई इन्द्राज नहीं किया जायगा।

9. कालम नं० 4, 5, 6, 10 व 12 के नीचे हर लाईन में बिंदुओं से बनें चौखानों में कुछ भी न लिखिये।

10. कालम 4 व 5 के लिए विशेष बात जिसका ध्यान रखना होगा यह है कि (1) जिन मकानों की दीवारें एक से अधिक पदार्थ की बनी होंगी उन के लिए उस पदार्थ का विवरण दें जिससे कि मकान के मुख्य भागों की दीवारें बनी होंगी उन के लिए उस पदार्थ का विवरण दें जिससे कि मकान के मुख्य भागों की दीवारें बनी हैं। (2) कई मंजिल के जनगणना मकानों में प्रत्येक मकान के ऊपर के जनगणना मकान के फर्श की मुख्य सामग्री नीचे के जनगणना मकान की छत की सामग्री मानी जायेगी।

11. जनगणना मकान के उपयोग के बारे में ध्यान रखने वाली बात यह होगी कि हो सकता है कि पारिवारिक उद्योग जैसे हथ करघा के रूप में कोई काम किसी घर में किया जाता हो पर वह प्रगणक की दृष्टि में न आए इसलिए इस विषय में विशेष रूप से परिवारों के सदस्यों से जानकारी प्राप्त की जाएगी तथा कालम नं० 6 में भरी जाएगी। स्मरण रहे कि कारखाना केवल वही मकान कहलायेगा जहां किसी वस्तु का उत्पादन, या मुरम्मत का काम होता हो।

12. प्रतिष्ठान की परिभाषा का मुख्य भाग यही है कि (क) वहां किसी प्रकार का उत्पादन या मुरम्मत होती हो, (ख) वस्तुएं बना कर बेची जाती हों, (ग) कोई व्यापार होता हो, (घ) कोई संस्था जैसे स्कूल, कालिज, अस्पताल, डिसपैंसरी, दफ्तर आदि (ङ) कोई ऐसा स्थान जहाँ धार्मिक या मनोरंजन सेवाएं प्रदान की जाती हों जैसे मन्दिर, गुरुद्वारा और सिनेमा आदि। इन सब में एक या एक से अधिक व्यक्ति का काम करना जरूरी है तभी यह प्रतिष्ठान माने जायेंगे। हो सकता है कि किसी भी प्रकार का उत्पादन या मुरम्मत परिवार के व्यक्तियों के द्वारा केवल अपने घरेलू उपयोग के लिए किया जाता हो जैसे धान कूटना, ऊनी वस्त्र बुनना इत्यादि ऐसी अवस्था में जनगणना मकान को प्रतिष्ठान नहीं मानना चाहिये।

13. स्मरण रहे कि कालम 8 से 16 केवल उन्हीं जनगणना मकानों के लिए भरे जाएंगे जिन का उपयोग पूर्ण या आंशिक रूप से आवास या रिहायश के लिए होता हो। अन्य सभी प्रकार के मकान के लिए इन कालमों में क्रास (×) लगाएं।

14. कालम 10 में केवल आपको दी गई अनुसूचित जातियों/अनुसूचित जनजातियों की लिस्ट के अनुसार अ० जा० या अ० ज० जा० लिख कर नाम का इन्द्राज करें। इस लिस्ट में नहीं दी गई किसी भी जाति या जन-जाति का नाम नहीं भरा जाएगा बल्कि ऐसी स्थिति में क्रास (×) लगाना होगा। सभी संस्थागत परिवारों के लिए भी इस कालम में क्रास (×) लगाना होगा।

15. ऐसा कमरा जो सोने, बैठने, खाने व रसोई बनाने इत्यादि सभी कामों में आता हो उसे भी कमरा माना जाएगा। खुला बरामदा, रसोई घर, स्टोर, गैरेज, जानवरों का बाड़ा, शौचालय और ऐसे कमरे जिनमें केवल पारिवारिक उद्योग (जैसे हथ करघा) चलता हो और जो साधारण रहने और सोने के उपयोग में न आते हों उन्हें कमरों में नहीं गिना जाएगा।

16. कालम नं० 13-15 में परिवार में आमतौर पर रहने वाले व्यक्तियों की संख्या दर्ज की जायेगी। किसी व्यक्ति की अपने परिवार से अनुपस्थिति यदि 3 मास से अधिक होगी तो वह इस संख्या में शामिल नहीं किया जाएगा। शेष सभी उपस्थित तथा अनुपस्थित व्यक्तियों को इस संख्या में शामिल किया जाएगा। प्रत्येक पृष्ठ पर इन कालम्ज का जोड़ देना होगा। अन्त के पृष्ठ पर गणना गांव/वार्ड/ब्लाक का जोड़ भी देना होगा।

17. मकान सूची के प्रत्येक पृष्ठ पर अपने हस्ताक्षर करना न भूलिए।

**प्रतिष्ठान अनुसूची :**

1. प्रतिष्ठान अनुसूची केवल उन गणना गांवों/ब्लाकों के लिए भरी जाएगी जिनकी मकान सूची में कम से कम एक प्रतिष्ठान का हवाला आया हों। मकान सूचि के कालम 7 में जिन जनगणना मकानों के लिए "हां" भरा होगा उन सब का ब्योरा प्रतिष्ठान अनुसूची में भरना होगा।

2. कालम नं० 4, 6, 7, 8, 9, 10 तथा 11 के नीचे हर लाईन में विन्दुओं से बने चौखानों में कुछ भी न लिखिये।

3. कालम 1 से 5 सभी प्रतिष्ठानों के लिए भरे जायेंगे। कालम 6 से 11 तीन श्रेणियों में बांटे गये हैं। (1) कालम 6—8 फैक्टरी व कारखानों के लिए भरे जायेंगे (2) कालम 9—10 व्यापारिक प्रतिष्ठानों के लिए भरे जायेंगे, (3) कामल 11 अन्य प्रतिष्ठानों के लिए भरा जायेगा। इन तीन श्रेणियों में से प्रत्येक प्रतिष्ठान का ब्योरा केवल एक ही श्रेणी के कालम्ज में दिया जायेगा शेष कालम्ज में क्रास (X) लगाया जायेगा।

4. कालम 4 के लिए प्रतिष्ठान सरकारी क्षेत्र का तब माना जाएगा जबकि वह केन्द्रीय, राज्य या स्थानीय सरकार की मल्कीयत हो। कारपोरेशन्ज़ को अन्य निजी प्रतिष्ठानों सा माना जायेगा। इसी प्रकार सहकारी प्रतिष्ठान केवल वही माने जाएंगे जो हिमाचल प्रदेश के सहकारिता कानून के अनुसार रजिस्टर्ड हों।

5. कालम 5 के लिए काम करने काले व्यक्तियों की औसत संख्या में पारिवारिक उद्योग या दुकान आदि में बिना वेतन के काम करने वाले व्यक्तियों को भी शामिल किया जायेगा।

6. कालम 6 के लिए पारिवारिक उद्योग के मुख्य लक्षण हैं (1) इसमें किसी प्रकार का उत्पादन या मुरम्मत कच्चे माल या कल पुरजों द्वारा होनी जरूरी है जो केवल परिवार के अपने प्रयोग के लिए न हो,(2) इसमें मुख्य रूप से परिवार के सदस्यों द्वारा योगदान होना जरूरी है, (3) शहरी क्षेत्र में यह परिवार के मकान के अन्दर ही व ग्रामीण क्षेत्र में गणना गांव की सीमा के अन्दर स्थित होना जरूरी है। (4) यह रजिस्टर्ड फैक्टरी के पैमाने का नहीं होना चाहिये।

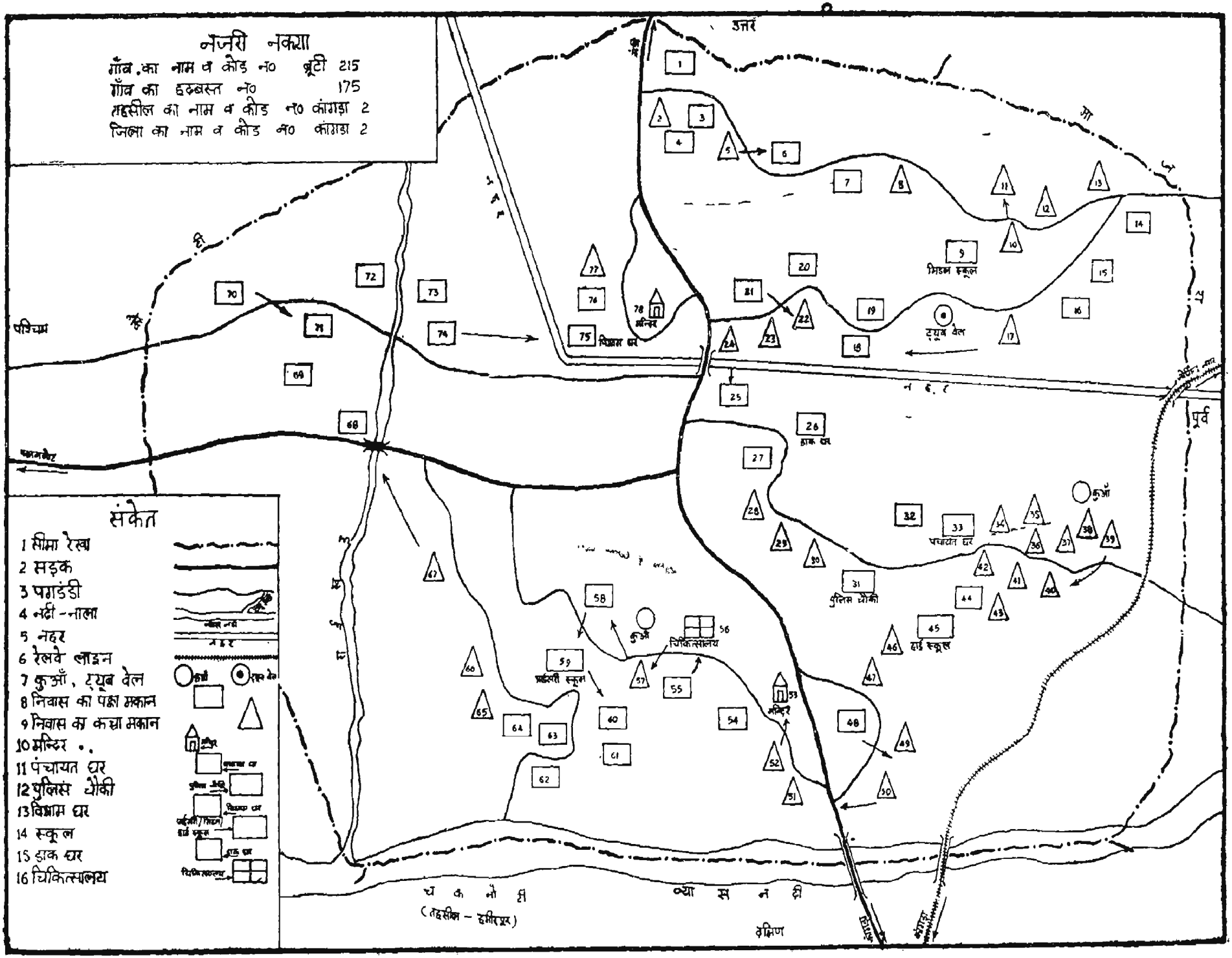
7. यदि एक प्रतिष्ठान में एक से अधिक वस्तुओं का उत्पादन/व्यापार होता हो तो ऐसी अवस्था में मुख्य वस्तुओं का ही विवरण कालम 7 या 9 में भरा जायेगा।

8. जिन संस्थाओं में थोक व फुटकर दोनों प्रकार के व्यापार किए जाते हों उनके लिए कालम 10 में उस व्यापार का इन्द्राज होगा जो अधिक महत्व रखता है।

**कार्यक्रम की स्थितियां :**

सर्वप्रथम प्रगणक अपने प्रत्येक गणना गांव/ब्लाक/वार्ड का, हिदायतों के अनुसार, नजरी नक्शा बना कर पूरी सूझ बूझ के साथ मकानों को नम्बर देगा। इसके बाद मकान सूची व प्रतिष्ठान अनुसूची की एक एक प्रति तैयार की जायेगी। तदोपरान्त दूसरी प्रति में इस प्रथम प्रति से विवरण नकल किया जाएगा। दो प्रतियां तैयार हो जाने पर प्रगणक एक बार पुनः इन प्रतियों का अध्ययन करेगा तथा पूर्णतया संतुष्ट हो जाने पर कि इनमें किसी भी प्रकार की कोई त्रुटि नहीं रह गई "मकान सूची का सारांश" फार्म की दो प्रतियां तैयार करके उन्हें मकान सूची की प्रतियों के ऊपर नत्थी करेगा, फिर इनके साथ प्रतिष्ठान अनुसूची तथा नजरी नक्शे की प्रतियां लगा कर प्रत्येक गणना गांव/ब्लाक/वार्ड की सामग्री उपयुक्त स्थानों पर अपने हस्ताक्षर करने के उपरान्त अपने सुपरवाइजर को सौंप देगा।

सुपरवाइजर अपने सारे प्रगणकों की सामग्री का निरीक्षण करेगा व पूर्णतया संतुष्ट हो जाने पर कि उसमें किसी भी प्रकार की त्रुटि नहीं है उपयुक्त स्थानों पर अपने हस्ताक्षर करने के बाद इसे अपने चार्ज-आफिसर को सौंप देगा।


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(तहसील - हमीरपुर)

# भारत की जनगणना--1971

## व्यक्तिगत पर्ची भरने के लिए प्रगणकों को हिदायतें

(भारत महापंजीकार द्वारा जारी की गई)

**सामान्य,**

जनगणना प्रगणक की हैसियत से आप एक ऐसा काम कर रहे हैं जो राष्ट्र के लिए बहुत महत्वपूर्ण है। जो आंकड़े आप इकट्ठे करेंगे वे चुनाव क्षेत्रों के सीमा-निर्धारण के लिए आधार बनेंगे और राष्ट्र की योजनायें भी बहुत हद तक इन आंकड़ों पर निर्भर करती हैं। इसी प्रकार अनेक सार्वजनिक व सरकारी संस्थायें इन आंकड़ों को अपने काम का आधार बतानी हैं। जनगणना प्रगणक होना आपके लिए एक गौरव की बात है। आप के ऊपर बड़ी जिम्मेदारियां हैं और आपको इन जिम्मेदारियों को गर्व और लगन के साथ पूरा करना है।

2. आपकी जानकारी के लिए इण्डियन सैंसस एक्ट की कुछ धारायें जिनके द्वारा जनगणना प्रश्नावली सम्बन्धी पूछताछ के लिए आपको कानूनी अधिकार दिये गये हैं तथा जिनमें आपकी जिम्मेदारियां भी उल्लिखित हैं, परिशिष्ट १ के रूप में इस पुस्तिका के आखिर में दे दी गई हैं जिन्हें आप ध्यान से पढ़ें।

3. खास तौर पर आप इस कानून की धारा 11 (1) (क) व (ख) को ध्यान से देखें। इन धाराओं के अनुसार आपको प्रगणक का काम लगन से करना है और जो जानकारी आप इकट्ठी करें उसे पूर्ण रूप से गोपनीय रखना है।

4. भारतीय जनगणना की बड़ी शानदार परम्परायें हैं और उसको संसार के इस प्रकार के सबसे अच्छे आयोजनों में से एक होने की प्रतिष्ठा प्राप्त है। आशा की जाती है कि आप इस प्रतिष्ठा को बनाये रखने में मदद देंगे।

### जनगणना की अवधि व संदर्भ दिन
( Reference Date )

5. 1971 की जनगणना के लिए संदर्भ दिन 1 मार्च 1971 के सूर्योदय का समय है अर्थात् इस जनगणना द्वारा यह पता चलाया जायेगा कि 1 मार्च 1971 के सूर्योदय के समय इस देश की जन-संख्या क्या होगी। यह तो स्पष्ट ही है कि इतने बड़े देश के हर भाग में किसी दिये हुए थोड़े समय में या किसी खास वक्त जनगणना कर पाना सम्भव नहीं है। इसलिए प्रगणक लोग वास्तव में अपना काम 10 फरवरी 1971 को शुरू करके 28 फरवरी 1971 को खतम करेंगे। इस प्रकार आपको अपने पूरे हल्के में, उसमें रहने वाले हर व्यक्ति की गणना का काम नीचे बताये गये तरीके से 19 दिनों की अवधि में करना होगा। लेकिन यह संभव है कि आपके द्वारा किसी परिवार के सदस्यों की पर्चियां भरने के बाद और 1 मार्च, 1971 के सूर्योदय के पहले-पहले उस परिवार में कुछ नए लोग आ जावें या कुछ जन्म या मृतुयें हो जावें। अत: संदर्भ-दिन (रेफरेन्स डेट) अर्थात् 1 मार्च 1971 के सूर्योदय के समय स्थिति क्या थी, इसकी सही सही जानकारी के लिए यह जरूरी होगा कि आप 1st मार्च और 3 मार्च 1971 के दौरान शीघ्रता पूर्वक अपने हल्के में दोबारा घूमकर आपकी पिछली भेंट और संदर्भ दिन के बीच के काल में जनसंख्या में जो घट-बढ़ हुई हो, उसकी जानकारी प्राप्त करके अपने रिकार्ड को संदर्भ दिन तक के लिए सही तथा आधुनिकतम बना लें अर्थात् जो लोग बढे हों, उनके लिए व्यक्तिगत पर्चियां भर लें, और जिन लोगों की दुर्भाग्यवश इस दौरान में मृत्यु हो गई हो उनकी पर्चियां रद्द (कैंसिल) कर दें। इस बात को भली प्रकार समझ लें कि यद्यपि अपने हल्के में आपका दूसरा और तेजी से किया जाने वाला दौरा पहली और तीसरी मार्च के बीच में होगा लेकिन जो जानकारी आप इकट्ठी करेंगे वह 1 मार्च के सूर्योदय तक के लिए ही होगी अर्थात् यदि किसी परिवार में पहली मार्च के सर्योदय के बाद कोई मेहमान आया है या जन्म या मृत्यु हुई है तो उस पर आपको कोई ध्यान नहीं देना है।

### पैड नम्बर तथा पर्ची (स्लिप) नम्बर

6. आपके जनगणना चार्ज सुपरिन्टैन्डैंट/चार्ज आफिसर या सुपरवाइजर ने आपको आपकी आवश्यकतानुसार व्यक्तिगत पर्चियों के पैड या तो दे दिये होंगे या अब दे देंगे। यह पैड सौ-सौ (100-100) या पच्चीस-पच्चीस (25-25) पर्चियों के होंगे। हर पैड के ऊपर उस पैड का नम्बर स्पष्ट रूप से लिखा हुआ होगा। पैड प्राप्त करते ही आपको हर पैड में शामिल पर्चियों की गिनती करनी चाहिए और हर पर्ची के दायें ऊपर व ले कोने में उसका पैड नम्बर तथा क्रम संख्या दर्ज करनी चाहिए। हर पैड के लिए आपको एक से लेकर अन्त तक अर्थात् 1 से 100 या 25 तक क्रम संख्या देनी होगी। यह भी संभव है कि किसी पैड में 100 या 25 से कुछ कम या ज्यादा पर्चियां निकले। नम्बर डालने का उद्देश्य यही है कि हर पर्ची पर पैड नम्बर व क्रम संख्या (सीरियल नम्बर) दर्ज हो ताकि उसको पहचानने में गलती न हो सके।

**आपका ब्लाक तथा उसका लोकेशन कोड**

7. व्यक्तिगत पर्चियों के हर पैड के ऊपर आपको अपने गांव या शहर का लोकेशन कोड भी दर्ज किया हुआ मिलेगा। यदि आपका ब्लाक शहरी है तो इस कोड में आपके जिले, शहर और वार्ड के कोड नम्बर सम्मिलित होंगे और यदि आपका हल्का ग्रामीण है तो इस लोकेशन कोड में आपके जिले, तहसील और गांव के कोड नम्बर शामिल होंगे। हो सकता है कि ग्रामीण ब्लाक वाले पैडों की हर पर्ची पर ऊपर बायें कोने में जिले तथा तहसील के कोड नम्बर पहले से ही दर्ज कर दिये गये हों। इसी प्रकार यह भी संभव है कि शहरी क्षेत्रों वाले पैडों की पर्चियों पर जिले तथा शहर के कोड नम्बर दर्ज कर दिये गये हों। इस प्रकार दर्ज किए गए नम्बरों के अलावा, यदि आपका क्षेत्र ग्रामीण है तो गांव व ब्लाक के कोड नम्बर, व यदि आपका क्षेत्र शहरी है तो वार्ड नम्बर (यदि कोई हो तो अन्यथा सैक्टर नम्बर, स्ट्रीट नम्बर या मोहल्ले का नम्बर) तथा अपने ब्लाक का नम्बर भी हर पर्ची पर नियत जगह में आपको दर्ज करने होंगे। लेकिन यदि किसी पर्ची पर पहले से इस प्रकार कोई नम्बर दर्ज नहीं किया गया है तो लोकेशन कोड के चारों अंगों या घटकों के नम्बर आपको दर्ज करने होंगे, अर्थात् शहरी ब्लाक के लिए जिले, शहर, वार्ड तथा ब्लाक के नम्बर तथा ग्रामीण ब्लाक के लिए जिले, तहसील, गांव तथा ब्लाक के नम्बर। लोकेशन कोड के घटकों को एक दूसरे से अलग करने के लिए उनके बीच में खड़ी लाइनें दे दें व ब्लाक के नम्बर को ब्रैकेट में लिखें। इस सम्बन्ध में नीचे पैरा 22 भी देखें। यह बहुत जरूरी है कि आप लोकेशन कोड से भली प्रकार परिचित हो जायं और उसका हर पर्ची पर व अपने ब्लाक की जनगणना से सम्बन्धित अन्य फार्मों पर आगे आने वाली हिदायतों के अनुसार सही-सही इन्द्राज करें।

8. यदि आप एक से अधिक ब्लाक के चार्ज में हों तो हर ब्लाक के पैड अलग-अलग होंगे।

9 आपके नियुक्ति-पत्र में आपके ब्लाक का विवरण दे दिया गया होगा। जैसे ही आपको नियुक्ति-पत्र मिले आपको ब्लाक से पूर्णतया परिचित हो जाना चाहिए। आपको यह पता लगा लेना चाहिए कि आपके ब्लाक में भवनों के नम्बर क्या क्या हैं। यदि आपके ब्लाक में कुछ ऐसे नए भवन बन गये हों जिन पर नम्बर न पड़े हों तो उनको पड़ोस के भवनों के नम्बरों के नीचे बड़ा नम्बर देकर नम्बर दें। उदाहरणार्थ यदि 12 व 13 नम्बर के भवनों के बीच एक नया भवन बन गया हो तो उसको 12/1 यह नम्बर दिया जावेगा। यदि ऐसे नए भवन एक से ज्यादा हों तो उनके नम्बर 12/1, 12/2, 12/3 इत्यादि होंगे। यदि 12/1 और 12/2 के बीच में नया भवन बने तो उसे 12/1/1, यह नम्बर दें। आपके ब्लाक को दूसरे ब्लाक से अलग करने वाली सीमा रेखा को भी आप भली प्रकार समझ लें और उन ब्लाकों के प्रगणकों से मिल कर यह तसल्ली कर लें कि आप सब अपने अपने ब्लाक की सीमाओं को भली प्रकार जानते हैं ताकि इस बाबत कोई शक न रहे और ना तो कोई क्षेत्र जनगणना से रह जाए और ना ही कोई क्षेत्र दो ब्लाकों में शामिल हो जाए। यदि कोई भी सन्देह या शक हो तो तुरन्त अपने सुपरवाइजर या चार्ज सुपरिन्टैंडैंट आफिसर की मदद लें।

10. इसके पश्चात् आप अपने ब्लाक का एक विस्तृत नजरी नक्शा बनावें जिसमें सभी सड़कें, अन्य प्रमुख निशानात और सभी भवन (सब भवन नम्बरों के) दिखावें। इस नजरी नक्शे का बहुत महत्व है। इसकी मदद से आप का ब्लाक ठीक-ठीक पहचाना जा सकेगा और किसी भवन व जनगणना मकान के छूट जाने की संभावना नहीं रहेगी। अपना काम समाप्त करने के बाद अन्य रिकार्ड के साथ यह नक्शा भी आपको अपने सुपरवाइजर को देना होगा।

**वे व्यक्ति जिनकी गणना होनी है**

11. आपका नियुक्ति-पत्र आपको अपने ब्लाक की सीमायें बताता है। आपको इस ब्लाक में रहने वाले समस्त परिवारों का पता लगाकर उन परिवारों के सदस्यों की गणना करनी है। परिवार की परिभाषा यह है :—

> **वे सभी लोग जो आमतौर पर एक साथ रहते हैं और एक ही रसोई में बना हुआ भोजन खाते हैं, जब तक कि काम धंधे की विशेष परिस्थितियों की वजह से वे ऐसा न कर सकें एक परिवार बनाते हैं।**

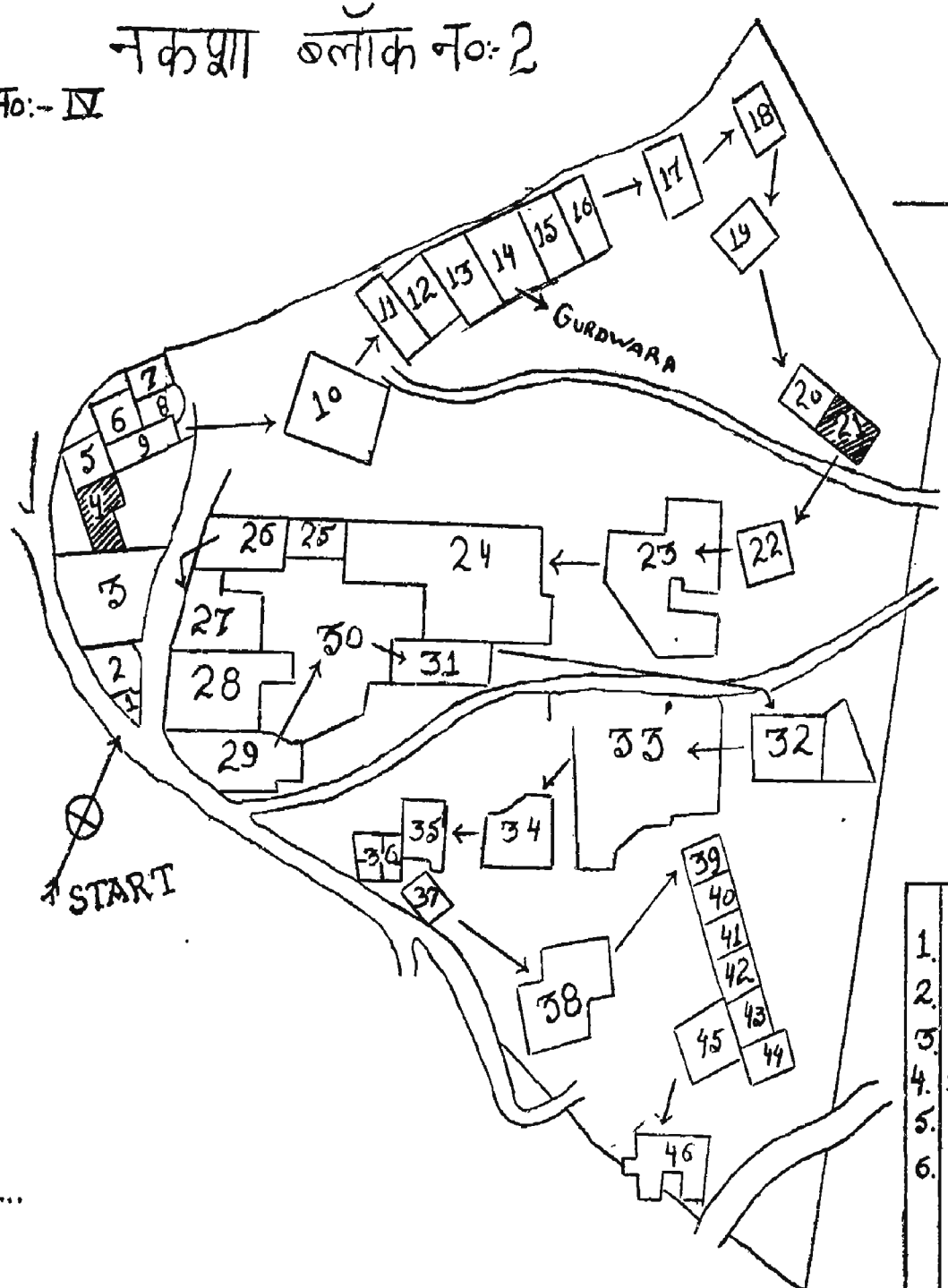
परिवार एक या एक से अधिक का भी हो सकता है। परिवार के सदस्य, रिश्तेदार या गैर रिश्तेदार या दोनों प्रकार के मिले जुले हो सकते हैं। आमतौर पर एक परिवार या तो एक पूरे मकान या एक मकान के एक भाग में रहता है। लेकिन यह भी संभव है कि कुछ परिवार कैम्पों, छात्रावासों, होटलों इत्यादि में रहते हुए पाये जायें या उनके पास कोई मकान ही न हो।

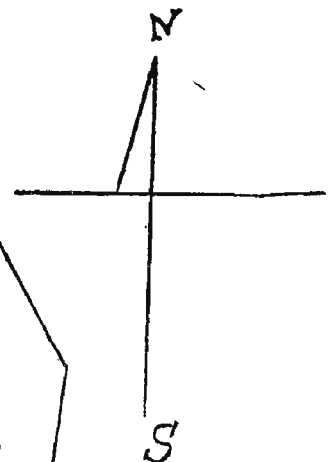
12. आपको अपने ब्लाक के उन हिस्सों का ध्यान रखना पड़ेगा जहां पर फुटपाथ पर रहने वाले, घुमक्कड़ या अन्य बेघरबार अर्थात् बिना मकान वाले लोगों के रहने की या मिलने की संभावना हो। ऐसे सभी बिना मकान वाले व्यक्तियों की गणना 28 फरवरी, 1971 की रात को की जानी चाहिये यदि आपके ब्लाक में कुछ लोग नावों पर रहते हुए पाये जायें तो उनकी गणना भी इसी समय यानी 28 फरवरी, 1971 की रात को की जावेगी।

13. आपको उन सभी व्यक्तियों की गणना करनी है जो जनगणना के दौरान आपको दिये गये ब्लाक में सामान्यतः रहने से अर्थ यह है कि कोई जनगणना के दौरान यानी 10 फरवरी से 28 फरवरी, 1971 तक, आमतौर से आपके ब्लाक में रहता है और यह वास्तव में इस अवधि में कभी न कभी इस ब्लाक में रहा है। यदि कोई व्यक्ति जनगणना के पूरे समय के दौरान आपको दिये हुए ब्लाक से बाहर रहा है तो उसकी गिनती आपको नहीं करनी है। ऐसी स्थिति में उसकी गिनती वहां होगी जहां वह वास्तव में रहता

जिला :- चम्बा कोड नं०:-1
नगर :- बकलोह कैण्ट कोड नं०:- IV
ब्लॉक नं०:- 2 कोड नं०:- 2

# नकशा ब्लॉक नं०:- 2




1. सड़के :-
2. पक्का मकान :-
3. खाली मकान :-
4. गुरुद्वारा :- गुरुद्वारा
5. पंजाब नं०बैंक :-
6. सीमा रेखा :-

प्रगनक :- .....

सुपरवाइजर :- .....

चार्ज आफिसर :- .....

हुआ पाया जावेगा । इसी प्रकार यदि आपको अपने ब्लाक के किसी परिवार में कोई ऐसा मेहमान मिलता है जो आमतौर पर जनगणना के दौरान किसी दूसरी जगह रहता है, लेकिन वास्तव में जनगणना के पूरे काल के दौरान उस जगह पर नहीं रहा तो आप उसकी गिनती अपने ब्लाक में करें । लेकिन ऐसे व्यक्तियों को यह बता दिया जावे कि यदि जनगणना समाप्त होने से पहले वे किसी दूसरे स्थान पर जावें तो वहां पर दोबारा अपनी गिनती न होने दें ।

इस प्रकार जब आप किसी परिवार की गणना के लिए जावेंगे तो निम्न प्रकार के व्यक्तियों की गणना आप करेंगे :—

(1) **सामान्यतः रहते हैं और मौजूद भी हैं** :—वे सब लोग जो सामान्यतः वहां रहते हैं और जनगणना के पूरे काल के दौरान वहां मौजूद भी रहते हैं ।

(2) **सामान्यतः रहते हैं और भेंट के दिन के पहले रहते थे** :—वे लोग जिनके बारे में यह जाना जाता है कि वे सामान्यतः वहीं रहते हैं और जनगणना काल (10 फरवरी से 28 फरवरी 1971) के दौरान कुछ समय के लिए वहां रहे भी हैं, हालांकि भेंट के समय वे वहां पर मौजूद नहीं हैं ।

(3) **सामान्यतः रहते हैं और भेंट के दिन के बाद गणना अवधि में वापस आने की संभावना है** :—वे लोग जिनके बारे में यह जाना जाता है कि वे सामान्यतः वहां रहते हैं हालांकि आपकी भेंट के समय वे वहां पर नहीं हैं लेकिन जिनके जनगणना काल समाप्त होने से पहले अर्थात् 28-2-1971 से पहले लौट आने की सम्भावना है, तथा

(4) **साधारणतः रहते नहीं हैं, परन्तु मौजूद हैं** :—वे मेहमान जो उस परिवार में मौजूद हैं और जनगणना के पूरे काल के दौरान उस स्थान को जहां वे सामान्यतः रहते हैं नहीं लौटने वाले हैं, ऐसे व्यक्ति जनगणना के कार्य के लिये उसी परिवार के सदस्य माने जावेंगे जिसमें वे जनगणना के काल के दौरान रहते हुए पाये जायें ।

15. आप अपने काम को इस प्रकार आयोजित करें कि आपके ब्लाक के सभी हिस्सों में समय से कार्य पूरा होता चले और आखिर के दिनों के लिए बहुत अधिक काम न इकट्ठा हो जाए ।

16 आपका काम कोई विशेष कठिन नहीं है हालांकि उसको सावधानी से और ध्यान देकर करने की जरूरत है । आपको अपने ब्लाक के हर व्यक्ति के लिये नीचे बताये गए तरीके से सत्रह प्रश्नों वाली एक व्यक्तिगत - पर्ची भरनी है और बाद में जनसंख्या रिकार्ड (पापुलेशन रिकार्ड) भरना है तथा प्रगणक का गोश्वारा दैनिक पोस्टिंग स्टेटमेंट की मदद से तैयार करना है ।

**व्यक्तिगत पर्ची भरना**

17. जो व्यक्तिगत पर्ची आपको भरनी है उसकी एक प्रति नमूने के रूप में सामने पृष्ठ पर दे दी गई है ।

18. हर परिवार में जितने भी व्यक्ति हों उनमें से प्रत्येक छोटे बड़े, स्त्री पुरुष के लिए एक पर्ची भरी जावेगी । सबसे पहले आप परिवार के कर्त्ता की पर्ची भरें और उसके बाद जो क्रम सबसे अधिक सुविधाजनक हो उसके अनुसार परिवार के अन्य सदस्यों की पर्चियां भरें । यह ध्यान रखें कि परिवार का कोई व्यक्ति छूट न जाय । शायद यह अच्छा रहेगा कि कर्त्ता के बाद उसके नजदीकी रिश्तेदारों जैसे पत्नी, पुत्रों, पुत्रियों, पुत्र-वन्धुओं, पोते-पोतियों, जमाता और पुत्रियों के बच्चों की पर्चियां भरें और उसके बाद दूर के रिश्तेदारों, घरेलू नौकरों, मेहमानों इत्यादि की पर्चियाँ भरें । यह तो स्पष्ट ही है कि वे ही लोग किसी परिवार के सदस्य माने जावेंगे जो परिवार की परिभाषा के अनुसार उस परिवार के सदस्य हों । दूध पीते और छोटे बच्चों के बारे में खास तौर पर और बार-बार पता लगावें क्योंकि यह देखा गया है कि ये अक्सर गिनती से रह जाते हैं ।

19. जो जो बातें व्यक्तिगत पर्ची में भरी जाती है या जिनके बाबत पूछताछ की जाती है उनका विवरण नीचे दी हुई हिदायतों में मिलेगा ।

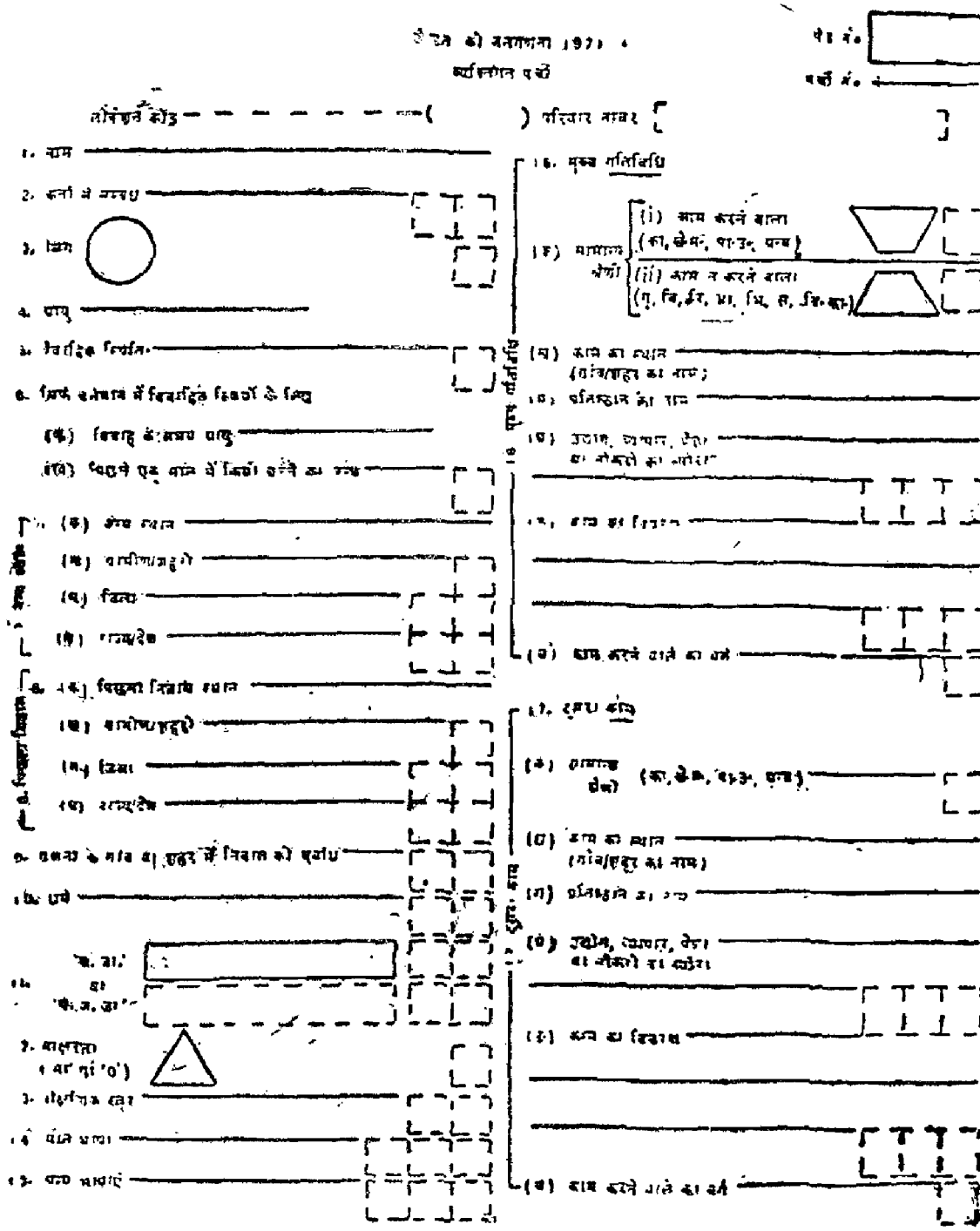
**पैड और पर्ची नम्बर**

20. इस बात की तसल्ली कर लें कि पहले बताये अनुसार (पैरा नम्बर 6) हर पर्ची के दायें ऊपर वाले कोने में उसका पैड नम्बर व पर्ची नम्बर दर्ज कर दिया गया है । ये दोनों नम्बर बहुत जरूरी हैं क्योंकि बाद में आपको अपने दैनिक पोस्टिंग स्टेटमेंट में पर्चीवार जानकारी भरनी होगी । आपको यह भी ध्यान रखना है कि पैडों के इस्तेमाल करने का क्रम छोटी संख्या वाले पैड नम्बर से शुरू हो ।

21. जैसा पैरा 8 में बताया जा चुका है कि यदि आपके पास एक से अधिक ब्लाक हों तो प्रत्येक ब्लाक के पैड अलग-अलग रखे जायें । यदि किसी पैड में कुछ पर्चियां बच जायें तो उनका उपयोग किसी दूसरे ब्लाक की जनगणना के लिए न करें ।

**लोकेशन कोड**

22. जैसा पैरा नम्बर 7 में बताया जा चुका है लोकेशन कोड अलग अलग नम्बर से बनी हुई ऐसी संख्या है जिससे पूरे राज्य में हर गांव और शहर के हर ब्लाक को अलग-अलग पहचाना जा सकता है । इसके लिए इस राज्य के हर जिले, तहसील, शहर और गांव इत्यादि को अलग अलग कोड नम्बर दिए जा चुके हैं । आपके चार्ज सुपरिन्टेन्डैन्ट/चार्ज आफिसर ने आपसे सम्बन्धित कोड नम्बर


जनगणना 1971
व्यक्तिगत पर्ची
पर्ची सं.
परिवार नम्बर
नाम
आयु
लिंग
वैवाहिक स्थिति
मुख्य गतिविधि
सामान्य श्रेणी
(i) काम करने वाला
(ii) काम न करने वाला
काम का स्थान
उद्योग, व्यापार, सेवा
काम करने वाले का वर्ग
सीमान्त कार्य
काम का विवरण
काम करने वाले का वर्ग
जन्म स्थान
विवाह के समय का निवास स्थान
निवास स्थान
वर्ष
आजीविका
पढ़े हुए वर्ष



A respondent and an enumerator

आपको बताये होंगे। इन कोड, नम्बरों को एक साथ लिखकर आपके ब्लाक का लोकेशन कोड बनेगा। इसका तरीका पैरा नंबर 7 में बताया जा चुका है। उदाहरणार्थ,यदि लोकेशन कोड 2/5/3(1) है तो वह जिला नम्बर 2 की तहसील नम्बर 5 के गांव नम्बर 3 का ब्लाक नम्बर दिखाता है। इसी तरह यदि लोकेशन कोड 2/V/3 (1) है तो यह जिला नम्बर 2 के शहर नम्बर V के वार्ड नम्बर 3 के ब्लाक नम्बर को दिखाता है। ध्यान रखें कि शहरों के कोड नम्बर रोमन अंकों में दिखाने हैं (अर्थात् I, II, III, इत्यादि) तथा तहसीलों के कोड नम्बर अरबी अंकों में अर्थात् 1, 2, 3, इत्यादि) इसी तरह ब्लाकों के नम्बर हमेशा ब्रैकेट्स में दिये जाएगे।

23. अपने ब्लाक का सही लोकेशन कोड प्राप्त करके उसको हर व्यक्तिगत पर्ची में दी हुई जगह पर दर्ज करें। और यदि पर्चियों पर इस कोड के कुछ अंक पहले से ही दर्ज कर दिए गए हों, तो बाकी बचे हुए अंक दर्ज करके पूरा लोकेशन कोड हर पर्ची पर भर दें पर्ची पर लोकेशन कोड इस प्रकार भरें कि ब्लाक का नम्बर दिये हुए ब्रैकेटों के अन्दर आ जायें।

## परिवार नम्बर

24. व्यक्तिगत पर्ची में लोकेशन कोड के बाद उसके ठीक सामने परिवार नम्बर लिखने के लिये ब्रैकेट में स्थान दिया हुआ है। इस स्थान में आप जिस व्यक्ति के बारे में पर्ची भर रहे हैं उसके परिवार का नम्बर लिखेंगे। जैसा आप जानते हैं 1970 के प्रारम्भ में मकानों पर नम्बर डालने और मकान सूची बनाने की कार्यवाही हुई थी, जिसका उद्देश्य यह था कि कहां कहां कितने परिवार रह रहे हैं, यह पता चल जावे। उस समय भवन तथा जनगणना मकान को नम्बर दिये गये थे। यह जनगणना मकान नम्बर आपको मकानों के दरवाजों के पास किसी प्रमुख जगह लगाये हुए मिलेंगे। कहीं कहीं पर स्थायी मकान नम्बरों वाली प्लेटें भी लगी हुई मिल सकती हैं। कच्चे और बिना दीवारों वाले मकानों में यह नम्बर किसी टीन की प्लेट या लकड़ी की तख्ती पर लिखे हुए या तो परिवार के सदस्यों के पास या मकान के छत की कड़ी इत्यादि से बंधे हुए मिल सकते हैं। आपको इन्हीं जनगणना मकान नम्बरों का प्रयोग करना है।

25. यह सम्भव है कि आपको कुछ ऐसे भवन मिले जो मकान सूची बनाने के समय तक नहीं बने थे व जिनको इस कारण नम्बर नहीं दिये जा सके थे। ऐसे नये बने भवनों और उनके जनगणना मकानों को नम्बर देने का काम आपको पैरा 9 व परिशिष्ट 2 में बताये गये तरीकों से करना होगा उनमें रहने वाले परिवारों का पता लगाना होगा। यदि एक जनगणना मकान में एक ही परिवार रहता हो तो उसका नम्बर वही होगा जो जनगणना मकान का है। लेकिन यदि एक जनगणना मकान में एक से ज्यादा परिवार रहते हों तो उनके नम्बर जनगणना मकान के नम्बर के बाद ब्रैकेट में क्रमश: क ख ग घ इत्यादि लिख कर बनाये जायेंगे। मान लीजिये जनगणना मकान का नम्बर 19 है व उसमें दो परिवार रहते हैं तो उन परिवारों के नम्बर 19 (क) व 19 (ख) होंगे।

26. भवनों तथा जनगणनों मकानों और परिवारों को नम्बर देने का तरीका भली प्रकार समझने के लिए परिशिष्ट 2 को ध्यान से पढ़े। हो सकता है कि मकान सूची बनाने के समय जो भवनों को या जनगणना मकानों को नम्बर दिये गये हों वे जनगणना के समय तक मिट गये हो। ऐसे भवनों पर भी उन भवनों के पहले व बाद के भवनों के नम्बरों के संदर्भ में नम्बर दे दें।

**27. यदि परिवार कोई संस्थागत परिवार जैसे छात्रावास, होस्टल, होटल इत्यादि हों, जिसके सदस्य एक दूसरे के रिश्तेदार या सम्बन्धी न हों तो उस परिवार के नम्बर के बाद "सं०" जोड़ दें :**

**28. यदि आप बेघरबार लोगों की जनगणना कर रहे हो तो परिवार नम्बर के लिये जो स्थान नियत है, उसमें जीरो "0" साफ साफ दर्ज कर दें।**

29. एक ही परिवार के समस्त सदस्यों की व्यक्तिगत पर्चियों में एक ही परिवार नम्बर दोहराया जायेगा। इसके बाद सभी सम्बन्धित व्यक्तियों के लिये अलग-अलग व्यक्तिगत पर्चियां नीचे दी गई हिदायतों के अनुसार भरी जावेगी।

नोट--कृपया प्रश्न नं० 2, 3, 5, 6, (ख), 7 (ख) 7 (ग), 17 (ङ) 8 (ख), 8 (ग), 8 (घ), 9—15, 16 (क) 16 (घ), 16 (घ), 16 (ङ), 16 (च), 17 (क), 17 (घ), और 17 (च) में बने चौखानों में कुछ भी न लिखिए। ये केवल टेबुलेशन कार्यालयों में कोड नंबर लिखने के लिए हैं।

**प्रश्न 1 : नाम**

30. जिस व्यक्ति की पर्ची भरी जा रही हो, उसका नाम लिखिये। यदि किसी स्त्री का नाम, पता लगाने में कठिनाई हो रही हो तो उसको उसके किसी निकटतम सम्बन्धी के नाम की मदद से, 'फलां की पत्नी' 'फलां की माता' या 'फला की पुत्री' इस प्रकार' दर्शाएं। इसी प्रकार यदि कोई पुरुष घर पर न हो और उसकी पत्नी से पुरुष का नाम, पता लगाने में कठिनाई हो और पड़ोसियों से भी उसके नाम का पता न चल पावे तो उस पुरुष को 'फलां का पति' इस प्रकार दर्शाए। दूध पीते बच्चे, जिनका नामकरण न हुआ हो, उनके लिए 'बेबी' लिख कर उसके बाद पिता या माता का नाम लिख दें।

**प्रश्न 2 : परिवार के कर्ता से सम्बन्ध**

31. जनगणना के उद्देश्य के लिये किसी परिवार का कर्त्ता वह व्यक्ति है जिसको उस परिवार में कर्ता के रूप में जाना जाता है। आम तौर पर कर्त्ता वह व्यक्ति होता है जिसके ऊपर परिवार

को चलाने की मुख्य जिम्मेदारी होती है और जो परिवार के लिये निर्णय लेता है। यह जरूरी नहीं है कि कर्त्ता परिवार का सबसे अधिक उम्र वाला मर्द हो। स्त्रियां और कम उम्र के स्त्री या पुरुष भी कर्त्ता हो सकते हैं। लेकिन कर्त्ता कौन है और कौन होना चाहिये, इस सम्बन्ध में आपको किसी बहस में नहीं पड़ना चाहिये बल्कि जिसे परिवार अपना कर्त्ता मानता हो, उसी को कर्त्ता मानकर चलना चाहिये।

32. यदि परिवार के सदस्य एक दूसरे के रिश्तेदार न हों बल्कि संस्थागत परिवार की तरह एक ही जनगणना मकान में रह रहे हों तो उस संस्था (होस्टल, अनाथालय छात्रावास, होटल इत्यादि) के मैनेजर या सुपरिन्टेन्डेन्ट अथवा उस व्यक्ति को कर्त्ता मानकर चलें जिस पर संस्था को चलाने की जिम्मेदारी हो या जिसको संस्था के सभी लोग कर्त्ता मानते हो।

33. लेकिन ऐसे मैनेजर, प्रबन्धक या सुपरिन्टेन्डेन्ट इत्यादि के लिये व्यक्तिगत पर्ची भरने से पहले इस बात की तसल्ली कर लें कि वह अपने परिवार के साथ अन्य जनगणना मकान में नहीं रहता और उसकी गणना किसी दूसरे परिवार के मुखिया या सदस्य के रूप में नहीं हो चुकी हैं यदि उसकी गणना कहीं और हो गई हो तो संस्थागत परिवार के साथ दोबारा गणना न करें।

34. यदि किसी परिवार का कर्त्ता, परिवार से किसी दूसरी जगह रहता है और जिसे औपचारिक रूप से परिवार कर्त्ता मानता हो तो ऐसी दशा में वह व्यक्ति जिस पर परिवार के कारोबार को चलाने की वास्तविक जिम्मेदारी हो, उसको जनगणना के उद्देश्य से कर्त्ता माना जावेगा।

35. इस प्रश्न के उत्तर में कर्त्ता के लिये कर्त्ता लिखें। औरों के लिये सम्बन्धित व्यक्ति का जो रिश्ता परिवार के कर्त्ता से हो, वह पूरा-पूरा लिखा जाता है। रिश्ते का पूरा वर्णन इस प्रकार करें कि रिश्तेदारी पूरी तरह स्पष्ट हो जाये। केवल 'भतीजा, भतीजी' 'चाचा' इत्यादि न लिखर भाई का लड़का, बहिन की लड़की, पिता का भाई या मां का भाई इत्यादि लिखें। गोद लिये हुए या सौतेले लड़का/लड़की के लिये भी 'लड़का' या 'लडकी' लिखना पर्याप्त होगा। मेहमान के लिये 'मेहमान' लिखें, नौकर के लिये 'नौकर' लिखें और बोर्डर अर्थात् भोजन का मूल्य चुका कर परिवार के साथ रहने और खाने वाले पेइंग गेस्ट के लिये 'बोर्डर' लिखें। संस्थागत परिवारों के सदस्यों के लिये 'असंबंधित' लिखे।

36. यदि 1 और 3 मार्च 1971 के बीच आपके द्वारा (रिविजनल राउंड) दूसरे या तेजी से किये जाने वाले दौरे के दौरान यह पाया जाये कि संदर्भ दिन (रेफरेंस डेट) के पहले-पहले किसी परिवार के कर्त्ता की मृत्यु हो चुकी हो तो जो व्यक्ति अब परिवार द्वारा कर्त्ता माना गया हो, उसका नाम लिखें व उस परिवार के सभी सदस्यों की जो रिश्तेदारी इस नये कर्त्ता से हो वही सम्बन्धित व्यक्तियों की पर्चियों में भी दर्ज कर दे। दिवंगत कर्त्ता की पर्ची पैरा ५ में बताये अनुसार रद्द कर दी जाये।

**प्रश्न 3. लिंग**

37. इस प्रश्न के सामने दिये गये गोले में पुरुषों के लिये "पु०" व स्त्रियों के लिये 'स्त्री" लिखे। हिजडों और उभय लिंगी लोगों के लिये भी "पु०" ही लिखें। प्रश्न संख्या 1 व 2 के सामने जो इन्द्राज आप कर चुके हैं, उनको भी देखकर यह तसल्ली कर ले कि आपने सम्बन्धित व्यक्ति के लिंग की बाबत सही इन्द्राज किया है।

**प्रश्न 4 : आयु**

38, सम्बन्धित व्यक्ति ने अपने पिछले जन्म दिन तक अपनी आयु के जितने वर्ष पूरे कर लिये हों, वही यहां लिखें। अक्सर लोग अपनी आयु, जो साल चल रहा है उसके हिसाब से बतलाते हैं जैसे 35 वां साल। लेकिन आपको यहां पर वही आयु लिखनी है जो पिछले जन्म दिन तक पूर्ण हो चुकी थी। यह ध्यान रखें कि जन्म-तिथि नहीं देनी है बल्कि जो वर्ष पूर्ण कर लिये हैं वही लिखना है।

39. उन बच्चों, जिन्होंने आपकी भेंट के दिन तक अपनी आयु का पहला वर्ष भी पूरा न किया हो, उनके लिए जीरों "0" लिखें व इसके बाद ब्रैकेट में "बच्चा" लिख दें। जैसा पैरा 18 में बताया जा चुका है, छोटे बच्चों में चाहे वे एक ही दिन के क्यों न हों, पूरी जांच करके उनके लिये भी पर्चियां भरें। आयु महीनों में न लिखें और यदि बच्चा एक साल से कम हो तो ऊपर बताये अनुसार "0" लिखें।

40, जनगणना में आयु का बहुत अधिक महत्व है और इसका पता लगाने में आपको पूरी-पूरी सावधानी बरतनी चाहिए। बहुत से लोग खासतौर से गांवों में, अपनी आयु ठीक-ठीक नहीं बतला पाते। ऐसी हालतों में उनको खास-खास ऐतिहासिक घटनाओं की याद दिलाई जाकर उनकी मदद करनी चाहिये। उदाहरण के लिये यदि उस इलाके में कोई बड़ा अकाल पड़ा हो तो पूछा जा सकता है कि अकाल के समय उस व्यक्ति की आयु कितनी थी। इसी तरह गांव के मुखिया, पड़ोस के किसी आदमी या उसी परिवार के किसी सदस्य की आयु ध्यान में रखकर भी किसी व्यक्ति को उसी आयु का अन्दाजा लगाने में मदद दी जा सकती है। उदाहरण के लिए कोई कहता है कि वह मुखिया से 5, 6 वर्ष बड़ा है और मुखिया की आयु 60 वर्ष है तो उस व्यक्ति की आयु 65 या 66 वर्ष मानी जा सकती है।

**प्रश्न 5: वैवाहिक स्थिति**

41. इस इस प्रश्न का उत्तर देने के लिये नीचे लिखे संक्षिप्त रूपों (एब्रीवियेशन) का प्रयोग करें।

कुं०—कुंवारी/कुंवारी अर्थात् जिसकी अभी तक शादी नहीं हुई हो,

शा०—शादीशुदा, अर्थात् जो इस समय विवाहित है,

विध०—विधुर अर्थात् जिसकी पत्नी की मृत्यु हो चुकी हो,

अथवा विधवा अर्थात् जिसके पति की मृत्यु हो चुकी हो,

अ०—अलग किया हुआ या की हुई अथवा तलाक़ शुदा।

42. जिस व्यक्ति की कभी भी शादी न हुई हो उसके लिये "कुं०" लिखें। यदि कोई व्यक्ति इस समय शादीशुदा है तो चाहे वह उसकी पहली शादी हो या दूसरी या तीसरी, उसके लिये "शा०" ही लिखें। यदि विधिवत् शादी न हुई हो लेकिन कोई पुरुष या स्त्री वास्तविक रूप में पति या पत्नी के रूप में रहने के कारण स्थानीय रिवाज या मान्यता के मुताबिक, या समाज के द्वारा विवाहित माने जाने के कारण विवाहित माना जाता हो या मानी जाती हो तो उसके लिये "शा०" ही लिखें। इसी प्रकार यदि किसी मोहल्ले के लोग किसी को शादीशुदा न मानते हों, लेकिन संबंधित पुरुष या स्त्री यह कहे कि वह शादीशुदा है या वास्तव में पति या पत्नी के रूप में रह रहा है या रह रही है तो उसके लिये भी "शा०" ही लिखें। जिस स्त्री के पति की मृत्यु हो चुकी है और जिसने दोबारा विवाह नहीं किया है, उसके लिये "विध०" लिखें। इसी प्रकार जिस पुरुष की पत्नी की मृत्यु हो चुकी है और जिसने दोबारा शादी नहीं की है, उसके लिये भी "विध०" लिखें है। यदि कोई पुरुष, या स्त्री अपनी पत्नी या अपने पति से अलग रह रहा है या रह रही है और जिसका अपनी पत्नी या अपने पति के साथ रहने का कोई जाहिरी इरादा भी नहीं है तो उसके लिए "अ०" लिखें। इसी प्रकार यदि किसी को किसी न्यायालय के निर्णय द्वारा या किसी प्रचलित सातासाजिक या धार्मिक प्रथा के द्वारा तलाक मिल चुका हो और जिसकी दोबारा शादी न हुई हो, उसके लिये भी "अ०" लिखें। यदि कोई वैश्या हो तो उसकी वैवाहिक स्थिति वही लिखें जो वह बतावे।

**प्रश्न ६. केवल वर्तमान के शादीशुदा स्त्रियों के लिए।**

43. यह प्रश्न केवल उन स्त्रियों से पूछा जाना है जो इस समय शादीशुदा हैं अर्थात जिनके लिए प्रश्न 5 के जवाब में "शा०" लिखा जा चुका है। और सभी स्त्रियों के लिए इस प्रश्न के दोनों भागों के सामने क्रास (X) का चिन्ह लगा दें।

**(क) शादी के समय आयु**

44. शादी के समय संबंधित स्त्री की जो भी आयु, पूरे पूरे वर्षों में रही हो, उसका पता लगा कर यहां लिखें। जैसे यदि इस समय शादीशुदा किसी स्त्री का विवाह उसकी आयु के 19वें वर्ष में हुआ है तो यहां 18 वर्ष लिखना होगा। यदि इस समय शादीशुदा किसी स्त्री का एक से अधिक बार विवाह हुआ हो तो उसके सबसे पहले विवाह के समय, पूरे वर्षों में उसकी जो आयु थी वह यहां पर दर्ज की जावेगी।

**(ख) पिछले एक वर्ष में किसी बच्चे का जन्म**

45. आपको यह पता लगाना है कि क्या आपकी भेंट के दिन समाप्त होने वाले एक वर्ष के दौरान में सम्बन्धित (वर्तमान में) विवाहित स्त्री ने किसी बच्चे को जन्म दिया है। चूंकि भेंट के दिन अलग-अलग हो सकते हैं। और उनकी मदद से पिछली एक वर्ष की अवधि को समझने में कठिनाई हो सकती है, इसलिए यह तय किया गया है कि यह एक वर्ष की अवधि सन् 1970 की होली से प्रारम्भ हुआ माना जावेगा अर्थात् प्रश्न के इस भाग के उत्तर के लिए हमको यह पता लगाना होगा कि क्या सन् 1970 की होली से लेकर भेंट के दिन तक सम्बन्धित स्त्री ने किसी बच्चे को जन्म दिया है। इस प्रश्न के उत्तर में "हां" लिखने के लिए यह जरूरी है कि बच्चा जन्म के समय जीवित रहा हो, फिर चाहे जन्म के थोड़ी देर बाद ही उसकी मृत्यु क्यों न हो गई हो। लेकिन यदि मरा हुआ बच्चा पैदा हुआ हो तो इस प्रश्न का जवाब "हां" में नहीं दिया जावेगा और इस प्रश्न के सामने आपको "नहीं" लिखना होगा।

इस प्रकार प्रश्न 6 (ख) का उत्तर "हां" में होने के लिए यह नितांत जरूरी है कि बच्चा जीवित जन्मा हो फिर चाहे उसकी मृत्यु जन्म के तुरन्त बाद या भेंट के समय तक क्यों न हो गई हो।

46. अक्सर यह देखा जाता है कि यदि पिछली एक वर्ष की अवधि में किसी जीवित बच्चे का जन्म हुआ हो, लेकिन भेंट के समय तक उस बच्चे की मृत्यु हो चुकी हो तो, उसके जन्म के बाबत विवरण नहीं दिया जाता। इसलिए यह जरूरी हो जाता है कि इस बाबत ऐसे तरीके से पूछताछ की जावे कि मृत बच्चे की मां या अन्य परिवार वालों की भावनाओं को ठेस न लगे और आवश्यक जानकारी मिल जाये, उदाहरण के लिए, मान लीजिये कि जब आप यह पूछते हैं कि क्या पिछली होली के लगभग, (सम्बन्धित वर्तमान में विवाहित स्त्री के) कोई बच्चा पैदा हुआ है, और इसका उत्तर मिलता है "नहीं" तो पक्का निश्चय करने के लिए आप इस प्रकार का कोई प्रश्न पूछ सकते हैं हमने देखा है कि कुछ मामलों में यदि बच्चे का जन्म तो हुआ हो लेकिन वो बाद में दुर्भाग्यवश न रहा हो तो उसके जन्म के बावत सूचना नहीं दी गई थी। कृपा करके यह बताएं कि ऐसी कोई स्थिति वहाँ तो मौजूद नहीं है। यदि इसके बाद भी जवाब नहीं मिलता है तो ऊपर बताए अनुसार "नहीं" लिख दें।

47. यदि 1 मार्च व 3 मार्च 1971 के बीच रिवीजनल राउंड करते समय आपको यह पता चले कि बर्तमान में किसी शादीशुदा स्त्री ने आपकी भेंट के बाद संदर्भ-दिन 1 मार्च, 1971 तक की अवधि में किसी जीवित बालक को जन्म दिया है तो सम्ब-

न्धित स्त्री के बाबत जो पर्ची आप भर चुके हैं उसके प्रश्न 6 (ख) के उत्तर में आवश्यक सुधार कर लें।

**प्रश्न 7 : जन्म स्थान**

48. इस प्रश्न के उत्तर में सम्बन्धित व्यक्ति के जन्म स्थान के बाबत इन्द्राज किया जाना है व इस प्रश्न के चारों भागों (क), (ख), (ग) और (घ) के उत्तर दिये जाने हैं।

**प्रश्न 7 : (क) जन्म का स्थान**

49. यदि वह व्यक्ति उसी गांव या शहर में पैदा हुआ था जहां आप उसकी गणना कर रहे हैं तो उस प्रश्न के उत्तर में "गि" लिख दें और ख, ग और घ सभी के सामने क्रास (×) के निशान बना दे। लेकिन यदि सम्बन्धित व्यक्ति किसी अन्य गाँव या शहर में पैदा हुआ हो तो उस जगह का नाम प्रश्न 7 (क) के सामने लिख कर, प्रश्न के शेष तीन भागों अर्थात् ख, ग और घ के सामने नीचे बताए गए तरीके से इन्द्राज करें।

**प्रश्न 7 : (ख) ग्रामीण/शहरी**

50. जो लोग जनगणना वाले स्थान से अलग किसी स्थान पर पैदा हुए हों उनके बारे में यह बताएं कि उनका जन्म स्थान *उनके जन्म के समय गांव था या शहर। यदि सम्बन्धित व्यक्ति* को यह बताने में कठिनाई हो तो, जहां वह इस समय रह रहा है, उस जगह का या उस जगह के आसपास की किसी जगह का हवाला देकर उससे पूछें कि क्या उसका जन्म स्थान उसके जन्म के समय के आसपास इतना ही बड़ा था या इससे बड़ा या छोटा था। आप उसकी सहायता के लिए कुछ ऐसी बातों का जिक्र भी कर सकते हैं जो आमतौर पर शहरो में होती है। जैसे मिलें और फैक्ट्रीज, म्युनिसिपलिटी, जल वितरण व्यवस्था, इत्यादि। यदि सम्बन्धित व्यक्ति के बारे में यह पाया जाए कि वह किसी गाँव में पैदा हुआ था तो यहां पर "गां" लिखें और यदि यह पाया जाए कि वह किसी शहर में पैदा हुआ था तो "श" लिखें। यदि वह व्यक्ति विदेश में पैदा हुआ हो तो प्रश्न 7 (ख) और 7 (ग) दोनों के सामने क्रास (×) के चिन्ह लगा दें। यदि हर मुमकिन कोशिश के बाद भी यह पता न चल सके कि जन्म स्थान ग्रामीण था या शहरी तो "अज्ञात" लिखें।

**प्रश्न 7 : (ग) जिला**

51. प्रश्न के इस भाग का जवाब उन्हीं हालतों में देना जरूरी होगा जब कि सम्बन्धित व्यक्ति के जन्म का स्थान, जहां उसकी गणना हो रही है, उस गांव या शहर से बाहर कहीं पर हो। यदि सम्बन्धित व्यक्ति का जन्म उसी जिले में हुआ हो जिस जिले के गांव या शहर में उसकी गणना हो रही है तो यहां पर "जि" लिखें। यदि सम्बन्धित व्यक्ति का जन्म इसी राज्य के किसी दूसरे जिले में या किसी अन्य राज्य अथवा केन्द्रीय शासित प्रदेश (यूनियन टेरीटरी) में हुआ हो तो सम्बन्धित जिले का नाम लिखें। यदि व्यक्ति जिले का नाम नहीं बता सकता हो तो "अज्ञात" लिखें।

**प्रश्न 7 : (घ) राज्य/देश**

52. यदि सम्बन्धित व्यक्ति का जन्म इसी राज्य में हुआ हो तो यहां पर क्रास (×) बनावें। ध्यान रखें कि यदि प्रश्न के इस भाग के जवाब में क्रास लगाया गया है तो भाग (क) के सामने या तो "गि" लिखा गया होगा या इसी राज्य के किसी अन्य गांव या शहर का नाम लिखा हुआ होगा और भाग (ग) के सामने या तो "जि" लिखा हुआ होगा या इस राज्य के किसी और जिले का नाम लिखा हुआ होगा। यदि ऐसा नहीं है तो आपके समझने और लिखने में कहीं गलती है जिसे आप सुधार लें।

53. यदि व्यक्ति का जन्म इस राज्य के बाहर लेकिन भारतवर्ष में कहीं पर हुआ हो तो प्रश्न 7 (घ) के सामने सम्बन्धित राज्य अथवा केन्द्रीय शासित प्रदेश का नाम लिखें।

54. यदि सम्बन्धित व्यक्ति का जन्म भारत के बाहर हुआ हो तो 7 (घ) के सामने केवल उस देश का नाम लिखें जहां उसका जन्म हुआ हो। उस देश के राज्य या प्रान्त का जिक्र करना जरूरी नहीं है। यदि सम्बन्धित व्यक्ति को उस देश का नाम याद न हो तो वह देश जिस महाद्वीप में हो उसका नाम लिख दिया जावे।

55. यदि सम्बन्धित व्यक्ति का जन्म समुद्र यात्रा के दौरान हुआ हो तो प्रश्न 7 (घ) के सामने "समुद्र पर जन्म" लिख दें और इस प्रश्न के भाग क, ख, ग, के सामने क्रास (×) लगा दें। यदि सम्बन्धित व्यक्ति का जन्म इसी देश में किसी रेल, नाव या बस यात्रा के दौरान हुआ हो तो इस प्रश्न के भाग क, ख और ग का जवाब उस राज्य, जिले, गांव या शहर को ध्यान में रखते हुए दें जिसमें उस व्यक्ति का जन्म हुआ हो या जहां पर उस व्यक्ति के जन्म की रजिस्ट्री हुई हो।

**प्रश्न 8 : पिछला निवास**

56. इस प्रश्न का उत्तर, उन सभी व्यक्तियों के बारे में भरा जावेगा जहां उनकी गणना की जा रही है उस स्थान पर आने से पहले सामान्यतया (Normally) किसी दूसरे स्थान के निवासी थे। उदाहरण के लिए, यही मुमकिन है कि किसी व्यक्ति का जन्म तो वहीं हुआ हो जहां उसकी गणना की जा रही है लेकिन शिक्षा प्राप्त करने के लिए या काम धन्धे के सिलसिले में वह अपने जन्म स्थान से बाहर जाकर कहीं पर रहा हो और फिर वापिस वहां आ गया हो जहां आप उसकी गणना कर रहे हैं। ऐसी हालत में वह व्यक्ति जिस दूसरे स्थान पर रह रहा हो, वह उसका पिछला निवास स्थान कहलाएगा। यह ध्यान रखें कि यदि कोई व्यक्ति एक ही शहर में किसी दूसरे मोहल्ले में इस प्रकार रहा हो तो वह मोहल्ला या वार्ड उसका पिछला निवास स्थान नहीं कहलाएगा। मतलब यह है

कि यहां पिछले निवास स्थान से तात्पर्य केवल उन गांवों या शहरों से है जो वर्तमान गांव या शहर से भिन्न और बाहर है। जो बात शहर और उसके मोहल्ले या वार्डों में सही है वहीं गांव की ढाणियाँ (मजरो' टोले, Hamlet) के बारे में कही जा सकती है। यदि कोई व्यक्ति सिर्फ दौरे पर, थोड़े समय के कार्य के लिए छुट्टी, तीर्थ यात्रा या अन्य यात्रा के लिए कहीं गया हो, वे उसके पिछले निवास स्थान नहीं माने जाएंगे। किसी स्थान को पिछला निवास स्थान माने जाने के लिए यह जरूरी है कि कोई व्यक्ति अपना स्थान छोड़ कर नियमित रूप से उस दूसरे स्थान पर जनगणना से पिछले किसी भी समय जा कर रहा हो। जिस व्यक्ति की पर्ची आप भर रहे हैं यदि वह इस प्रकार किसी दूसरे स्थान पर रह चुका हो तो उसके बारे में नीचे बताए अनुसार आपको इस प्रश्न के अलग-अलग हिस्सों के जवाब देने हैं।

**प्रश्न 8 : (क) पिछला निवास स्थान**

57. यदि कोई व्यक्ति जन्म से ही उस गांव या शहर में रह रहा हो जहां आप उसकी गणना कर रहे हैं तो प्रश्न 8 (क) के सामने "गि" लिखें और प्रश्न 8 (ख), (ग) और (घ) के सामने क्रास (×) के चिह्न लगा दें। (जैसा ऊपर बताया जा चुका है, थोड़े समय की यात्राओं, दौरों, तीर्थ यात्राओं इत्यादि को गणना में नहीं लिखा जावेगा)। अर्थात् इन यात्राओं के दौरान यदि कोई व्यक्ति किसी एक स्थान या कई स्थानों पर जाकर थोड़े समय के लिए रहा हो तो वे पिछले निवास स्थान नहीं माने जाएंगे। लेकिन यदि सम्बन्धित व्यक्ति का कोई अन्तिम पिछला निवास स्थान रहा हो तो प्रश्न 8 (क) के सामने उस गांव या पिछले निवास वाले गांव या शहर का नाम लिखें और (ख), (ग) और (घ) के उत्तर नीचे बताए अनुसार भरें।

**प्रश्न 8 : (ख) ग्रामीण/शहरी**

58. यह पता लगावें कि सम्बन्धित व्यक्ति का पिछला निवास स्थान ग्रामीण था या शहरी। यदि वह ग्रामीण (Rural) रहा हो तो 8 (ख) के सामने "ग्रा" लिखें और अगर शहरी (Urban) रहा हो तो "श" लिखें। यदि पिछला निवास स्थान किसी विदेश में रहा हो तो यहां पर क्रास (×) लगावें। यदि पिछला निवास स्थान ग्रामीण था या शहरी यह निश्चय करना मुमकिन न हो सके तो "अज्ञात" लिख दें। यह ध्यान रखें कि पिछला निवास स्थान ग्रामीण है या शहरी यह हमको उस समय के हिसाब से लिखना है जब सम्बधित व्यक्ति पिछले निवास स्थान को छोड़-कर गणना वाले स्थल में आ गया हो। अर्थात् मान लीजिए एक व्यक्ति एक गांव में जा कर रहा हो और फिर उस शहर में आ गया जहां अब उसकी गणना हो रही है। उसके वह गाँव छोड़ने के बाद वह गांव, म्यूनिसिपैलिटी बन गया तो ऐसी हालत में हमें उसका पिछला निवास स्थान "गांव" ही बताना है "शहर" नहीं। यदि सम्बन्धित व्यक्ति यह बताने में असमर्थ हो कि उसका पिछला निवास स्थान ग्रामीण था या शहरी तो आप उसको ऊपर पैरा नं० 50 में बताये गये तरीके से उसकी मदद कर सकते हैं।

**प्रश्न 8 : (ग) जिला**

59. यदि पिछला निवास स्थान उसी जिले का कोई गांव या शहर हो जिस जिले के किसी गांव या शहर में आप सम्बन्धित व्यक्ति की गणना कर रहे हैं तो यहां पर "जि" लिखें। लेकिन यदि पिछला निवास स्थान इसी राज्य के किसी और जिले या किसी और राज्य या केन्द्रीय शासित प्रदेश के जिले में हो तो उस जिले का नाम लिखें (यदि केन्द्रीय शासित प्रदेश में जिले न हों तो प्रदेश का नाम लिखें) यदि उस जिले का नाम, पता लगाने की सम्भावना न हो तो "अज्ञात" लिखें। यदि पिछला निवास स्थान इस देश के बाहर कहीं हो तो क्रास (×) लगावें।

**प्रश्न 8 : (घ) राज्य/देश**

60. यदि अन्तिम पिछला स्थान गणना वाले स्थान से अलग हो लेकिन इसी राज्य/केन्द्र शासित प्रदेश में हो तो 8 (घ) के सामने क्रास (×) लगावें लेकिन यदि पिछला निवास स्थान इस देश के किसी अन्य राज्य या केन्द्रीय शासित प्रदेश में हो तो उस राज्य या प्रदेश का नाम लिखें। यदि पिछला निवास स्थान इस देश के बाहर कहीं हो तो उस देश का नाम लिखें। और यदि वह नाम मालूम करने में कठिनाई हो तो उस महाद्वीप का नाम लिखें जिसमें वह देश है।

**प्रश्न 9 : गणना के गांव या शहर में निवास की अवधि**

61. यहां आपको पूरे-पूरे वर्षों में वह अवधि लिखना है जिसके दौरान सम्बन्धित व्यक्ति उस गांव या शहर में लगातार रहता आया है जहां आप उसकी गणना कर रहे हैं। यह प्रश्न उन पर भी लागू होगा जिनका जन्म वहीं हुआ हो जहां उनकी गणना की जा रही है। मान लीजिये किसी व्यक्ति का जन्म उसी गांव या शहर में हुआ जहां आप उसकी गणना कर रहे हैं लेकिन चार साल पहले वह कहीं और रहने के लिए चला गया और दो साल वहां बिताकर फिर इसी गांव या शहर में आ गया ऐसी हालत में इस प्रश्न के उत्तर में दो वर्ष लिखा जावेगा। लेकिन यदि कोई व्यक्ति जन्म से ही वहीं रहता आया हो जहां आप उनकी गणना कर रहे हैं (अर्थात् जिसके लिए प्रश्न 8 (क) के जवाब में आप "गि" लिख चुके हों) तो उसके लिए प्रश्न 9 के सामने क्रास (×) लगाना होगा। यह तो स्पष्ट ही है कि थोडे समय की यात्राओं, दौरों इत्यादि का कोई प्रभाव पिछले निवास स्थान और गणना वाले स्थान पर निवास की अवधि वाले प्रश्नों अर्थात प्रश्न 8 व 9 के उत्तरों पर नहीं पड़ेगा। (पैराग्राफ 14 में चौथी श्रेणी में आने वाले व्यक्तियों अर्थात् उन लोगों के बारे में जो सामान्यता आपके ब्लाक में नहीं रहते हैं लेकिन आप उनकी गणना वहां करते हैं। तो उनके लिए इस प्रश्न के उत्तर में वह अवधि लिखेंगे जिसमें वे अपने सामान्य निवास पर लगातार

रहते आए हैं)। उस व्यक्ति के लिए जो गणना वाले स्थान पर लगातार रहने की अवधि एक वर्ष से कम हो, उसके लिए '०' लिखें।

**प्रश्न 10 : धर्म**

62. इस प्रश्न के उत्तर में विभिन्न धर्मों के लिए निम्न प्रकार संक्षिप्त रूप का इस्तेमाल करें :—

| | |
|---|---|
| (1) हिन्दू धर्म के लिए . . . . | "हि०" |
| (2) इस्लाम धर्म के लिए . . . . | "मु०" |
| (3) क्रिश्चियन धर्म के लिए . . . . | "क्रि०" |
| (4) सिक्ख धर्म के लिए . . . . | "सि०" |
| (5) बौद्ध धर्म के लिए . . . . | "बौ०" |
| (6) जैन धर्म के लिए . . . . | "जै०" |

अन्य धर्म मानने वालों के लिए सम्बन्धित धर्म का पूरा नाम लिख दें।

63. यदि कोई व्यक्ति यह कहता है कि उसका कोई धर्म नहीं है तो जैसा वह कहे वैसा लिख दें। ध्यान रखें कि प्रश्न 10 के जवाब में धर्म का विवरण देना है न कि जाति का और जाति सम्बन्धी कोई जानकारी नहीं दी जानी है।

**प्रश्न 11 : अनुसूचित जातियां और अनुसूचित जन-जातियां**

64. अनुसूचित जातियों और अनुसूचित जन-जातियों की एक सूची आपको दी जावेगी। आपको यह पता लगाना है कि जिस व्यक्ति की पर्ची आप भर रहे है क्या वह आपको दी गई सूची के अनुसार किसी अनुसूचित-जाति या जन जाति का है? प्रश्न 11 के सामने अनुसूचित जाति और जन-जाति के लिए अलग-अलग दो लम्बे चौखाने (rectangles) दिए गए हैं। आपको जैसा भी उत्तर मिले वह सम्बन्धित चौखाने मे दर्ज करना है। यदि कोई व्यक्ति न तो अनुसूचित जाति का और न ही अनुसूचित जन-जाति का है तो दोनो चोखानो मे क्रास (×) लगा दें।

65. यदि कोई व्यक्ति अपनी अनुसूचित जाति या जन-जाति का नाम किसी पर्यायवाची (synonym) शब्द द्वारा या किसी सामान्य जातिगत नाम द्वारा बताता है तो आप अपनी सूची देखें और यह पता लगावें कि क्या जो नाम वह बता रहा है वह आपकी सूची मे मौजूद है। **यदि जो नाम वह बतावे आपकी सूची में मौजूद है तभी उसका अनुसूचित जाति अथवा अनुसूचित जन-जाति का मानें, वर्ना नहीं :** अनुसूचित जाति के लोगों के लिए, "हरिजन" या "अछूत" जैसे शब्द न लिखें। बल्कि वास्तविक अनुसूचित जाति या अनुसूचित जन-जाति का पता लगा कर उसका नाम सम्बन्धित चौखाने में लिखें। इसी तरह से अनुसूचित जन-जाति के लोगों के लिए "आदिवासी" न लिखें बल्कि सम्बन्धित अनुसूचित जन-जाति का नाम, पता लगा कर उसको दूसरे नम्बर के यानी टूटी हुई रेखाओं वाले चौखाने में लिखें। यदि कोई व्यक्ति अपनी वास्तविक अनुसूचित जाति या जन-जाति न बताए और इस बात पर इसरार करे कि उसे सिर्फ हरिजन, अछूत या आदिवासी लिखा जाए तो आप उसे बतावें कि इतना ही काफी नहीं है बल्कि भारत के संविधान के तहत जो सुविधाएं अनुसूचित जाति और जन-जाति के सदस्यों को दी जातीं हैं उनको पाने का हकदार होने के लिए अनुसूचित जाति या जन-जाति का वास्तविक नाम बताया जाना जरूरी है। तात्पर्य यह है कि आप इस प्रश्न के उत्तर के लिए पहले तो वास्तविक अनुसूचित जाति या अनुसूचित जन-जाति का पता लगावें और फिर यदि वह आपको दी हुई सूची में मौजूद हो तभी संबंधित चौखानों में वह नाम दर्ज करें अन्यथा जैसा ऊपर बताया जा चुका है दोनों चौखानों में क्रास (×) लगा दें।

66. केवल हिन्दू और सिक्ख धर्मों में ही अनुसूचित जातियां होती है, अर्थात् यदि इस प्रश्न के उत्तर में किसी को अनुसूचित जाति का बताया गया है तो उसके लिए प्रश्न 10 के उत्तर में या तो "हि०" लिखा गया होगा या "सि०"। अनुसूचित जन-जातियां किसी भी धर्म में हो सकती हैं।

**प्रश्न 12 : साक्षरता ("सा०" या "०")**

67. **साक्षर की परिभाषा**—वह व्यक्ति जो किसी भी भाषा में समझदारों के साथ लिख और पढ़ सकता है साक्षर माना जावेगा। वह व्यक्ति जो सिर्फ पढ़ सकता है लेकिन लिख नहीं सकता साक्षर नहीं माना जावेगा।

68. साक्षर होने के लिए यह जरूरी नहीं है कि सम्बन्धित व्यक्ति ने विधिवत (Formally) शिक्षा प्राप्त की हो या कोई इम्तहान पास किया हो।

69. जिस व्यक्ति की पर्ची आप भर रहे हैं यदि वह लिख भी सकता है और पढ़ भी सकता है तो इस प्रश्न के सामने दिए हुए त्रिकोण (Tringle) में "सा०" लिख दें। यदि उस व्यक्ति के लिख या पढ़ सकने के बाबत कोई शक हो तो उससे हिदायतों की इस किताब का कोई हिस्सा पढ़ने या इबारत जैसे कोई साधारण चिट्ठी का कोई भाग लिखने के लिए कहें और इस प्रकार सही स्थिति क्या है इसका पता चला लें। जाहिर है कि यह कार्य पूरी व्यवहार कुशलता के साथ करना होगा ताकि सम्बन्धित व्यक्ति को बुरा न लगे। सिर्फ अपने दस्तखत कर सकना साक्षर कहलाने के लिए काफी नहीं है। यदि सम्बन्धित व्यक्ति यह कहे कि वह किसी ऐसी भाषा में साक्षर है (अर्थात किसी ऐसी भाषा में समझदारी के साथ लिख और पढ़ लेता है) जिसे आप नहीं जानते तो इस व्यक्ति की बात को सही मानते हुए उसको साक्षर मान लें। ऐसी सभी हालतों में उस व्यक्ति के परिवार वालों से भी उस व्यक्ति के साक्षर होने अथवा न होने के बारे में पूछताछ करके तसल्ली की जा सकती है।

70. जो व्यक्ति साक्षर न हो अर्थात जो किसी भी भाषा में न तो लिख सकें और न ही पढ़ सके या सिर्फ पढ़ सके और लिख न सके, उसके लिए प्रश्न 12 के सामने दिए हुए त्रिकोण में "0" लिखेंगे चार साल तक के सभी बच्चों के लिए "0" लिखें, भले ही वे स्कूल जाते हों और थोड़ा बहुत लिखना पढ़ना भी सीख चुके हों।

**प्रश्न 13 : शैक्षणिक स्तर**

71. यह प्रश्न सिर्फ उन्हीं से पूछा जायेगा जिनके लिए प्रश्न 12 के उत्तर में "सा०" लिखा गया है। यदि कोई व्यक्ति इस समय निरक्षर हो तो उससे यह प्रश्न पूछना बेकार होगा भले ही पहले कभी वह स्कूल गया हो और उसने कोई इम्तहान पास किया हो। जिन लोगों के लिए प्रश्न 12 में "0" लिखा जा चुका है उनके लिए यहां पर क्रास (×) लगा दें। लेकिन जिन लोगों के लिए प्रश्न 12 के उत्तर में "सा०" लिखा गया है उनके बारे में उनके द्वारा पास की हुई सबसे ऊंची क्लास या सबसे ऊंची शैक्षणिक योग्यता का वर्णन यहां पर किया जाना है।

72. जो व्यक्ति अब भी किसी क्लास में पढ़ रहा है उसके लिए वह क्लास लिखें जो वह पास कर चुका हो। अर्थात् जो व्यक्ति एम० ए० के प्रथम क्लास में पढ रहा है उसके लिए बी० ए० लिखें और जो व्यक्ति एम० बी० बी० एस० (डाक्टरी) के चौथे साल में पढ़ रहा है उसके लिए एम० बी० बी० एस० तीसरा साल लिखें। यदि आप शैक्षणिक स्तर का विवरण (जैसे प्राइमरी, मिडिल, हायर सैकेन्डरी, पी० यू० सी० इत्यादि) देने में असमर्थ हों तो उस कक्षा या क्लास का विवरण दे दें जो सम्बन्धित व्यक्ति पास कर चुका हो जैसे तीसरी क्लास, ग्यारहवीं क्लास, प्रथम वर्ष बी० ए०, इत्यादि। यदि सम्बन्धित व्यक्ति ने शिक्षा का जो सबसे ऊंचा स्तर प्राप्त किया हो वह यहां लिखें। जिस व्यक्ति ने एक से स्तर की तकनीकी तथा सामान्य दोनों शिक्षाएं प्राप्त की हों उसके बारे में तकनीकी शिक्षा का स्तर लिखें। उदाहरण के लिए यदि एक व्यक्ति ने बी० एस० सी० (जूलोजी) तथा एम० बी० बी० एस० (डाक्टरी) अथवा बी० ए० (गणित) और बी० ई० (इंजीनियरिंग) दोनों पास किए हों तो उसके लिए क्रमशः एम० बी० बी० एस० तथा बी० ई० (इंजीनियरिंग) लिखें। जहां सामान्य शिक्षा का दर्जा तकनीकी शिक्षा के दर्जे से ऊंचा हो या इन दोनों में से कौन सा दर्जा ऊंचा है यह तय करना कठिन हो वहां सम्बन्धित व्यक्ति जिस दर्जे में शिक्षा को भी ऊंचा बतावे, वह दर्ज करें। यदि किसी ने बी० ए० या उसके बाद की (स्नातक या स्नातकोत्तर) कक्षाएं पास की हों तो जिस विषय में उसने निपुणता हासिल की हो यानी स्पैशलाइजेशन (Specialisation) किया हो उसका विवरण प्राप्त की हुई डिग्री के बाद ब्रैकेट में लिख दें। जैसे एम० ए० (इतिहास), बी० एस० सी० (कृषि), एम० एस० सी० (वनस्पति शास्त्र) इत्यादि। जो संक्षिप्त रूप से (Abbreviation) आम बोल चाल के काम में न आते हों उनका उपयोग न करें। ऐसी हालतों में सम्बन्धित डिग्री या डिप्लोमा का पूरा विवरण लिखें। जब भी आप किसी स्नातक या स्नातकोत्तर शिक्षा प्राप्त व्यक्ति (Graduate or Post-graduate) या टैक्नीकल डिप्लोमा या डिग्री प्राप्त व्यक्ति की गणना करें तो उसे एक डिग्री धारी तथा टैक्नीकल कर्मचारियों सम्बन्धी कार्ड (Degree holder and Technical Personnel Card) दें तथा उस व्यक्ति से उसे भरने के लिए कहें।

73, जैसे ही आप ऐसा कार्ड जारी करें सम्बन्धित व्यक्ति की पर्ची के प्रश्न 13 के सामने उसकी शिक्षा का स्तर लिखने के बाद तक सही का चिन्ह (√) लगा दें। इसके कुछ समय बाद, लेकिन अपने हल्के में गणना समाप्त करने से पहले जब आप वह कार्ड वापस प्राप्त करें तो जो सही का निशान आप लगा चुके हैं उसके ऊपर एक तिरछी लाइन खींच कर उसके चारों ओर एक गोला खींच दें : जैसे, √ आपको यह ध्यान रखना है कि ऐसे जितने भी कार्ड आप जारी करें उनको अपने ब्लाक में कार्य समाप्त करने से पहले पूरी तरह भरे हुए (Duly filled in) वापिस कर लें। यदि आपको आपके द्वारा भरी गई किसी पर्ची पर प्रश्न 13 के सामने कोई सही का निशान बिना क्रास किया हुआ और गोले से घिरा हुआ मिलता है तो वह यह बताएगा कि आपने ऐसा कोई कार्ड दिया तो था लेकिन भरवा कर वापिस प्राप्त नहीं किया।

**प्रश्न 14 : मातृ-भाषा**

74. **परिभाषा** :—मातृभाषा वह भाषा है जो किसी व्यक्ति के बचपन में उसकी माता ने उससे बोलने के लिए प्रयोग में लाई थी। यदि सम्बन्धित व्यक्ति के बचपन में ही उसकी माता का देहांत हो गया हो तो उसकी मातृ-भाषा वह होगी जो उसके बचपन में उसके घर पर मुख्यता बोली जाती रही हो। छोटे बच्चों और मूक बधिर (Deaf-mutes) लोगों की मातृ-भाषा वह मानी जावेगी जो उनकी माताएं आम तौर पर बोलती है।

75. मातृ-भाषा का पूरा नाम लिखिए, उसका संक्षिप्त रूप नहीं। आपको यह निर्णय नहीं लेना है कि सम्बन्धित व्यक्ति जिस भाषा को अपनी मातृ-भाषा बता रहा है। वह किसी अन्य प्रमुख भाषा की उप-भाषा या बोली (Dialect) है अथवा नहीं। इसी प्रकार किसी व्यक्ति के धर्म और उसकी मातृ-भाषा में कोई सम्बन्ध है अथवा होना चाहिए यह भी आपके विचारने का विषय नहीं है। आपको केवल सीधे-सीधे उस भाषा का नाम लिख देना है जिसको सम्बन्धित व्यक्ति अपनी मातृ-भाषा बताता है। **इस बारे में आप कभी भी किसी प्रकार के विवाद मे न पड़े और जो भाषा मातृ-भाषा बताई जावे उसे ज्यों का त्यों लिख दें।** यदि आपको यह सन्देह हो कि आपके ब्लाक में लोग आपस में सलाह कर के या किसी और वजह से जानबूझ कर अपनी मातृ-भाषा के बारे में गलत सूचना दे रहे हैं तो मौके पर बिना बहस किए और दिए गए उत्तरों में अपनी तरफ से कोई फेर बदल या सुधार किए बिना, आप ऐसी स्थिति की सूचना अपने सीनियर जनगणना अधिकारी को दें ताकि वे इसकी जांच कर सके।

**प्रश्न 15 : अन्य भाषाएं**

76. प्रश्न 14 के उत्तर में मातृ-भाषा दर्ज करने के बाद आप यह पूछें कि क्या सम्बन्धित व्यक्ति कोई अन्य भारतीय या विदेशी भाषा या भाषाएं जानता है ; यदि हां, तो जो नाम वह बतावे वे यहां पर लिखें जाने हैं। लेकिन यदि वह सिवाय मातृ-भाषा के कोई दूसरी भाषा न जानता हो तो यहां पर क्रास (×) लगा दें।

77. इस प्रकार के उत्तर में दो से अधिक भाषाओं के नाम नहीं लिखना है। यह तो स्पष्ट ही है कि वे भाषाएं मातृ-भाषा के अलावा होंगी। इनको लिखने का क्रम इस प्रकार रखें कि जो अन्य भाषा वह सबसे अच्छी तरह बोलता और समझता है और जिसका इस्तेमाल वह दूसरों से बातचीत करने में कर सकता हो उसको पहले लिखें व उसके बाद दूसरी भाषा जिसमें उसकी गति या महारत इससे कुछ कम हो। यह जरूरी नही है कि सम्बन्धित व्यक्ति इन भाषाओं में लिख सकता हो। या काफी होगा यदि उसको इस अन्य भाषा यह इन अन्य भाषाओं का काम चलाने लायक जानकारी (वर्किंग नालेज) है जिसकी मदद से वह उस भाषा में वार्तालाप कर लेता है।

**प्रश्न 16 : मुख्य गतिविधि**

78. हर व्यक्ति ये यह पूछा जावेगा कि उसकी मुख्य गतिविधि क्या है अर्थात् वह मुख्यतया क्या करता है। इस प्रश्न के उत्तर के लिए सभी लोग दो सामान्य श्रेणियों में बटे हुए माने जावेंगे अर्थात् (i) वे लोग जो काम करते हैं और (ii) वे लोग जो काम नहीं करते।

**79. काम करने वाले की परिभाषा :—काम करने वाला अर्थात् काम धंधा करने वाला व्यक्ति वह है जिसका मुख्य काम दिमागी या शारीरिक परिश्रम द्वारा किसी आर्थिक रूप से उत्पादक कार्य में भाग लेता है। काम में स्वयं काम करना ही नहीं, बल्कि दूसरों के काम की निगरानी करना अथवा निर्देश देना भी शामिल है।**

80. **संदर्भ-काल** (Reference Period) :—कोई व्यक्ति काम करने वाला है अथवा नहीं यह पता लगाने के लिए हमको एक विशेष अवधि (Period) को निर्धारित या तय करना होगा जिसके दौरान सम्बन्धित व्यक्ति की गतिविधि को देखते हुए हम यह तय कर सकें कि वह काम धन्धा करने वाला है अथवा नहीं। इस उद्देश्य से हम गणना के दिन समाप्त होने वाले एक सप्ताह को सन्दर्भ अवधि मानेंगे। यदि कोई व्यक्ति इस पूरे हफ्ते या उसके किसी भाग में किसी नियमित व्यापार, धन्धे, नौकरी या कारोबार में नियमित रूप से भाग लेता रहा है व यह उसकी मुख्य गतिविधि रही है तो उस व्यक्ति को काम-धंधे वाला व्यक्ति माना जावेगा। वह व्यक्ति जो आमतौर पर काम-धन्धा करता है लेकिन बीमारी, यात्रा, छुट्टी हड़ताल अस्थायी (Temporary) बेक्र-डाउन, इत्यादि की वजह से संदर्भ-अवधि के दौरान नियमित काम को नहीं कर पाया है तो भी उसको काम-धन्धा करने वाला माना जाएगा। जो लोग वजीफा या तनख्वाह प्राप्त करते हुए या बिना वजीफा या तनख्वाह प्राप्त किए प्रशिक्षार्थी (Apprentice) की हैसियत से ट्रेनिंग प्राप्त कर रहे हैं वे भी आर्थिक रूप से कार्यशील (Active) माने जाएंगे। और काम धन्धे में लगे हुए दिखाए जाएंगे। लेकिन जिस व्यक्ति को नौकरी या काम का आफर (Offer) मिला है लेकिन उसने अभी वह नौकरी ज्वाइन नहीं की है या काम शुरू नहीं किया है तो उसको काम से लगा हुआ नहीं माना जायेगा।

81. कुछ-काम धंधे ऐसे हैं जो सारे साल नहीं चलते जैसे खेती-बाड़ी, पशुपालन, बाग-बगीचे लगाना, कुछ प्रकार के घरेलू उद्योग-धंधे इत्यादि। यदि कोई व्यक्ति ऐसा कोई धन्धा करता हो तो उसके बारे में संदर्भ-अवधि को एक साल का माना जाना चाहिए अर्थात् यह देखा जाना चाहिए कि क्या सम्बन्धित व्यक्ति पिछले एक सालके दौरान में कोई ऐसा काम-धन्धा करता रहा है जो पूरे साल नहीं चलता बल्कि विशेष-विशेष मौसमों या सीजन्स में चलता है। यह संभव है कि कोई व्यक्ति सारे साल तो किसी दूसरे मुख्य काम-धंधे में लगा रहे लेकिन गणना के दिन समाप्त होने वाले एक सप्ताह के संदर्भ-अवधि में कोई दूसरा काम-धंधा करता रहा हो। उदाहरण के लिए एक खेतिहर मजदूर गणना के दिन समाप्त होने वाले सप्ताह के दौरान किसी चीनी बनाने वाले कारखाने में मजदूर के बतौर काम करता हुआ पाया जा सकता है। ऐसी हालतों में उसका मुख्य काम-धंधा वही दिखाना चाहिए जो वह आम तौर पर या अमूमन करता है और पिछले हफ्ते में जो दूसरा काम वह करता रहा है वह उसका सहायक या गौण (Subsidiary) धंधा माना जाना चाहिए। इस प्रकार ऊपर दिए गए उदाहरण के मुख्य काम-धन्धा खेतिहर मजदूरी का है जबकि चीनी मिल में काम करना उसका सहायक या गौण काम-धंधा है।

82. कोई पुरुष या स्त्री जो मुख्यता अपने घर का काम काज (खाना बनाना, झाड़ू,बुहारु इत्यादि) करता है या करती है या कोई लड़का या लड़की जो मूल रूप से (Primarily) किसी संस्था में पढ़ने वाला या पढ़ने वाली विद्यार्थी है तो उसे अपनी मुख्य कार्यवाही के रूप में कोई उत्पादक काम-धंधा करने वाला नहीं माना जाएगा हालांकि यह संभव है कि ऐसे पुरुष या स्त्री, लड़का या लड़की अपने फालतू समय में या आंशिक रूप से अपने परिवार की आर्थिक रूप से उत्पादक कार्यवाही या कार्यवाहियां (व्यापार, घरेलू उद्योग धंधे आदि) में भाग लेता हो या लेती हो। इसके विपरीत यदि कोई व्यक्ति मूल रूप से किसी आर्थिक रूप से उत्पादक कार्यवाही में लगा रहता हो लेकिन इसके साथ-साथ कुछ घरेलू काम-काज भी करता हो या किसी रात्रि पाठशाला में अध्ययन करता हो तो वह एक काम-धंधे से लगा हुआ व्यक्ति ही माना जावेगा।

83. कोई व्यक्ति जिसके पास बिना कोई कार्य किए कोई बंधी-बंधाई आमदनी की रकम आती है अर्थात् जो किराया या पैंशन

प्राप्त करता है और जो रकम उसे मिलती है उसके लिए कोई मानसिक या शारीरिक श्रम नहीं करता तो, यदि वह व्यक्ति उक्त प्रकार से रकम प्राप्त करने के अलावा किसी अन्य आर्थिक रूप से उत्पादक कार्यवाही में भाग नहीं लेता, और वह कार्यवाही उसका मुख्य काम-धंधा नहीं है, उस व्यक्ति को आर्थिक रूप से काम-धंधे में लगा हुआ नहीं माना जावेगा। उदाहरण के लिए एक व्यक्ति को मकान के किराए से 100 रुपए मिलते है और वह 50 रुपए की नौकरी करके तनख्वाह के रूप में भी पाता है तो उसका मुख्य काम-धंधा नौकरी माना जा सकता है और वह काम-धंधे से लगा हुआ व्यक्ति माना जावेगा। लेकिन यदि कोई व्यक्ति किराए से 100 रुपए प्राप्त करता है किन्तु इसके अलावा कोई नियमित काम-धंधा नहीं करता तो वह काम-धंधे से लगा हुआ नहीं माना जावेगा।

**प्रश्न 16 : (क) सामान्य श्रेणी**

**(i) काम करने वाला (का०, खे० म०, पा० उ०, अन्य)**

**(ii) काम न करने वाला (गृ०, वि०, रि०, आ०, भि०, सं०, बि०, का०)**

84. जिस व्यक्ति की पर्ची आप भर रहे हैं उसने अपनी मुख्य गति-विधि के सम्बन्ध में जो जवाब दिया है उसके बाबत प्रश्न 16 (क) (i) या 16 (क) (ii) के सामने भरा जावेगा।

**16 (क) (i) : काम-धंधे वाला**

85. यदि सम्बन्धित व्यक्ति की मुख्य गतिविधि ऐसी है कि उसे काम-धंधे वाला माना जा सके तो उसकी श्रेणी (Category) के बाबत प्रश्न 16 (क) (i) के सामने दी गई जगह में नीचे बताए अनुसार प्रविष्टि (Entry) की जावेगी। लेकिन यदि वह व्यक्ति किसी आर्थिक रूप से उत्पादक कार्यवाही में नहीं लगा हुआ है तो इस स्थान पर क्रास (×) लगा दें। काम-धंधे से लगे हुए लोगों की श्रेणियां निम्न प्रकार से संक्षिप्त रूपों (Abbreviations) की मदद से दिखाई जायेगी :—

**"का०" काश्तकार**

86. जो व्यक्ति मुख्य काम-धंधा काश्तकारी का बतावे उसके लिए 16 (क) (i) के सामने दी गई जगह में "का०" लिखें।

87. **काश्तकार की परिभाषा :**—जनगणना के उद्देश्य के लिए काश्तकार वह व्यक्ति है जो अपनी खुद की जमीन, सरकार से पट्टे (Lease) पर प्राप्त जमीन या किसी दूसरे व्यक्ति या संस्था से बटाई (नगद या जिन्स) या किराए पर ली गई जमीन या अन्य प्रकार से प्राप्त जमीन पर या तो स्वयं खेती करता है या अपने निर्देशन और देख-रेख में उस जमीन पर खेती करवाता है।

88. काश्तकारी में हल चलाना, बीज बोना, फसल काटना, सभी प्रकार के धान और दालें उगाना, जूट, कपास और दूसरे रेशे वाली फसलें उगाना, टेपीओका इत्यादि की फसलें पैदा करना तथा कंद और मूल जैसे आलू, अरबी, चुकन्दर, मूंगफली, गन्ना इत्यादि उगाना शामिल हैं लेकिन इसमें फल और सब्जी उगाना, फलों के बगीचे लगाना, या चाय, काफी, रबर, सिनकोना व दूसरी दवाई इत्यादि के लिए काम आने वाले पेड़-पौधों के बागान या बगीचे (Plantations) उगाना या रखना शामिल नहीं हैं।

89. वह व्यक्ति जो जमीन का मालिक तो है लेकिन जिसने वह जमीन किसी दूसरे व्यक्ति या व्यक्तियों को खेती करने के लिए कुछ नगदी, जिन्स या फसल के हिस्से के बदले में दे दी है, और जो इस जमीन में खेती के काम की देखभाल तक नहीं करता तथा वे खेतिहर मजदूर जो केवल मजदूरी के बदले में दूसरों की जमीन पर खेती का काम करते हैं, वे काश्तकार नहीं माने जाएंगे।

**"खे० म०" : खेतिहर मजदूर**

90. जो व्यक्ति अपनी मुख्य गतिविधि खेतिहर मजदूर होना बतावे उसके लिए दी हुए जगह में "खे० म०" लिखें।

91. **खेतिहर मजदूर की परिभाषा :**—वह व्यक्ति जो नगद या जिन्स के रूप में मजदूरी की ऐवज में किसी दूसरे व्यक्ति के खेत में काम करता है वह खेतिहर मजदूर कहलाता है ऐसे व्यक्ति को फसल कैसी होती है इनसे कोई निजी सरोकार नहीं होता और न उसका उस जमीन पर किसी प्रकार का हक होता है जिस पर वह मजदूरी के ऐवज में खेता का काम करता है।

**"पा० उ०" : पारिवारिक उद्योग**

92. यदि कोई व्यक्ति अपनी मुख्य गतिविधि हाथ करघे पर कपड़ा बुनना, कपड़ा रंगना, बढ़ईगिरी, बीड़ी बनाना, मिट्टी के बर्तन बनाना (कुम्हार), दूध का व्यापार करना (डेरी चलाना), साईकिल की मरम्मत करना, लुहार का काम करना या सिलाई का काम करना (दर्जी) इत्यादि बताता है, तो यह पता लगाना होगा कि क्या वह काम पारिवारिक उद्योग के रूप में चलाया जाता है और यदि उसका उत्तर हाँ में हो तो दी हुई जगह में "पा० उ०" लिखना होगा।

93. पारिवारिक उद्योग ऐसा उद्योग है जो परिवार के कर्त्ता तथा परिवार के अन्य सदस्यों द्वारा चलाया जाता है। ग्रामीण क्षेत्रों में ऐसा उद्योग उस परिवार के गांव की सीमा के अन्दर कहीं भी स्थित हो सकता है मगर शहर में यह आवश्यक हैं कि वह उसी जनगणना मकान में हो जहां परिवार रहता हो। ऐसा उद्योग रजिस्टर्ड फैक्ट्री के पैमाने का न हो।

94. लिहाजा कोई उद्योग पारिवारिक है या नही यह तय करने के लिए निम्नलिखित चार बातें देखनी चाहिए :—

(1) गतिविधि

(2) योगदान

(3) स्थल

(4) पैमाना

(1) **गतिविधि** :—पारिवारिक उद्योग में किसी भी प्रकार का उत्पादन, सर्विसिंग या वस्तुओं का बनाना तथा बेचना होता हो ऐसे लोगों के धन्धों जैसे वकील, डाक्टर, नाई, गवइया, नर्तकी, धोबी, ज्योतिषी इत्यादि, या केवल व्यापारिक धंधे पारिवारिक उद्योग नहीं माने जाएंगे हालांकि इस प्रकार के धंधे पारिवारिक सदस्यों द्वारा ही घर पर चलाए जाते हैं।

(2) **योगदान**—परिवार के कर्त्ता और/या एक या एक से अधिक परिवार के सदस्यों का इस उद्योग में योग दान अवश्य हो। यदि उद्योग केवल मजदूरी पाने वाले व्यक्तियों द्वारा ही चलाया जाता है तो योगदान की कसौटी पूरी नहीं हो सकती और यह पारिवारिक उद्योग नहीं माना जाएगा। पारिवारिक उद्योग में मजदूरी वाले लोगों की मदद हो सकती है परन्तु कर्त्ता व अन्य परिवार के सदस्य अवश्य ही मुख्य योगदान देते हों और केवल मजदूरी पर ही निर्भर न हों। योगदान का मतलब वास्तविक कार्य के साथ-साथ संचालन व देखभाल भी है।

(3) **स्थल**—शहरी क्षेत्र में पारिवारिक उद्योग उसी जन-गणना मकान में होना चाहिए जिसमें सम्बन्धित परिवार रहता है यदि वह रहने के मकान के अलावा कहीं और स्थिति हो तो वह पारिवारिक उद्योग नहीं माना जाएगा। किन्तु ग्रामीण क्षेत्र में पारिवारिक उद्योग परिवार के घर पर भी हो सकता है अथवा गांव की सीमा में कहीं भी हो सकता है।

(4) **पैमाना**—पारिवारिक उद्योग यदि रजिस्टर्ड फैक्ट्री है तो उसे पारिवारिक उद्योग नही माना जा सकता।

किसी भी पारिवारिक उद्योग में ये चारों लक्षण अवश्य ही होने चाहिए।

95. स्पष्ट ही है कि पारिवारिक उद्योग में किसी प्रकार का उत्पादन, मरम्मत, सर्विसिंग या वस्तुओं का बनाना तथा बेचना होता है। लेकिन यदि किसी स्थान पर केवल वस्तुओं की बिक्री ही होती है तो वह पारिवारिक उद्योग नहीं माना जावेगा। इसी तरह यदि जो वस्तुएं बनाई जाती हैं वे केवल घरेलू उपयोग के लिए हैं तो उनके उत्पादन को पारिवारिक उद्योग नहीं माना जावेगा।

कुछ खास-खास पारिवारिक उद्योगों की सूची परिशिष्ट 3 में नमूने के बतौर दी जा रही है।

96. यह सम्भव है कि कोई व्यक्ति जो अपने घर पर चलने वाले पारिवारिक उद्योग में भाग न लेता हो वह किसी दूसरों के पारिवारिक उद्योग में काम करता हो अतः यह पूछना जरूरी है कि यदि कोई व्यक्ति अपने स्वयं के परिवार के किसी पारिवारिक उद्योग में भाग नहीं ले रहा है तो कहीं वह किसी दूसरों के पारिवारिक उद्योग में तो भाग नहीं लेता है? यदि इसका उत्तर "हां" है में तो ऐसे व्यक्तियों के लिए भी यहां पर "पा० उ०" लिखें।

97. यदि कोई व्यक्ति काश्तकारी, खेतिहर मजदूरी या पारिवारिक उद्योगों के अलावा कोई अन्य काम-धन्धा अपनी मुख्य गतिविधि के रूप में करता हुआ पाया जावे तो उनके लिए दी हुई जगह में "अन्य" लिखें। इस श्रेणी में फैक्ट्री मजदूर, व्यापार या परिवहन (Trade or Transport) में लगे हुए लोग, सभी सरकारी कर्मचारी(Government Servants),स्थानीय शासन के कर्मचारी (Servants of Local Bodies), शिक्षक, खानों में काम करने वाले, राजनैतिक या सामाजिक कार्यकर्त्ता, मकान बनाने वाले, इत्यादि आते हैं। अर्थात् जो भी व्यक्ति कोई उत्पादक काम-धंधा अपनी मुख्य गतिविधि के रूप में करता है लेकिन् जो खेती, खेतिहर मजदूरी या पारिवारिक उद्योग का काम नहीं करता वह इसी आम श्रेणी में आयेगा और उसके लिए "अन्य" लिखा जावेगा। जैसा ऊपर बताया जा चुका है बगीचों, बागानों और वनों में काम करने वाले लोग काश्तकार या खेतिहर मजदूर नहीं माने जाएंगे और उनके लिए भी 'अन्य" ही लिखा जाएगा।

98. "अन्य" काम-धंधा करने वालों की श्रेणी में आने वाले तथा पारिवारिक उद्योग में काम करने वाले लोगों के लिए प्रश्न 16 के भाग "ख" से लेकर भाग "च" तक में और जानकारी भी भरी जावेगी। लेकिन यदि सम्बन्धित व्यक्ति काम न करने वाला हो तो उसके लिये नीचे बताये अनुसार प्रश्न 16 (क) (ii) के सामने इन्द्राज किया जावेगा और 16 "ख" से लेकर "च" तक कोई जानकारी नहीं भरनी होगी।

**प्रश्न 16 (क) (ii) काम न करने वाला**

**(गृ०, वि०, रि० आ०, भि०, सं०, बि०का०)**

99. जैसा पैरा 78 में बताया जा चुका है प्रश्न 16 का मुख्य उद्देश्य यह है कि जिस व्यक्ति की पर्ची भरी जा रही है उसके बारे में यह पता चलाया जा सके कि उसकी मुख्य गतिविधि (Main Activities) आर्थिक रूप से उत्पादक है या नही। जैसा आपने देखा, प्रश्न 16 (क) (i) उन लोगों के बारे में जानकारी भरने के लिए है जो किसी उत्पादक काम-धन्धे को अपनी मुख्य गतिविधि के रूप में करते हैं। इसके विपरीत 16 (क) (ii) का उपयोग उस श्रेणी के व्यक्तियों के लिए होगा जिनकी मुख्य गतिविधि कोई आर्थिक रूप से उत्पादक काम-धन्धा नहीं है व जो मूल रूप से (Primarily) काम न करने वाले (गैर काम धंधे वाले) हैं। ऐसे सभी व्यक्तियों की मोटे तौर पर सात श्रेणियां बनती हैं जिनका विवरण उनके लिए उपयोग में आने वाले संक्षिप्त रूपों (Abbreviations) के साथ नीचे दिया गया है।

100. **"गृ०" घरेलू काम काज**—यह श्रेणी उन सभी लोगों के लिए है जो मुख्यतया अपना घरेलू काम काज करते हैं (इनमें वे व्यक्ति शामिल नहीं हैं जो दूसरों के घरों में तनख्वाह पर घरेलू काम करते हैं)। हो सकता है कि ऐसा व्यक्ति घरेलू काम-काज के अलावा थोड़ा बहुत कोई अन्य काम भी करता हो, लेकिन यदि उसका मुख्य काम बिना तनख्वाह पाए अपने घर का काम-काज हो, तो उसकी श्रेणी घरेलू काम-काज करने वाली ही रहेगी व उसके लिए प्रश्न 16 (क) (ii) के सामने दी गई जगह में "गृ०" लिखा जावेगा। यदि ऊपर बताए अनुसार ऐसा व्यक्ति घरेलू काम-काज के अलावा अपने बचे हुए समय में कोई दूसरा काम भी करता है जैसे परिवार की खेती में मदद करना, बेचने के लिए उपले (कण्डे) बनाना, इत्यादि तो वह दूसरा काम प्रश्न 17 का उत्तर देते समय वर्णित कर दिया जावेगा लेकिन यह भी संभव है कि एक स्त्री मुख्य तौर पर किसी फैक्ट्री, खेत या बगीचे में या कार्यालय या दुकान में काम करे, और उसके साथ-साथ, बचे हुए समय में घरेलू काम-काज करे। जाहिर है कि ऐसी हालत में उसकी मुख्य गतिविधि नौकरी या मजदूरी होगी और ऐसी हालत में उसके लिए प्रश्न 16 (क) (ii) के सामने "गृ०" लिखना गलत होगा।

101. **"वि०" विद्यार्थी**—यह श्रेणी उन लोगों के लिए है जो अपनी मुख्य गतिविधि शिक्षा प्राप्त करना बताते हैं। अतः वे सभी लोग जो बाकायदा विद्यार्थी हैं और वे बच्चे जो स्कूल जाते हैं, इस श्रेणी में आ जाएंगे। यदि ऐसे लोग मुख्यतया विद्यार्थी हों और बचे हुये समय में या छुट्टियों में किसी घरेलू काम-धंधे, व्यापार, पारिवारिक, खेती इत्यादि में समय-समय पर बिना तनख्वाह लिए हाथ बटायें तो भी वे विद्यार्थी ही माने जावेंगे उनके लिए यहां पर "वि०" लिखें। उनकी जो दूसरी, गौण गतिविधि है उसका विवरण प्रश्न 17 के उत्तर के सिलसिले में आ जावेगा।

102. **"रि०" रिटायर्ड (अवकाश प्राप्त) या किराया पाने वाला व्यक्ति**—वह व्यक्ति जो सेवा निवृत्त हो चुका है और कोई दूसरा काम नहीं कर रहा है यानी जिसने दोबारा कोई पूरे समय की नौकरी नहीं की है या जो खेती, व्यापार इत्यादि नहीं कर रहा है या किसी दूसरे सुत्र से बतौर भूमि या मकान के मालिक के किराया या रायल्टी प्राप्त करता है या जो खाते पीते घर का होने के कारण बिना कोई काम किए अपना जीवन यापन करता है तो वह व्यक्ति इस श्रेणी में आयेगा और उसके लिए दी हुई जगह में "रि०" लिखा जावेगा।

103. **"आ०" आश्रित**—इस श्रेणी में सभी आश्रितों, जैसे दूध पीते बच्चे या स्कूल न जाने वाले बच्चे या बिमारी, वृद्धा अवस्था या किसी चोट की वजह से हमेशा के लिए काम के लायक न रहने वाले लोगों को शामिल किया जावेगा। यदि कोई लड़की या वृद्धा स्त्री घर का काम-काज करती है तो उसके लिए पैरा 100 में बताए गए अनुसार "गृ०" श्रेणी उपयुक्त रहेगी न कि "आ०" श्रेणी। आश्रितों में वे काम-धन्धा न करने वाले लोग भी शामिल होंगे जो शरीर से स्वस्थ और सक्षम (Able Bodied) होते हुए भी गैर काम-धंधे वालों की किसी और श्रेणी में नहीं आते और जो बिना किसी काम-धंधे की तलाश में पूर्ण रूप से किसी दूसरे पर आश्रित हैं।

104. **"भि०" भिखारी इत्यादि**:—इस श्रेणी में सभी भिखारी, घुमक्कड़ या आवारा (Vagrant) लोग, वे स्त्रियां जिनके बारे में यह स्पष्ट नहीं है कि उनकी आमदनी का जरिया क्या है, वे लोग जो जाहिरा तौर पर अपने जीवन-यापन के लिए कोई आर्थिक रूप से उत्पादक काम-धन्धा नही करते हैं, आ जावेंगे।

105. **"सं०" संस्थाए**;—इस श्रेणी में जेलों में रहने वाले कैदी तथा परोपकारी संस्थाएं जैसे अनाथालय, विधवा आश्रम तथा पागलखानों इत्यादि के लागों को शामिल किया जावेगा हालांकि यह संभव है कि ये कैदी व ये लोग इन संस्थाओं में रहने के दौरान बढ़ई गिरी, दरी बुनना, सब्जी उगाना जैसे काम भी करते हों। यदि जेल में कोई ऐसा व्यक्ति हो जिस पर अभी मुकदमा चल रहा हो और उसे सजा भी न मिली हो (Under trial) तो उसे कैदी मानकर इस श्रेणी में नहीं लाना चाहिए बल्कि गिरफ्तार होने से पहले तक वह जो काम-धन्धा करता रहा हो उसके अनुसार ही उसे श्रेणी दी जानी चाहिए।

106. **"बि० का०" अन्य काम न करने वाले**:—इस श्रेणी में सभी काम न करने वाले लोग आगंगे जो ऊपर बताई हुई श्रेणियों में से किसी में भी न आते हों और जो काम-धंधे की तलाश में हो। उनके लिए दी हुई जगह में "बि० का०" लिखें। वह लड़का या लड़की जिसने शिक्षा पूरी कर ली है या पढ़ाई छोड़ दी है और काम की तलाश में है इस श्रेणी में आवेगा या आवेगी। यदि कोई व्यक्ति न तो कुछ काम कर रहा है और न काम-धंधे की तलाश में है बल्कि आश्रित की तरह रह रहा है तो उसके लिए पैरा 103 मे बताई गई "आ०" श्रेणी ठीक होगी न कि "बि० का०" की श्रेणी। कोई व्यक्ति (चाहे वह किसी भी उम्र का हो और शिक्षित हो अथवा अशिक्षित यदि व किसी काम-धंधे में नहीं लगा हुआ है किन्तु काम-धंधे की तलाश में हो इसी श्रेणी में आएगा।

107. यदि किसी व्यक्ति की मुख्य गतिविधि ऐसी नहीं है कि उसे काम धंधा करने वाला माना जावे और प्रश्न 16 (क) (i) के सामने उसके लिए क्रास (×) लगाया जा चुका है तब यह जरूरी है कि वह काम करने वालों की ऊपर बताई गई सात श्रेणियों में से किसी एक श्रेणी का हो व उसके लिए उपयुक्त संक्षिप्त रूप (Abbreviation) प्रश्न 16 (क) (ii) के सामने दिया जावे। इसके विपरीत यदि कोई व्यक्ति काम-धंधा करने वाला पाया गया है और उसके काम-धंधे सम्बन्धी संक्षिप्त विवरण प्रश्न 16 (क)(i) के सामने दिया जा चुका है तो उस व्यक्ति के बारे में 16 (क)(ii) के सामने क्रास (×) लगाना होगा। इस प्रकार कोई भी व्यक्ति या तो काम-धंधा करने वाला होगा या काम-धंधा न करने वाला

और उसी के अनुसार उसके लिए या तो प्रश्न 16 (क) (i) के सामने प्रविष्टि की जावेगी या प्रश्न 16 (क) (ii) के सामने ।

**प्रश्न 16 : (ख) से (च) तक**

108. प्रश्न 16 के इन भागों का उद्देश्य उस पारिवारिक उद्योग या अन्य काम-धंधे के बाबत विवरण देना है जिसके बाबत प्रश्न 16 (क) (i) के सामने इन्द्राज आप कर चुके हैं । लेकिन यदि किसी व्यक्ति को प्रश्न 16 (क) (i) के सामने काश्तकार (का०) या खेतिहर मजदूर (खे० म०) दिखाया गया है तो उसके बारे में और कोई विवरण 16 (ख) से 16 (च) तक देने की आवश्यकता नहीं होगी ।

109. इसी प्रकार यदि किसी व्यक्ति को प्रश्न 16 (क) (ii) के उत्तर में काम न करने वाला (गृ०, वि० रि०, आ०, भि०, सं०, या वि० का० द्वारा) दिखाया जा चुका है तो उसके बारे में भी प्रश्न 16 के भाग "ख" से "च" के सामने कोई इन्द्राज न किया जाकर प्रश्न के हर भाग के सामने एक क्रास (×) लगाना होगा ।

**प्रश्न 16 (ख) : काम का स्थान (गांव या शहर का नाम)**

110. यदि कोई व्यक्ति प्रश्न 16 (क) (i) के सामने पारिवारिक उद्योग (पा० उ०) या अन्य काम-धंधे (अन्य) में लगा हुआ दिखाया गया है तो उससे पूछें कि उसके काम का स्थान किस गांव या शहर में है । यदि काम का स्थान वही गांव या शहर है जिसमें उसकी गणना हो रही है तो उसके लिए प्रश्न 16 (ख) के सामने "गि०" लिखें । यदि काम का स्थान कोई अन्य गांव या शहर हो तो उस गाँव या शहर का पूरा नाम लिखें । यदि सम्बन्धित व्यक्ति कोई फेरी वाला या रिक्शा खींचने वाला इत्यादि है, अर्थात् उसका कोई एक नियमित काम का स्थान नहीं है तो उसके लिए यहाँ पर कोई निश्चित स्थान नहीं लिखें । लेकिन यदि ऐसा व्यक्ति एक ही गाँव या शहर में घूम फिर कर काम करता है तो उस जगह का नाम लिखें ।

**प्रश्न 16 (ग) : प्रतिष्ठान का नाम**

111. यहां पर उस फैक्ट्री, फर्म, कारखाने, व्यापारी संस्थान कम्पनी, दूकान, दफ्तर इत्यादि का नाम लिखें जिसमें वह व्यक्ति काम करता है । दफ्तरों के बारे में यह भी लिखें कि वह केन्द्रीय सरकार का है या राज्य अथवा केन्द्रीय शासित प्रदेश की सरकार का, या किसी स्थानीय शासन की संस्था (Local Body) इत्यादि का हैं । यदि उस संस्थान का कोई निश्चित नाम न हो तो लिखें "नाम नहीं" आम तौर पर पारिवारिक उद्योगों (पा० उ०) जैसे, गुड़ बनाना, शहद की मक्खी पालना, हाथ करघे पर कपड़ा बुनना, मिट्टी के बर्तन बनाना, लुहार का काम, ऐसे ही बिना नाम वाले संस्थानों में चलाया जाता है अतः उनके लिए ऊपर बताये अनुसार (नाम नहीं) लिखें ।

**प्रश्न 16 (घ) : उद्योग, व्यापार, पेशा या नौकरी का ब्यौरा**

112. प्रश्न के उस भाग का उत्तर बहुत स्पष्ट होना चाहिए ताकि संबंधित व्यक्ति किस प्रकार की आर्थिक गतिविधि में लगा हुआ है यह पूरी तौर पर स्पष्ट हो सके । जैसा आप जानते हैं, समाज की अर्थ व्यवस्था के अधीन कई क्षेत्रों या विभागों में काम चलता है । जिससे उत्पादन होता है और लोगों को जीविका मिलती है । इस प्रकार के आर्थिक गतिविधियों के क्षेत्र ये हैं :—

(1) बाग बगीचे लगाना, जंगल लगाना व उनमें काम करना, मछली मारना पशु पालना, इत्यादि

(2) खानों में काम करना और खनिज पदार्थ निकालना

(3) चीजों का उत्पादन करना (Manufacturing)

(4) निर्माण कार्य (Construction)

(5) बिजली, गैस या पानी की सप्लाई करना

(6) वाणिज्य-व्यापार

(7) परिवहन और संचार व्यवस्था करना (Transport and Communications)

(8) पेशे और सेवाएं ।

अब जिस व्यक्ति को प्रश्न 16 (क) (i) के सामने हम पारिवारिक उद्योग (पा० उ०) या अन्य काम-धन्धों (अन्य) में लगा हुआ दिखा चुके हैं वह ऊपर बताए हुये आर्थिक गतिविधियों के क्षेत्रों या प्रकारों में से किसी एक में काम करता होगा । प्रश्न के इस भाग का उद्देश्य ये है कि आप आर्थिक गतिविधि के इस क्षेत्र या प्रकार का सही और स्पष्ट विवरण संबंधित व्यक्ति के लिए यहां पर दें । आपकी सहायता के लिए विविध प्रकार की आर्थिक गतिविधियों का विवरण परिशिष्ट ४ में दिया गया है जिसमें कुछ प्रमुख आर्थिक गतिविधियों को श्रेणियों में बाँट कर दिखाया गया है । यह सूची सम्पूर्ण नहीं, केवल उदाहरणार्थ है । आपका काम इस परिशिष्ट में दिए गए निर्देशों के अनुसार प्रश्न 16 (घ) के सामने संबंधित व्यक्ति जिस उद्योग धंधे, व्यापार या नौकरी जो भी हो, में लगा हुआ है उसका विवरण स्पष्ट और पूरी तौर पर देने का है ।

**प्रश्न 16 (ङ) : काम का विवरण**

113, प्रश्न के इस भाग के सामने आपको सम्बन्धित व्यक्ति जो काम वास्तव में कर रहा है उसका विवरण देना है । **प्रश्न 16 (घ) और प्रश्न 16 (ङ) में जो महत्वपूर्ण अन्तर है उसे आप भली प्रकार समझ लें । प्रश्न 16 (घ) का उद्देश्य काम की मोटी श्रेणी देना है या यह बताना है कि वह किस प्रकार का है । इसके विपरीत प्रश्न 16 (ङ) के सामने आपको उस काम का विवरण देना है जो वह व्यक्ति वास्तव में कर रहा है ।** आपको यहां जो विवरण देना है वह स्पष्ट और पूरा होना चाहिए : मान लीजिए,

एक व्यक्ति एक दफ्तर में क्लर्क है, तो प्रश्न 16 (घ) के सामने तो आप लिखेंगे—केन्द्र अथवा राज्य सरकार की नौकरी। अब सवाल यह रहता है कि इस नौकरी के सिलसिले में वह व्यक्ति वास्तव में क्या काम कर रहा है? प्रश्न 16 (ङ) के सामने उसको सिर्फ "क्लर्क" लिखना काफी नहीं होगा क्योंकि दफ्तरों में क्लर्क कई तरह के काम करते हैं। अतः क्लर्क के बतौर वह व्यक्ति वास्तव में क्या काम कर रहा है, जैसे कि लेखा रखने का काम या डाक भेजने का काम इत्यादि वह बताना होगा। इसी तरह से किसी व्यक्ति के लिए केवल "मैकेनिक" लिखना काफी नहीं होगा क्योंकि मैकेनिक भी कई तरह के होते हैं जैसे, बिजली का मैकेनिक, मोटर मैकेनिक या रेलवे इंजन का मैकेनिक।

114. आपकी सहायता के लिए परिशिष्ट 5 में कुछ खास खास काम-धंधों के बाबत जिस प्रकार की जानकारी आपको देनी है उसके उदाहरण दे दिए गए हैं। यह सूची पूरी नहीं है केवल उदाहरणार्थ है। इसका उद्देश्य केवल यह बताना है कि किसी व्यक्ति के काम के बाबत प्रश्न 16 (ङ) का उत्तर देने के लिए जानकारी किस प्रकार इकट्ठी की जानी है।

115. यह देखा गया है कि अक्सर कुछ लोगों को सिर्फ "आम मजदूरी" के बतौर दिखा दिया जाता है। यह जरूरी है कि यह पता लगाया जाए कि ऐसे व्यक्ति कौन सी या किस प्रकार की मजदूरी करते हैं। उदाहरण के लिए एक मजदूर सड़क पर बोझा ढोने वाला हो सकता है, गाड़ियों में सामान चढ़ाने या उतारने वाला हो सकता हैं, निर्माण के काम में लगा हुआ हो सकता है, इत्यादि।

116. **जो लोग सेना में हैं उनके लिए 'केन्द्रीय सरकार की सेवा' में लिखना काफी होगा। अन्य कोई विवरण देना जरूरी नहीं है।**

117. प्रश्न 16 (घ) और प्रश्न 16 (ङ) में जो अन्तर है व उनके जो उद्देश्य हैं वे ऊपर बताए जा चुके हैं। स्थिति को पूरी तरह स्पष्ट करने के लिए यहां दोहराया जाता है कि प्रश्न 16 (घ) का उद्देश्य आर्थिक गतिविधि के क्षेत्र, श्रेणी या प्रकार (फील्ड आफ इकानोमिक एक्टीविटी) को बताना है। लेकिन प्रश्न 16 (ङ) का उद्देश्य इस श्रेणी के अधीन उस विशेष काम का वास्तविक विवरण देना है जो सम्बन्धित व्यक्ति कर रहा है। इन दोनों का परस्पर सम्बन्ध निम्न उदाहरणों से स्पष्ट हो जाएगा :—

**स्पष्टीकरण**

| प्रश्न 16 (घ) | प्रश्न 16 (ङ) |
|---|---|
| सूती कपड़े का उत्पादन | कैमिकल इन्जीनियर, या क्लर्क या अकाउंटेन्ट या मैनेजिंग डाइरेक्टर इत्यादि। |
| राज्य सरकार के किसी विभाग में नौकरी | क्लर्क या अकाउंटेन्ट या विभाग का निर्देशक या विभागीय गाड़ी का ड्राइवर इत्यादि। |
| निजी डाक्टरी | दांत के डाक्टर या आंख नाक-कान के डाक्टर या सम्बन्धित निजी दवाखाने में नर्स, कम्पाउन्डर या स्वीपर इत्यादि। |

परिशिष्ट 6 में जो नमूने के उत्तर दिये गये है तथा परिशिष्ट 4 और 5 में जो सूचियां दी गई है, उनकी तथा अपने जनगणना अधिकारी द्वारा दिये गये प्रशिक्षण की मदद से आप प्रश्न 16 के इन दोनों भागों के बाबत कोई भी संदेह या कठिनाई हो तो उसे दूर कर लें। संक्षेप में प्रश्न 16 (घ) का उद्देश्य उद्योग व्यापार, धंधे या नौकरी की श्रेणी का विवरण देना है **जबकि प्रश्न 16 (ङ) का उद्देश्य उस वास्तविक काम का विवरण देना हैं : जो संबंधित व्यक्ति उस उद्योग, व्यापार, धंधे या नौकरी के सिलसिले में करता है।**

**प्रश्न 16 (च) : काम करने वाले का वर्ग**

118 प्रश्न के इस भाग के सामने निम्न प्रकार प्रविष्ट करें :-

(1) **मालिक** :—यदि संबंधित व्यक्ति "मालिक" (Employer) है अर्थात् जो प्रश्न 16 (घ) में वर्णित उसके काम के सिलसिले में एक या एक से अधिक व्यक्तियों को नौकर रखता है तो उसके लिए "मा०" लिखें।

(2) **नौकर** :—यदि संबंधित व्यक्ति "नौकर" (Employee) है अर्थात् जो प्रश्न 16 (घ) के सामने वर्णित काम दूसरों के अधीन रह कर नकद या जिन्स, तनख्वाह या मजदूरी के एवज में करता है, तो उसके लिए "नौ०" लिखें।

(3) **अकेला काम करने वाला** :—यदि संबंधित व्यक्ति अकेला काम धंधे वाला व्यक्ति (Single Worker) है अर्थात् जो प्रश्न 16 (घ) में वर्णित काम बिना किसी दूसरे को नियमित रूप से नौकर रखे या बिना अपने परिवार वालों की नियमित रूप से मदद करता है, तो उसके लिए 'अ० का०" लिखें। इस श्रेणी में, औरों के अलावा, सहकारी संस्थाओं के सदस्य भी आ जावेंगे।

(4) **पारिवारिक काम करने वाला** :—यदि संबंधित व्यक्ति "पारिवारिक काम धंधा करने वाला" (Family Worker) है, अर्थात् जो प्रश्न 16 (घ) के सामने वर्णित काम को स्वयं अपने परिवार में, बिना नकद या जिन्स में तनख्वाह या मजदूरी के लिए, करता है तो उसके लिए "पा० का०" लिखें।

**स्पष्टीकरण**

119. मालिक वह व्यक्ति है जो प्रश्न 16 (ङ) के सामने वर्णित अपने काम करने के लिए दूसरों को नौकर के बतौर रखता है अर्थात् ऐसा व्यक्ति जो अपना काम तो करता ही है लेकिन इसके साथ साथ कुछ दूसरे लोगों को भी काम प्रदान करता है। लेकिन जो व्यक्ति घर के कामके लिए घरेलू नौकरों (Domestic Servant) को रखता है, या जो एक दफ्तर में काम करता है जहां वह स्वयं किसी के आधीन नौकर है और जहां उसके आधीन कुछ अन्य नौकर हैं, तो ऐसा व्यक्ति इस प्रश्न के उद्देश्य के लिए "मालिक" नहीं माना जावेगा फिर चाहे उसको उसके मालिक की ओर से अपने आधीन नौकरों को भर्ती करने और रखने की शक्ति क्यों न मिली हो। इस प्रकार एक सरकारी कार्यालय का निर्देशक "मालिक" नहीं माना जावेगा तथा उसके अधीनस्थ सभी कर्मचारियों के लिए "मालिक" सरकार को ही माना जावेगा।

120. "नौकर" वह व्यक्ति हैं जो किसी दूसरे व्यक्ति के आधीन नकद या जिन्स के रूप में मिलने वाली तनख्वाह या मजदूरी के एवज में काम करता है। हो सकता है कुछ मैनेजर, एजेन्ट इत्यादि ऐसे हों जो अपने मालिक या एम्पलायर के आधीन काम करते हुए दूसरे लोगों की भर्ती करने और उनसे काम लेने की शक्ति रखते हों। लेकिन जैसा ऊपर बताया जा चुका है कि ऐसे लोग हमारे उद्देश्यों के लिए "मालिक" नहीं बल्कि "नौकर" ही माने जावेंगे।

121. इस प्रश्न के उद्देश्य के लिये 'अकेला काम करने वाला व्यक्ति' वह है जो खुद अपने लिए काम करता है व किसी दूसरे के आधीन नहीं होता और किसी दूसरे को भी अपने आधीन काम करने को नहीं रखता, यहां तक कि, कभी कबार को छोड़कर, अपने परिवार के लोगों को भी नहीं। अकेले काम करने वाले की इस परिभाषा में वे लोग आ जावेंगे जो सांझे में मिलकर काम करते हैं या किसी उत्पादक सहकारी समिति के सदस्य है और किसी को अपने आधीन नौकर के रूप में नहीं रखते। ऐसी हर सरकारी समिति का हर सदस्य "अकेला काम करने वाला" माना जायेगा।

122. "पारिवारिक काम करने वाला" व्यक्ति परिवार का सदस्य है जो परिवार के किसी उद्योग, व्यापार, कारोबार या सेवा के काम में हिस्सा बंटाता है और इसके बदले नकद या जिन्स में मजदूरी नहीं लेता। धोबियों के एक परिवार का उदाहरण दिया जा सकता है जिसके सभी लोग मिलकर धोने का काम करते हैं लेकिन किसी को अलग से कोई तनख्वाह नहीं मिलती है उद्योग, व्यापार और धंधों में भी इसी प्रकार के पारिवारिक काम धंधे वाले मिल सकते हैं। इस परिभाषा के उद्देश्य के लिये परिवार के सदस्यों का आपस में रिश्तेदार होना जरूरी नहीं है बल्कि इसके अलावा भी लोग ऐसे परिवार के सदस्य हो सकते हैं। यह भी जरूरी नहीं है कि ऐसे परिवार के सदस्य को परिवार के कर्त्ता या अन्य किसी सदस्यों द्वारा चलाये जा रहे व्यापार या धंधे से होने वाले लाभ का कोई हिस्सा मिले ही मिले।

123. परिवार के सदस्य जो सिर्फ घरेलू काम काज में सहायता करते हैं पारिवारिक काम धंधे वाले नहीं माने जावेंगे।

124. जिन लोगों के लिए प्रश्न 16 (क) (i) के सामने "पा० उ०" (पारिवारिक उद्योग) लिखा जा चुका है वे आम तौर पर इन तीन श्रेणियों में से होंगे :—

| | |
|---|---|
| (1) पारिवारिक काम करने वाला | पा० का० |
| (2) अकेला काम करने वाला | अ० का० |
| (3) नौकर | नौ० |

ऐसे व्यक्तियों में कोई मालिक (मा०) नहीं होगा। पारिवारिक उद्योग ज्यादातर परिवार के मुखिया द्वारा या परिवार के अन्य सदस्यों द्वारा चलाया जाता है और उसमें बाहर से मजदूरी पर रखे गये कर्मचारियों का कार्य (Role) गौण होता है। यदि किसी पारिवारिक उद्योग में कभी कबार कोई मजदूर या नौकर रख भी लिया जावे तो इससे उस पारिवारिक उद्योग को चलाने वाले "मालिक" की श्रेणी में नहीं आते। यदि किसी परिवारिक उद्योग में मुखिया तथा उसके परिवार के अन्य सदस्यों ने कुछ बाहर के मजदूरों को भी नौकरी पर रखा हुआ है तो उस मुखिया तथा उसके परिवार के सदस्यों को पारिवारिक काम धंधे वाला मानना चाहिये। लेकिन यदि सिर्फ कर्त्ता दूसरे मजदूरों की मदद से काम कर रहा है तो वह या परिवार का अन्य सदस्य अकेला काम करने वाला माना जावेगा। प्रश्न 16 और 17 भरने के लिए कुछ उदाहरण परिशिष्ट 6 में दिये गये हैं।

**प्रश्न 17 : दूसरा काम**

125. यह प्रश्न हर व्यक्ति से पूछा जाना चाहिये, चाहे उसके बारे में 16 (क) (i) के सामने इन्द्राज किया गया हो चाहे 16 (क) (ii) के सामने। जैसा पहले बताया जा चुका है प्रश्न 16 (क) (ii) के सामने उन लोगों के बाबत इन्द्राज होना है जिनकी मुख्य गतिविधि पर कामकाज, पढ़ाई-लिखाई इत्यादि है व जो या तो कोई और आर्थिक दृष्टि से उत्पादक काम न कर रहे हो या जो मुख्य रूप से घर का कार्य, पढ़ाई-लिखाई इत्यादि करते हुए किसी दूसरी आर्थिक गतिविधि, जैसे पारिवारिक उद्योगों को चलाना, परिवार के जानवर चराना, पारिवारिक व्यापार इत्यादि में भाग लेते हों। ऐसे लोग मूल रूप से काम न करने वाले होते है लेकिन इसके साथ-साथ वे कोई दूसरा काम भी करते रहते हैं हालांकि वे उस काम धंधे को पूरा समय और ध्यान नहीं देते। यह दूसरी प्रकार की गतिविधियां दूसरे सहायक या गौण (Secondary) काम या गतिविधियों की श्रेणी में आती है और इनके बारे में इन्द्राज यहां किया जाना है।

126. हर व्यक्ति से यह पूछे कि क्या प्रश्न 16 (क) (i) या प्रश्न 16 (क) (ii) के सामने दर्ज उसकी मुख्य गतिविधि के अलावा वह किसी और दूसरे काम में भी भाग लेता/लेती है बहुत से घरेलू काम काज करने वाले और विद्यार्थी जिनके बारे में 16 (क) (ii)

के सामने (गृ०) या (वि०) लिखा जा चुका होगा अपनी मुख्य गतिविधि के अलावा किसी दूसरी गौण आर्थिक गतिविधि में भाग लेते हुए पाए जा सकते हैं लेकिन सिर्फ घर के लिए कोई काम करने या घरेलू उपयोग के लिए कोई चीज बनाने को आर्थिक गतिविधि नहीं माना जावेगा। उदाहरण के लिए एक नौकर जो अपने मालिक के घर में तनख्वाह के बदले में खाना बनाता है आर्थिक गतिविधि में भाग लेता हुआ माना जावेगा लेकिन एक गृहिणी जो अपने परिवार के लोगों के लिए खाना पकाती है या अन्य काम करती है, आर्थिक गतिविधि में भाग लेती हुई नहीं मानी जावेगी भले ही वह एक नौकर से ज्यादा काम क्यों न करती हो। इसी प्रकार यदि कोई स्त्री अपने घर पर अपने परिवार वालों के उपयोग के लिए करघे पर कपड़ा बुनती है तो वह आर्थिक दृष्टि से गतिशील नहीं मानी जावेगी। किन्तु यदि उसके द्वारा बुना गया कपड़ा बेचा भी जाता हो और उससे परिवार की कुछ आमदनी बढ़ती हो तो वह आर्थिक दृष्टि से गतिशील गतिविधि मानी जावेगी। इसी तरह एक लड़का जो मूल रूप से एक विद्यार्थी है और जिसके बारे में प्रश्न 16 (क) (ii) के सामने (वि०) लिखा जा चुका है अपने खाली समय में या छुट्टियों में परिवार की खेती में हाथ बंटाता है तो वह उसका दूसरा या गौण काम है लेकिन यदि कोई लड़की जो मूल रूप से विद्यार्थी है अपने खाली समय में घर के लोगों के लिए कपड़ा बुनने की मदद करती है या घर के काम काज में मदद करती है तो यह उसका दूसरा या गौण काम नहीं माना जावेगा क्योंकि उसके काम से परिवार की आमदनी में कोई वृद्धि या इजाफा नहीं हो रहा है। एक व्यक्ति जो किसी सरकारी दफ्तर में क्लर्क या किसी स्कूल में अध्यापक है, खेती भी करता है या कोई ट्यूशन करता है तो इसे प्रश्न 17 के सामने उसके दूसरे काम के रूप में दिखाया जावेगा। इसी तरह से मुख्य गतिविधि "खेतिहर मजदूरी" हो सकती है और दूसरा काम "सीजन के दिनों में चीनी बनाने वाली मिल में मजदूरी करने की।"

127. प्रश्न 16 (क) (i) व प्रश्न 16 (ख) से लेकर 16 (च) तक के लिए प्रश्नों के उत्तर देने के लिए संक्षिप्त रूपों के उपयोग और काम धंधे वाले लोगों को श्रेणियों में बांटने के बाबत जो हिदायतें दी जा चुकी हैं वे ही आवश्यक परिवर्तनों के साथ प्रश्न 17 (क) से 17 (च) तक के उत्तर देने के लिए काम में आयेगी। अन्तर केवल यही है कि प्रश्न 16 (क) (i) का जवाब मुख्य गतिविधि या काम धंधे के बाबत होगा जबकि 17 (क) का उद्देश्य दूसरी या गौण (पार्ट टाइम) सैकेन्डरी गतिविधियों या काम धंधों के बाबत जानकारी देना है। यह भी ध्यान रखें कि जो गतिविधियां काम न करने वाले लोगों के सिलसिले में ऊपर पैरा 99 से लेकर पैरा 107 तक में बताई जा चुकी हैं उनमें से किसी का उल्लेख प्रश्न 17 के उत्तर में दूसरे या गौण काम के रूप में न करें।

128. कुछ नमूने की भरी हुई व्यक्तिगत पर्चियां परिशिष्ट (7) और प्रश्न 16 के सामने उत्तर देने के लिए कुछ उदाहरण परिशिष्ट (6) में दिये गये हैं। आप अपना काम शुरू करने से पहले तथा जब भी कोई शंका या कठिनाई हो तो अपने सीनियर जनगणना अधिकारी की मदद ले। आप इन नमूनों की पर्चियों तथा उदाहरणों को बहुत ध्यान से देखें।

### जनसंख्या रिकार्ड

129. जैसे ही आप किसी परिवार के सभी सदस्यों के बाबत व्यक्तिगत पर्चियां भर चुकें, आपको उस परिवार के सभी व्यक्तियों से सम्बन्धित कुछ सूचनाओं को एक "जनसंख्या रिकार्ड" में दर्ज करना है जिसका फार्म परिशिष्ट 10 के रूप में इस पुस्तिका के आखिर में दिया गया है यदि आप यह समझें कि मौके पर ही जनसंख्या रिकार्ड भरने में ज्यादा समय लगेगा तो आप दिन का काम समाप्त करने के बाद घर पर भी इस रिकार्ड को भर सकते हैं। लेकिन यह जरूरी है कि जैसे ही आप किसी परिवार के सभी सदस्यों के बाबत पर्चियां भर चुकें, आप उन पर्चियों पर दर्ज लोकेशन कोड व परिवार नंबर (जो उन सभी पर्चियों के लिए समान ही होगा) जन संख्या रिकार्ड पर नोट कर लें और कालम 2 में उस परिवार के सभी छोटे बड़े सदस्यों के नाम लिखें। इससे यह फायदा होगा कि कोई परिवार जनसंख्या रिकार्ड में आने से नहीं रहेगा और परिवार के सभी सदस्यों की बाबत पर्चियां भरी गई हैं या नहीं इसकी चैकिंग भी हो जावेगी। जनसंख्या रिकार्ड के फार्म आपको रजिस्टरों की शक्ल में सिले हुए मिलेंगे। साधारणतया हर पृष्ठ पर एक परिवार के बाबत प्रविष्टियां की जायेंगी लेकिन यदि किसी बड़े परिवार में इतने अधिक सदस्य हैं कि जनसंख्या रिकार्ड के एक फार्म पर उन सबके बारे में इन्द्राज न हो सके तो आप एक ही परिवार के लिये दो या तीन फार्म भी प्रयोग में ला सकते हैं लेकिन जब भी ऐसा करें तो जो अतिरिक्त फार्म आप प्रयोग में लावें उनके ऊपर क्रमश साफ-साफ और बड़े अक्षरों में लिख दें ताकि हर परिवार के बाबत रिकार्ड अलग रहे। जनसंख्या रिकार्ड के किसी भी पृष्ठ पर दो परिवारों के बाबत इन्द्राज कभी न करें। जनसंख्या रिकार्ड को भरने में कोई कठिनाई नहीं आनी चाहिये। हर फार्म के ऊपर सम्बन्धित परिवार नम्बर दायें हाथ की तरफ व उससे सम्बन्धित लोकेशन कोड बायें हाथ की तरफ भरे। ब्लाक का नम्बर जो जगह ब्रैकेट में छोड़ी गई है, उसी में लिखें। जैसा पैरा 24 से 28 तक में बताया गया है परिवार नम्बर ठीक ठीक लिखना बहुत जरूरी है। संस्थागत परिवारों के सम्बन्ध में पैरा 27 में बताए गये अनुसार (सं०) लिखें और बेघर के परिवारों के लिए पैरा 28 में बताये गये अनुसार '0' लिखें। जनसंख्या रिकार्ड में जो इन्द्राज आप करेंगे उनकी मदद से आपको प्रगणक का गोश्वारा (Enumerator's Abstract) में, आपके ब्लाक में कुल आबाद रिहायशी मकान (Occupied Residential houses) परिवार, संस्थागत परिवार और बेघरबार परिवार है उसके बाबत जानकारी भरनी होगी। अतः जनसंख्या रिकार्ड में परिवार नम्बर ठीक-ठीक भरें ताकि प्रगणक के गोश्वारे में आवश्यक जानकारी सही-सही भरी जा सके। आपको दाहिनी ओर परिवार नम्बर के नीचे अ० जा०/अ० ज० जा० के परिवार के कर्त्ता की सूचना भरनी है। इस विषय की सूचना आपको व्यक्तिगत पर्ची के प्रश्न 11 से मिल गई होगी कि-

परिवार का कर्त्ता अ० जा०/अ० ज० जा० का है यदि परिवार का कर्त्ता अ० जा०/अ ज० जा का है तो अ० जा०/अ० ज० जा० लिख-कर साथ ही उसकी जाति का नाम भी लिखें। जनसंख्या रिकार्ड के कालम स्पष्ट ही हैं। आप को हर कालम संबंधित में परिवार के हर व्यक्ति के बाबत जानकारी भरनी है। यह जानकारी वही है जो आप उस व्यक्ति की व्यक्तिगत पर्ची भरते समय प्राप्त कर चुके हैं। फिर भी जनसंख्या रिकार्ड के कालम 9 के बाबत कुछ हिदायतें देना जरूरी है। जिन व्यक्तियों ने व्यक्तिगत पर्चियों के प्रश्न 16 (क) (i) के जवाब में अपने आपको काम धंधे वाला बताया है उनके लिए तो, जैसा आप देख चुके हैं, प्रश्न 16 (क) (i) के जवाब में काम धंधे वाले व्यक्ति की श्रेणी दर्ज करनी है। ऐसे लोग चार में से किसी एक श्रेणी के हो सकते हैं अर्थात् काश्तकार (का०), खेतिहर मजदूर (खे०म०), पारिवारिक उद्योगों में लगे हुए (पा० उ०) और अन्य काम धंधे वाले लोग (अन्य)। यदि कोई काम धंधे वाला व्यक्ति काश्तकार या खेतिहर मजदूर है तो उसके लिए जनसंख्या रिकार्ड के कालम 9 में "का०" या "खे० म०" लिखना पर्याप्त होगा लेकिन यदि कोई व्यक्ति या तो पारिवारिक उद्योग में लगा हुआ है या किसी अन्श काम धंधे में लगा हुआ हो तो उसके लिये जनसंख्या रिकार्ड के कालम 9 में उसके काम का वह विवरण दे दें जो उसकी व्यक्तिगत पर्ची के प्रश्न 16 (ङ) के उत्तर में आप दे चुके हैं। जिन लोगों ने अपने आपको काम न करने वाला बताया है उनके लिये जनसंख्या रिकार्ड के कालम 9 में आप वही संक्षिप्त रूप प्रयोग करें जो उनके लिए व्यक्तिगत पर्ची के प्रश्न 16 (क) (ii) के उत्तर में प्रयोग कर चुके हैं।

### बेघरबार लोगों की जनगणना

130. आपको अपने ब्लाक में रहने वाले सभी परिवारों के सभी सदस्यों की गणना 10 फरवरी से 28 फरवरी 1971 के बीच में पूरी कर लेनी है। इस दौरान आप उन जगहों को भी नोट कर ले जहां पर बेघरबार लोगों के रहने की संभावना है। ऐसी जगह सड़क के किनारे, फुटपाथों पर, मन्दिरों के अहातों में, पुलों के नीचे इत्यादि हो सकती है। 28 फरवरी की रात को आपकी सभी बेघर-बार लोगों की गणना शीघ्रता पूर्वक करनी है। यदि ऐसा लगे कि आपके ब्लाकों में ऐसे बेघरबार लोगों की संख्या बहुत अधिक है और इस वजह से आप अकेले उन सब की गणना 28 फरवरी, 1971 की रात को नहीं कर पायेंगे तो इस बाबत आपको अ ने सुपरवाइजर को रिपोर्ट देनी चाहिये जो आपकी सहायता के लिये एक या एक से अधिक प्रगणक इस विशेष काम के लिए, और सिर्फ 28 फरवरी 1971 की रात के लिये देंगे। अक्सर ऐसा होता है कि गांव और शहरों की बाहरी सीमाओं पर कुछ खुली हुई जगहों में घुमक्कड़ (खानाबदोश) जातियों के कुछ दल कुछ समय के लिये बस जाते हैं ऐसे सभी दलों की गणना 28 फरवरी, 1971 की रात को होनी हैं। लेकिन इस बात का ध्यान रखें कि ऐसे घुमक्कड़ (खानाबदोश) लोगों की गणना आपके ब्लाक में आने से पहले कहीं और न हो चुकी हो। जैसा कि पैरा 28 में बताया जा चुका है ऐसे बेघरबार लोगों के लिए व्यक्तिगत पर्ची पर परिवार नं० के लिए जो जगह छोड़ी गई है उसमें साफ-साफ और बड़े आकार में "0" लिख दें।

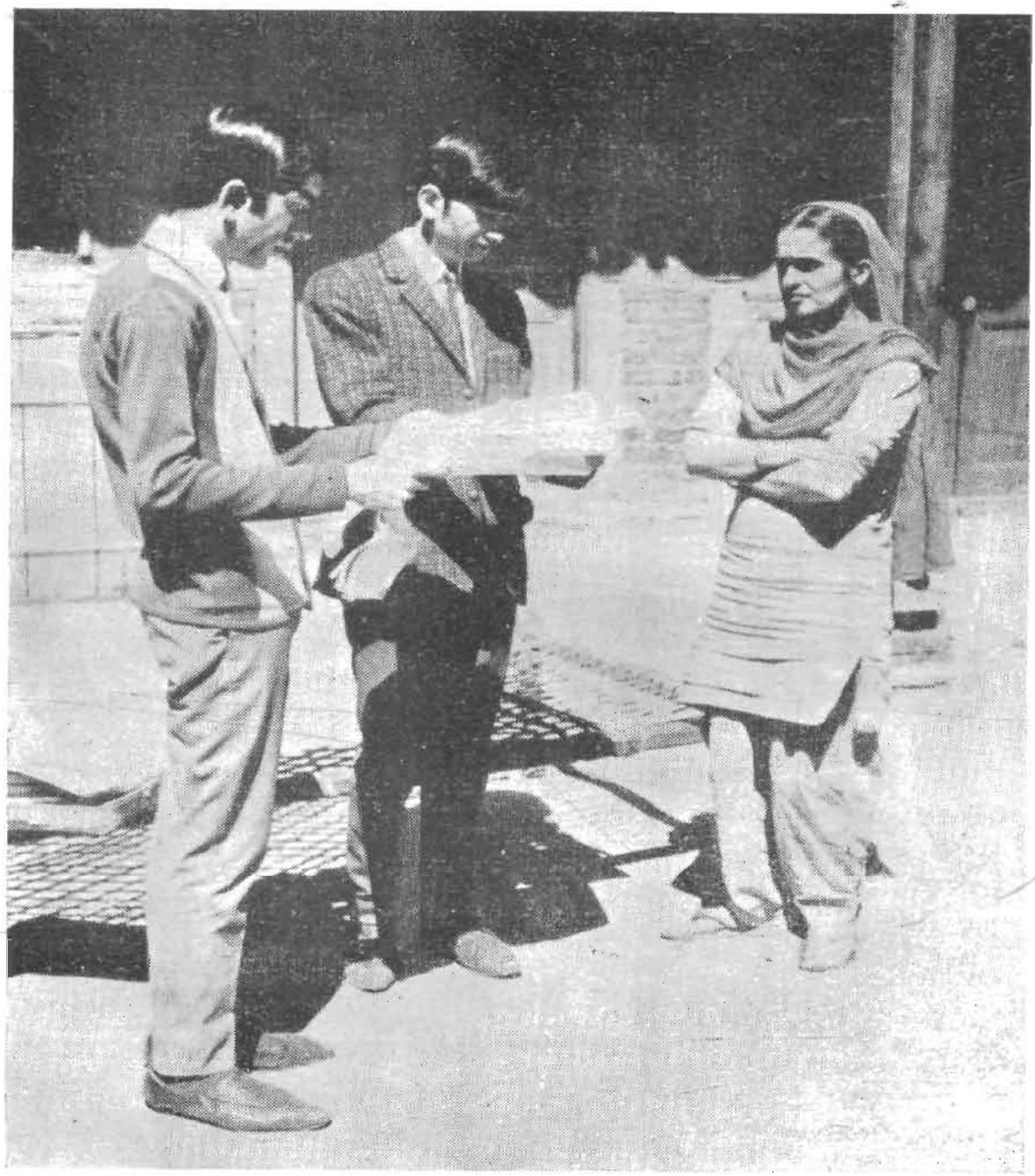
### रिवीजनल राउंड

131. 28 फरवरी, 1971 के बाद अगले तीन दिनों में अर्थात् 1 मार्च से 3 मार्च, 1971 तक आपको अपने ब्लाकों के सभी परिवारों में दुबारा जाकर एक रिवीजनल राउंड शीघ्रतापूर्वक करना होगा। इस रिवीजनल राउंड का उद्देश्य है कि आपके पिछली बार परिवार से मिलने और उसके सदस्यों के बाबत व्यक्तिगत पर्ची भरने से लेकर 28 फरवरी तक के बीच, यदि कोई मेहमान आये हों या कुछ जन्म अथवा मृत्युएं हुई हों तो उनको ध्यान में रखते हुए, अब अपने रिकार्ड को 1 मार्च 1971 के सूर्योदय के समय तक के लिए आप-टु-डेट बना लें। इस प्रकार यदि रिवीजनल राउंड के दौरान आपको किसी परिवार में कोई ऐसा नया मेहमान मिले जिसकी गणना कहीं और न हो चुकी हो व जो 10 फरवरी से 1 मार्च 1971 तक बराबर अपने साधारण निवास स्थान से बाहर रहा हो तो उसके लिए व्यक्तिगत पर्ची भरें। इसी प्रकार कोई नया जन्म हुआ हो तो उस बालक के लिए नई पर्ची भरें और प्रश्न 6 (ख) से सम्बन्धित उत्तर में आवश्यक सुधार कर ले। पैरा 27 के नीचे जो नोट दिया गया है उसे ध्यान से देखें। इसी तरह से यदि इस बीच में आपके ब्लाक में किसी व्यक्ति की मृत्यु हो गई हो तो आप उसकी पर्ची को रद्द कर दें। रद्द करने का तरीका यह होगा : सम्बन्धित पर्ची पर तिरछी रेखा खींच कर उसे क्रास कर दें और पर्ची पर मोटे अक्षरों में 'मृत" लिख दें।

यदि मृत व्यक्ति किसी परिवार का कर्त्ता था और उसकी मृत्यु के कारण उसकी पर्ची रद्द कर दी गई हो तो उस परिवार में उस मृत व्यक्ति के स्थान पर अन्य किस व्यक्ति को कर्त्ता समझा गया है यह पता चलावें। ऐसे व्यक्ति की पर्ची में प्रश्न दो के उत्तर में दी गई प्रविष्टी को काट कर 'कर्त्ता' लिखिये और उस परिवार के सभी अन्य-सदस्यों की पर्चियों में ली गई प्रश्न दो से सम्बन्धित प्रविष्टियां तदनुसार सुधार लें। इस सम्बन्ध में पैरा 36 भी देखें।

### प्रगणक का दैनिक पोस्टिंग स्टेटमेंट

132. हर दिन आपको व्यक्तिगत पर्चियों में भरे गये कुछ इन्द्राजों के बाबत अपने दैनिक पोस्टिंग स्टेटमेंट में इन्द्राज करनी होगी इसके फार्म भी आपको दे दिये जावेंगे इस काम को रोज के रोज करें और इकट्ठा न होने दें। यदि आपने यह काम रोज के रोज नहीं किया तो गलती होने की पूरी संभावना रहेगी। आपको इस स्टेटमेंट में कालमवार योग लगाना होगा और उन योगों को प्रगणकों के गोश्वारे में भरना होगा। अन्य रिकार्ड के साथ इस स्टेटमेंट और गोश्वारे को भी काम समाप्त होने के बाद आपको सुपरवाईजर को सम्भलवाना होगा। स्त्रियों और पुरुषों के लिये अलग-अलग पोस्टिंग के फार्म दिए जायेंगे। आपको ध्यान रखना है कि स्त्रियों के लिये स्त्रियों वाले फार्म और पुरुषों के लिए पुरुषों वाले फार्म ही प्रयोग में



An enumerators with a respondent

लावें। इससे स्त्रियों की कुल संख्या और पुरुषों की कुल संख्या अलग-अलग निकालने में और प्रगणक के गोश्वारे में भरने में बहुत आसानी हो जायेगी। जैसे ही आप रिवीजनल राउंड समाप्त करें अपने पोस्टिंग स्टेटमैंट के नीचे कालमवार योग लगा लें। आप देखेंगे कि जिन कालमों के योग लगाने हैं और जिनके योगों के बाबत इन्द्राज प्रगणक के गोश्वारे में करना है वे कालम व्यक्तिगत पर्ची के उन प्रश्नों से सम्बन्ध रखते हैं जिनके सामने उत्तरों के लिए विशेष आकार वाले स्थान बने हुए हैं अर्थात प्रश्न 3 (लिंग) जिसके आगे गोला बना हुआ है, प्रश्न 11 (अनुसूचित जाति या जन जाति) जिसके आगे दो आयात बने हुए है, प्रश्न 12 (साक्षर या निरक्षर) जिसके आगे त्रिकोण बना हुआ हैं व प्रश्न 16 (क) जिसके दो भागों के सामने दो आयत बने हुए हैं। यह जरूरी है कि आप इस पोस्टिंग स्टेटमेंट को ध्यान से भरें और उसके कालमवार योगों को अपने गोश्वारों में सही-सही दर्ज करें।

133. सबसे पहले आप हर पोस्टिंग स्टेटमेंट पर लोकेशन, कोड, गांव या शहर के नाम, और अपने ब्लाक नम्बर (जो आप को दिया जायेगा) तथा अपने नाम का इन्द्राज करें। उसके बाद आवश्यक इन्द्राज क्रम से करते चलें, पुरुषों के लिए पुरुषों वाले फार्म स्त्रियों के लिए स्त्रियों वाले फार्मों का इस्तेमाल करें।

134. सर्व प्रथम आप पैड नम्बर 1 की पर्ची संख्या 1 के बारे में इन्द्राज करें और उसी प्रकार हर पैड और उसकी पर्चियों की बाबत ताकि कोई इन्द्राज दोबारा न हो जाये और कोई पर्ची छूट भी न जावे। स्टेटमेंट के दोनों फार्म बिल्कुल एक से हैं केवल हर फार्म के ऊपर बीच में ब्रैकिट में फार्म पर "पु०" (पुरुष) और "स्त्री" लिखकर स्त्रियों और पुरुषों के लिए अलग-अलग काम में लाये जाने वाले फार्म्स को दिखाया गया है। आपने अंतिम क्रम संख्या के कालम 1 को पहले नहीं भरना है। रिवीजनल राउंड के पश्चात् अर्थात् 1 मार्च 1971 सूर्योदय के समय तक की गणना अप-टू-डेट बना लेने पर ही इस कालम को भरेंगे और कालम 4 से 13 तक का कुल योग भी निकालेंगे। इस सम्बन्ध में पैरा 131 भी देखिए। कालम 2, 3 व 4 में आपको पैड नम्बर व सम्बन्धित व्यक्ति के लिंग के बाबत इन्द्राज करना है (चूंकि पुरुषों और स्त्रियों के लिये अलग अलग फार्मों को प्रयोग में लाया जाना है इसलिये कालम नं० 4 में या तो लगातार 'पु०' लिखा जावेगा या लगातार "स्त्री"। लेकिन हर हालत में कालम 4 को भी भरें ताकि यदि भूल से किसी स्त्री के बाबत पुरुषों के साथ, किसी पुरुषों की बाबत स्त्रियों के साथ इन्द्राज हो गया हो तो भूल का पता चल जायेगा। (शेष कालमों में आवश्यकता के अनुसार सही या टिक (√) का निशान लगाते जावें। जहां सही (√) लगाना उपयुक्त न हो, अर्थात सम्बन्धित कालम से सम्बन्धित कोई जानकारी उस पर्ची में मौजूद न हो तो डैश(—) का निशान लगा दें।

135. कालम 5 और 6 व्यक्तिगत पर्ची के प्रश्न 11 के जवाबों के अनुसार भरे जाते हैं। यदि सम्बन्धित व्यक्ति अनसूचित जाति का हो तो उसकी पर्ची के सामने कालम 5 में सही (√) का निशान एवं कालम 6 में डैश(—) लगा दें। यदि सम्बन्धित व्यक्ति न तो अनुसूचित जाति का हो और न ही जन-जाति का हो तो उसकी पर्ची के नम्बर के सामने कालम 5 और कालम 6 दोनों में डैश(—) लगा दें।

136. पोस्टिंग स्टेटमेंट के कालम 7 और 8, व्यक्तिगत पर्चियों के प्रश्न 12 के लिए प्राप्त उत्तरों के अनुसार भरे जावेंगे। एक व्यक्ति या तो साक्षर होगा या निरक्षर। जैसी भी स्थिति हो सम्बन्धित कालम में सही (√) लगा कर दूसरे कालम में डैश (—) लगा दें। लेकिन कालम 7 और 8 दोनों कालमों में ही डैश (—) नहीं हो सकता।

137. कालम 9 से 13 तक बहुत ध्यान से भरे जाने चाहिये। जिस व्यक्ति के लिए व्यक्तिगत पर्ची के प्रश्न 16 (क) (i) के जवाब में "का०" (काश्तकार) भरा गया है उसके लिए कालम 9 में सही (√) लगा दें। और कालम 10 से 13 तक डैश लगा दें। इसी प्रकार जिस व्यक्ति के लिए 'खे० म०" (खेतिहर मजदूर) या "पा० उ०" (पारिवारिक उद्योग में लगा हुआ) या अन्य (अन्य काम धंधे में लगा हुआ) या क्रास (×) लगाया गया हो उसके लिए क्रमशः कालम 10 या 11 या 12 या 13 में एक सही (√) लगा लें और बचे हुए कालमों में डैस लगा दें। यह ध्यान रखें कि यदि कालम 13 में सही (√) का निशान लगाया गया हो तो सम्बन्धित व्यक्ति काम न करने वाला होगा और उसकी पर्ची के सामने कालम 9 से 12 तक डैश (—) लगाए जायेंगे। आपकी मदद के लिए प्रगणक के पोस्टिंग स्टेटमैंट के भरे हुए नमूने परिशिष्ट 8 में दिये गये हैं जिनके संबंध उन नमूने की भरी हुई व्यक्तिगत पर्चियों में से है जो परिशिष्ट 7 में दी गई हैं। चूंकि आप पोस्टिंग स्टेटमैंट के कई फार्म इस्तेमाल करेंगे। इसलिये ही एक फार्म के इन्द्राज पूरे हों उसके लिए संबंधित कालमों के योग निकाल लें और जैसे ही रिवीजनल राउंड पूरा हो ऐसे सभी पोस्टिंग स्टेटमैंट फार्मों के बाबत कालमवार कुल योग (Grand Total) निकाल दें।

### प्रगणक का गोश्वारा

138. दैनिक पोस्टिंग स्टेटमैंट में कालमवार कुल योग निकालने के बाद अंत में आपको इन सभी योगों को परिशिष्ट 9 में दिये गए प्रगणक के गोश्वारे (फार्म "टी") में दर्ज करना होगा। इस नमूने के फार्म में उदाहरण के तौर पर प्रविष्टियां कर दी गई हैं। इस गोश्वारे को सही-सही भरना बहुत जरूरी है। इन्हीं गोश्वारों के आधार पर जनगणना के प्रारम्भिक नतीजों को प्रकाशित किया जायेगा। गत जनगणना में प्रगणकों ने अपने गोश्वारों को बहुत सही-सही भरा था जिसके कारण प्रारम्भिक नतीजों और बाद में टेबुलेशन होकर जो नतीजे मिले उनमें कोई विशेष अन्तर नहीं रहा। आप को भी ऐसी ही कोशिश करनी चाहिये। **व्यक्तिगत पर्चियों के पैडों को आप एक बंडल में बांध दें और उनको अपने ब्लाक के**

**नक्शे (पैरा 10), दैनिक पोस्टिंग स्टेटमैंट, गोश्वारा तथा डिग्री होल्डर्स एवं टैक्नीकल पर्सनल कार्ड्स के साथ सुपरवाइजर को जन-गणना समाप्त होने के अगले ही दिन सौंप दें।** आपके सुपरवाइजर आपके पोस्टिंग स्टेटमैंट व गोश्वारों की बारीकी से जांच करेंगे। यदि आपके काम में कुछ गलतियां पाई गई तो इसको बहुत गम्भीर माना जावेगा। इतना काम कर चुकने के बाद 1971 की जनगणना के सम्बन्ध में आपका कार्य समाप्त हो जायेगा। यह कार्य देश की सेवा का महत्वपूर्ण कार्य है और यदि आपने उसको भली प्रकार किया तो आपको यह संतोष रहेगा कि आपने इस महान और महत्व-पूर्ण काम में अपनी भूमिका भली प्रकार निभाई है।

परिशिष्ट 1

# इन्डियन सैंसस एक्ट की वे धारायें जो प्रगणकों के कार्य से सम्बन्ध रखती है

(कृपया पैरा 2 देखें)

## प्रश्नों का पूछा जाना व उनका उत्तर देने की जिम्मेदारी

"8 (1) एक जनगणना अधिकारी उस हल्के में, जिसके लिए उसकी नियुक्ति हुई है, रहने वाले सभी व्यक्तियों से वे प्रश्न पूछ सकेगा जिनको पूछने का निर्देश उसे राज्य सरकार से मिला हो व जो राज्य के सरकारी गजट में प्रकाशित हो चुका हो।

(2) हर व्यक्ति जिससे उपधारा 1 के अनुसरण में कोई प्रश्न पूछा जाता है अपनी जानकारी या विश्वास के अनुसार उसका यथासम्भव सही उत्तर देने के लिए कानून पाबन्द होगा।

## मकान में रहने वाले या प्रतिष्ठान के मैनेजर द्वारा सूची का भरा जाना

10 (1) जनगणना के समय, राज्य सरकार यदि इस बारे में कोई आदेश जारी करे तो उनके अधीन, एक जनगणना अधिकारी अपने हल्के में, जिसके लिए उसकी नियुक्ति हुई हो, किसी भी रहने के काम आने वाले मकान पर या किसी सरकारी, व्यापारिक अथवा औद्योगिक प्रतिष्ठान के मैनेजर के पास, एक सूची रख सकता है या रखवा सकता है ताकि उस मकान या उसके किसी बताए गए हिस्से में रहने वालों अथवा वह मैनेजर या अधिकारी उस सूची में वह जानकारी भर सके जो कि राज्य सरकार उस मकान या उसके किसी हिस्से में रहने वालों के बारे में या उस मैनेजर या अधिकारी के काम करने वालों के बारे में, जैसी भी हालत हो, भरवाना चाहिये।

(2) ऊपर वर्णित समय पर जब भी इस प्रकार की कोई सूची इस प्रकार छोड़ी जावे तब वह ऊपर वर्णित में रहने वाला, मैनेजर या अधिकारी, जैसी भी हालत हो, उस सूची को उस मकान या उसके बताए गए हिस्से के निवासियों या अपने अधीन काम करने वाले व्यक्तियों के बारे में, जैसी भी स्थिति हो, अपनी जानकारी या विश्वास के अनुसार यथासम्भव सही-सही भरेगा या भरवाएगा और सूची के नीचे अपने हस्ताक्षर करेगा, तथा जब भी उसे ऐसा करने को कहा जाए, भरी हुई और हस्ताक्षरशुदा सूची को जनगणना अधिकारी या उसके द्वारा बताए गए किसी व्यक्ति को सौंप देगा।

## सजायें

11 (1) (क) कोई भी जनगणना अधिकारी या ऐसा व्यक्ति जो जनगणना के काम में मदद देने के लिए कानून पाबन्द है और जो उसकी दी गई किसी जिम्मेदारी को निभाने में या इस एक्ट या उसके अधीन बने किसी नियम के तहत जारी किए गए किसी आदेश की पालना करने में उचित सावधानी बरतने से इन्कार करता है या ऐसी सावधानी बरतने में लापरवाही करता है या कोई भी व्यक्ति जो किसी दूसरे व्यक्ति को ऐसी कोई जिम्मेदारी निभाने या ऐसे किसी आदेश की पालना करने से रोकता है या उसमें बाधा पहुचाता है, या

(ख) कोई भी जनगणना अधिकारी जो जान बूझ कर कोई आपत्तिजनक या अनुचित सवाल पूछता है या जानबूझ कर कोई गलत विवरण भरता है या केन्द्र सरकार या राज्य सरकार की पूर्वाज्ञा के बिना ऐसी कोई जानकारी प्रकट करता है जो उसने जनगणना के विवरण से या उसको भरने के उद्देश्य से प्राप्त की हो .....

(घ) कोई भी व्यक्ति जो जान बूझ कर जनगणना अधिकारी द्वारा पूछे गए किसी ऐसे प्रश्न का, जिसका उत्तर देने के लिए वह धारा 8 के द्वारा कानून पाबन्द है, उत्तर जानबूझ कर गलत देता है या उसका उत्तर अपनी जानकारी या विश्वास के अनुसार यथा-सम्भव सही देने से इन्कार करता है तो

× × ×

6 महिने तक की कैद की सजा से दण्डित किया जा सकेगा।

(2) जो भी व्यक्ति उपधारा 1 में वर्णित किसी अपराध को करने में सहायता पहुंचाएगा वह 1000/ रु० तक के जुर्माने से दण्डित किया जा सकेगा।"

## परिशिष्ट 2

### मकानों को नम्बर देने के सिद्धान्त

(देखिए पैरा 25)

गणना परिवार नम्बर में भवन नम्बर, गणना मकान नम्बर और परिवार नम्बर शामिल है।

1. **भवन** :—आमतौर पर एक पूरी इमारत को एक भवन माना जावेगा। किन्तु कभी-कभी ऐसी इमारत के एक से अधिक हिस्से होते हैं जिनका उपयोग रहने के लिए, दुकान के लिए गोदाम, जानवरों का बाड़ा इत्यादि के लिए या इनमें से एक से अधिक के लिए उपयोग होता है।

2. कहीं-कहीं एक सड़क पर लगातार कई भवन होते हैं जो एक दूसरे से जुड़े रहते हैं और ऐसा लगता है कि वे एक ही भवन हैं। ये अलग-अलग इकाइयां (भवनों की) होते हैं और यह भी हो सकता है कि ये अलग-अलग समय पर बनी हों और इनके अलग-अलग मालिक हों। ऐसी दशा में हालांकि यह सम्पूर्ण इमारत देखने में एक भवन नजर आती है, फिर भी इसका प्रत्येक हिस्सा एक अलग भवन होता है और इसे अलग नम्बर दिया जाना है।

3. यदि किसी अहाते के अन्दर एक ही मालिक की कई इमारतें हों जैसे मुख्य मकान, नौकर का क्वार्टर, गैरेज इत्यादि, तो इन सभी के लिए एक ही भवन नम्बर दिया जावे और अलग-अलग इमारतों को उस इमारत का उप-नम्बर (Sub-number) दिया जाए जैसे 1 (1), 1 (2) इत्यादि, बशर्ते कि ये इमारतें जनगणना मकान की परिभाषा (जिसका विवरण नीचे दिया है) में आती हों।

4. भवनों के नम्बर इस प्रकार देने चाहिए।

(i) अगर किसी गांव में, किसी मोहल्ले में एक से ज्यादा गलियां, सड़कें हों तो भवनों के नम्बर लगातार एक ही क्रम संख्या में दिए जाएंगे। नम्बर देते समय इन गलियों को एक समान तरीके से उत्तर-पूर्व दिशा से शुरू करके दक्षिण-पश्चिम दिशा में दिया जावेगा। यह देखा गया है कि भवनों पर नम्बर देने का सबसे अच्छा व सुगम तरीका यह होगा कि गली की एक साइड से नम्बर देना शुरू किया जाए और उस साइड को खत्म करने पर दूसरी साइड में क्रास करके नम्बर दिए जावें और इस प्रकार दूसरी साइड का अन्त पहली साइड के शुरू के कोने के सामने होगा।

(ii) शहरी क्षेत्र के प्रगणक ब्लाक में भवनों पर नजर देते समय गली की धुरी को आधार माना जाएगा ना कि भौगोलिक दिशाओं को जैसे उत्तर पूर्व आदि।

(iii) प्रत्येक भवन को अन्तर्राष्ट्रीय अंकों (1,2,3.....) में नम्बर दिया जाना चाहिए।

(iv) ऐसा भवन जो बन रहा हो और लगभग एक वर्ष के अन्दर पूरा हो सके, उस को सिलसिले वार नम्बर दिया जाना चाहिए।

(v) यदि एक नया भवन, चाहे वह कच्चा या पक्का हो, हाउस नम्बरिंग के पश्चात बना हो या दो भवनों के बीच में जिनमें नम्बरिंग हो चुकी हो, पाया जाए तो एक नया नम्बर उस भवन के लिए दिया जाएगा जो कि निकटतम भवन के नम्बर का बटा नम्बर हो सकता है; जैसे 10/1..... .....

**नोट** —ध्यान रहे कि नए बने हुए भवनों को ऊपर दिए नए ढ़ग के अनुसार बटा नम्बर दिया जाना है जबकि एक भवन के अन्दर स्थित जनगणना मकानों को ऊपर पैरा 3 में बतलाए गए अनुसार उप-नम्बर बना कर दिया जाना है।

**गणना मकान नं०**

5 जनगणना मकान एक भवन या भवन का वह भाग है जिसका अलग मुख्य प्रवेश द्वार है। यह द्वार रास्ते पर या साझे के अहाते, बरामदे या जीने इत्यादि में हो सकता है, किन्तु यह जनगणना मकान एक पृथक इकाई की तरह प्रयोग होना चाहिए या समझा जाना चाहिए। हो सकता है कि वह खाली हो या किसी तरह के उपयोग में आता हो। हो सकता है कि वह रहने के काम में आता हो या किसी और उपयोग में आता हो या दोनों के उपयोग आता हो।

6. यदि किसी भवन में कई फ्लैट्स या ब्लाक्स हों और वे एक दूसरे से अलग हों और उनमें से प्रत्येक का प्रवेश द्वार अलग होकर रास्ता, सड़क, जीने या अहाते में (जहां से मुख्य द्वार पर जा सके) खुलता हो तो ऐसे प्रत्येक ब्लाक को अलग जनगणना मकान समझा जावेगा। अगर किसी घिरे हुए अहाते में पृथक इमारतें हों तो प्रत्येक भवन अलग-अलग जनगणना मकान समझा जाए। यदि अहाते की सभी इमारतों को एक साथ एक भवन माना जाता है तो इनमें से प्रत्येक इमारत एक अलग जनगणना मकान मानी जाएगी यदि इसका अलग प्रवेश द्वार हो।

7. प्रत्येक जनगणना मकान को नम्बर दिया जाय। यदि कोई भवन अपने आप में जनगणना मकान है तो उस जनगणना

मकान का नम्बर वही होगा जो भवन का है। परन्तु किसी भवन के अलग-अलग भाग जनगणना मकान की परिभाषा में आते हों तो ऐसे प्रत्येक जनगणना मकान को उस भवन का उपनम्बर (ब्रैकेट में) दिया जाए जैसे 10 (1), 10 (2), 10 (3), इत्यादि अथवा 11 (1), 11 (2), 11 (3) इत्यादि। इन उदाहरणों में 10 व 11 भवनों के नम्बर हैं तथा ब्रैकेट में दिए गए 1, 2 3 इत्यादि क्रमश: भवन 10 व 11 में स्थित जनगणना मकान हैं।

8. एक भवन के अन्दर जनगणना मकानों को नम्बर देने का क्रम लगातार होना चाहिए। अगर हो सके तो यह क्रम घड़ी की सुई की चाल की दिशा में हो या किसी और सुविधाजनक तरीके से।

9. चूंकि इमारतों की बनावट भिन्न-भिन्न प्रकार की होती है, इसलीए ऊपर बतलाई गई जनगणना मकान की परिभाषा समस्त स्थितियों में लागू करना सम्भव नहीं हो सकती है। उदाहरणार्थ शहरों की स्थिति सामने आती है जहां कि एक ही परिवार के उपयोग में एक फ्लैट है जिसमें माना लीजिए चार कमरे हैं और प्रत्येक कमरे का अलग प्रवेश द्वार है। जनगणना मकान की परिभाषा के अनुसार इनमें से प्रत्येक कमरे को जनगणना मकान माना जा सकता है क्योंकि इसका एक अलग प्रवेश द्वार है। परन्तु इससे जनगणना मकानों की संख्या के विषय में सही स्थिति प्रकट नहीं होगी। ऐसी स्थितियों में इन कमरों के वास्तविक उपयोग को देखना चाहिए। यदि वे सभी कमरे एक ही परिवार के रहने के काम में आ रहे हों तो इन सभी कमरों को एक ही जनगणना मकान मानना चाहिए और पूरे फ्लैट को एक जनगणना मकान-नम्बर देना चाहिए। परन्तु यदि इनमें से प्रत्येक कमरा अलग-अलग परिवारों के उपयोग में है और इनमें से प्रत्येक का अलग अलग प्रवेश द्वार है तो ऐसा प्रत्येक कमरा एक अलग जनगणना मकान माना जायेगा। इसी तरह होस्टलों में साधारणत: हर एक कमरे का दरावाजा एक ही बरामदे या जीने में खुलता है तो भी सारे होस्टल को एक ही जनगणना मकान समझा जायेगा। देश के कुछ भागों के ग्रामीण क्षेत्रों में ऐसा देखा जाता है कि एक परिवार के उपयोग में कई झोंपड़ियां एक अहाते के अन्दर होती हैं और इस अहाते का मुख्य प्रवेश द्वार होता है। इनमें से प्रत्येक झोंपड़ी यद्यपि देखने में अलग-अलग इमारत जैसी है किन्तु असल में यह एक ही निवास के भिन्न-भिन्न भाग हैं इसलिए वह ज्यादा अच्छा होगा कि इस समूह को एक ही जनगणना मकान माना जाए। परन्तु इस बात का पता लगाया जाए कि इस प्रकार की इकाई एक ही परिवार के उपयोग में है या एक से अधिक परिवार के। इस तरह यह स्पष्ट होता है कि जनगणना मकान की परिभाषा वास्तविक स्थिति को देखते हुए काम में लाई जाए।

10. कहीं-कहीं यह सम्भव है कि स्थानीय शासन द्वारा किसी खुले अहाते को जिस पर कम्पाउण्ड की दीवार बनी हो या न भी बनी हो, स्थायी सम्पत्ति के रूप में नम्बर दे दिया जाता है। इस प्रकार की खुली जमीन को हमें नम्बर देने की आवश्यकता नहीं है और न उसको मकानों की सूची में ही शामिल करना है। जहां किसी इमारत की चार दीवारें और छत बन गई हो तो केवल उसी इमारत को नम्बर देना चाहिए और सूची में भी शामिल करना चाहिए। परन्तु कहीं-कहीं ऐसे मकान होते हैं जिनकी चार से कम दीवारें हों या दीवारें ही न हों, जैसे, ऐसे झोंपड़े जिनकी छतें जमीन तक पहुंचती हों, उन्हे जनगणना मकान मान कर नम्बर देना चाहिए और सूची में उनका समावेश करना चाहिए।

**परिवार नं०**

11. परिवार एक ऐसे व्यक्तियों का समूह है जो एक साथ रहते हैं और जिनका खाना एक ही रसोई में बनता है। रसोइया या नौकर जो परिवार के साथ एक ही जनगणना मकान में रहते हैं और एक ही जगह खाना खाते हैं तो ऐसे रसोइया या नौकर को उसी परिवार का माना जाएगा। असम्बन्धित व्यक्ति जो होस्टल, जेल, अनाथालय इत्यादि में रहते हैं, ऐसे परिवार को सस्थागत परिवार कहेंगे।

12. एक जनगणना मकान में एक से अधिक परिवार हो सकते हैं। ऐसे प्रत्येक परिवार को एक अलग नम्बर देना होगा। ऐसे प्रत्येक परिवार के लिए जनगणना मकान के नम्बर के साथ वर्णमाला के अक्षर जैसे क, ख, ग.....इत्यादि ब्रैकेट में लिखे जाएंगे। उदाहरणार्थ भवन नम्बर 2 अपने आप में एक जनगणना मकान है, इसमें 3 परिवार रहते हैं। इन परिवारों के नम्बर 2 (क), 2 (ख) व 2 (ग) होंगे। यदि भवन नम्बर 4 में दो जनगणना मकान हों तो उनके नम्बर 4 (1), 4 (2) होंगे। यदि इन जनगणना मकानों में क्रमश: 3 व 2 परिवार रहते हैं तो उन परिवारों के नम्बर 4 (1) (क), 4 (1) (ख), 4 (1) (ग) तथा 4 (2) (क), 4 (2) (ख) होंगे। किन्तु यदि भवन नम्बर 3 जो अपने आप में जनगणना मकान है और उसमें केवल एक ही परिवार रहता है तो उस परिवार का नम्बर केवल 3 होगा।

## परिशिष्ट 3

## कुछ नमूने के ऐसे उद्योगों की सूची जो कि पारिवारिक उद्योगों के तौर पर चलाए जा सकते हैं

(देखिए पैरा 92 से 95)

**खाद्य-पदार्थ**

आटे की मिल या गांव की चक्की द्वारा आटा तैयार करना, धान से चावल अलग करना; मिर्च, हल्दी आदि पीसना, गुड़ खांड-सारी, बूरा इत्यादि का उत्पादन करना; अचार, चटनी, मुरब्बा, जैम इत्यादि तैयार करना; काजू तैयार करना; सूखी साग-सब्जी तैयार करना; मिठाई एवं बेकरी का सामान बनाना; मक्खन, घी इत्यादि तैयार करना; मांस व मछली तैयार करना और उन्हें सुरक्षित रखना; मछली को सुखाना; घानी द्वारा तेल निकालना ।

**पेय पदार्थ**

देशी शराब एवं ताड़ी तैयार करना; सोडा वाटर, बर्फ, आइसक्रीम, कहवा (कॉफी), शर्बत इत्यादि का उत्पादन ।

**तम्बाकू सम्बन्धी उत्पादन**

बीड़ी, सिगार, चुरुट, तम्बाकू, सुंघनी (नस्वार) इत्यादि तैयार करना ।

**सूती वस्त्र उद्योग**

कपास ओटना, धागे बनाना, रुई दबाना (प्रैसिंग) गाँठें बाँधना, कातना इत्यादि । कपड़ों को रंगना और उनकी धुलाई करना; हैंडलूम या पावरलूम से बुनाई करना या खादी बनाना; कपड़ों की छपाई; मछली पकड़ने के जाल, मच्छरदानी, सूती धागे, रस्सी, डोरे इत्यादि बनाना ।

**जूट, ऊन और रेशम के वस्त्र उद्योग**

उन्हीं सब प्रकारों के उत्पादन, जैसे ऊपर सूती वस्त्र उद्योग में बतलाए गए हैं, लेकिन जूट, ऊन या रेशम से सम्बन्धित ।

**विविध वस्त्र उद्योग**

दरी, गलीचा, होजरी (बनियान, मोजे इत्यादि); कशीदा व क्रोशिये का कार्य; गोटा व किनारी (लेस) की माला बनाना; टोपी-टोप इत्यादि बनाना; निवार, पलंग की चादर, पर्दे, तकिए की खोली इत्यादि बनाना; रजाई, गद्दे नमदा बनाना; गद्दियों में भरने के लिए नारियल के रेशे तैयार करना; नारियल के ब्रुश एवं झाड़ू बनाना; नारियल के रेशे कातना; छतरी बनाना एव मरम्मत करना व रुई या कपड़ों की कतरनों से गुड़िया और खिलौने आदि बनाना ।

**लकड़ी एवं लकड़ी से निर्मित वस्तुएं**

लकड़ी को चीरना एवं चिकना करना; लकड़ी का फर्नीचर, शहतीर, दरवाजे, खिड़कियों के फ्रेम इत्यादि बनाना; लकड़ी से कृषि के औजार बनाना और उनकी मरम्मत करना, लकड़ी की पालिशदार चीजें तैयार करना; लकड़ी के खिलौने बनाना; लकड़ी पर नक्काशी करना; लकड़ी के बुरादे और प्लास्टर से चीजें बनाना; पच्चीकारी (जड़ाई) का कार्य; दियासलाई की तीलियां बनाना; प्लाईवुड, लकड़ी के पतले तख्ते (वैनियर) आदि बनाना; खजूर के पत्तों से चटाइयां, पंखे, छतरियां इत्यादि बनाना; टोकरी, झाड़ू बनाना; बेंत से कुर्सी बुनना; चिक, खस की टट्टियां बनाना; गाड़ी के पहिए, लकड़ी की खड़ाऊ आदि बनाना ।

**कागज और कागज से निर्मित वस्तुएं**

हाथ से लुगदी और कागज बनाना; लिफाफे, कागज की लुगदी से बनी वस्तुएं, कार्ड बोर्ड (गत्ते) के डिब्बे, कागज के फूल, पतंगें, खिलौने, इत्यादि बनाना ।

**छपाई एवं प्रकाशन**

छपाई का कार्य; लिथो से छपाई; ब्लाक बनाना; जिल्दसाजी इत्यादि ।

**चमड़ा एवं चमड़े से निर्मित वस्तुएं**

खालों को कमाना और तैयार करना; चमड़े के जूते व चमड़े एवं फर से बने पहनने के वस्त्र बनाना; जूतों या दूसरे चमड़े की वस्तुओं की मरम्मत ।

**रबर पेट्रोलियम और कोयले से निर्मित वस्तुएं**

टायरों और ट्यूबों को पकाकर मरम्मत करना (वल्कैनाईज करना); फटे हुए टायरों से चप्पले एवं अन्य प्रकार के जूते बनाना; प्राकृतिक और कृत्रिम रबड़ से वस्तुएं बनाना ।

**रसायन एवं रसायनिक उत्पादन :**

खिलौने, रंग इत्यादि बनाना; दियासलाई; आतिशबाजी का सामान, प्रसाधन सामग्री (क्रीम, पाउडर इत्यादि) बनाना; सुगन्धियां (इत्र इत्यादि), आयुर्वेदिक दवाएं; साबुन; प्लास्टिक और सैलुलाइड की बनी वस्तुएं; स्याही; मोमबत्तियां; बूट पालिश इत्यादि बनाना ।

**अधातु खनिज उत्पादन (पेट्रोलियम एवं कोयले के अतिरिक्त)**

ईंटें, खपरैल, शौचालयों इत्यादि में लगने वाला सामान (सेनेटरी फिटिंग); सीमेंट की मूर्तिया, पत्थर या संगमरमर की गढ़ी हुई वस्तुएं व अन्य सामान; पत्थर की गढ़ाई और पत्थर का पीसना; अभ्रक को तोड़ने तथा उससे वस्तुएं बनाना; मिट्टी से वस्तुएं व बर्तन बनाना; चीनी मिट्टी के बर्तन (क्राकरी); कांच की मालाएं एवं चूडियां; मिट्टी के खिलौने एवं कांच से निर्मित वस्तुएं बनाना।

**मूल धातुएं और उनसे बनी वस्तुएं (मशीनरी एवं यातायात के उपकरणों को छोड़कर)**

लोहे से अस्त्र-शस्त्र बनाना, उनकी मरम्मत और सर्विसिंग करना; लोहे और इस्पात का फर्नीचर; पीतल, कांसे, एलुमिनियम, टीन, और तांबे के बर्तन इत्यादि बनाना; कलई और एलैक्ट्रोप्लेटिंग करना; लुहार का कार्य; कृषि यन्त्रों जैसे हलों, का निर्माण और उनकी मरम्मत इत्यादि; ताले और बक्सों का बनाना और उनकी मरम्मत; कांटे छुरी, चम्मच, तराजू, बांट एवं नपनों तथा ढली हुई वस्तुओं के निर्माण आदि का कार्य।

**मशीनरी (यातायात को छोड़कर सभी प्रकार की) और विद्युत यंत्र**

मशीनों के छोटे औजार और पुर्जों का निर्माण और मरम्मत करना; पंखों, रेडियो तथा घरेलू यन्त्रों आदि की मरम्पत और देख-भाल करना।

**यातायात के उपकरण**

स्वचालित गाड़ियों (कार, बस इत्यादि) की मरम्मत और सर्विसिंग; साइकिल और रिक्शा के पुर्जे; नावों और बजंडों का निर्माण; पशुओं द्वारा एवं हाथ द्वारा चलाए जाने वाली गाड़िया जैसे बैलगाड़ी, हथठेलों, एक पहिए वाले ठेलों इत्यादि का निर्माण।

**विविध निर्माण उद्योग**

चश्मों की मरम्पत; फोटोग्राफी के यन्त्र; सुनार का कार्य; चांदी का जरदोजी का काम; सोने का पानी चढ़ाने का काम; बिदरी सामान बनाना; संगीत के यन्त्र; फाउन्टेन पैन; उपले बनाना; खेल का सामान बनाना; पेट्रोमैक्स की मरम्मत; सींग एवं सीप से बटन एवं मनके बनाना।

## परिशिष्ट 4

## आर्थिक गतिविधियों की वर्गीकृत सूची

(देखिए पैरा 112)

### कृषि, शिकार, जंगलात में कार्य करना एवं मछली पकड़ना

(केवल मात्र "पेड-पौधे लगाना" या "मछली पकड़ना" इत्यादि लिखना पर्याप्त नहीं होगा किन्तु उसका पूर्ण और सही विवरण देना भी आवश्यक हैं, जैसा कि नीचे बताया गया है।)

**बागान**

बाग की किस्म लिखिए जैसे चाय, कहवा, रबर, तम्बाकू, खाने योग्य गिरीदार फल, फल, गाजा, सुपारी इत्यादि के बाग।

**पशुपालन**

यह लिखिए कि किस प्रकार के पशु इत्यादि पाले जाते हैं जैसे भेड़, बकरी, घोड़े, सुअर, बतख, मधुमक्खियां, रेशम के कीड़े इत्यादि। ऊन, कच्चे रेशम इत्यादि के उत्पादन भी इसके अन्तर्गत आवेंगे।

**कृषि सेवाएं**

लिखिए किस प्रकार की कृषि सेवा है, उदाहरण के लिए, फसल को नुक्सान पहुंचाने वाले कीडे मारना, छिड़काव करना, सिंचाई प्रणाली को चलाना, जानवरों का ऊन उतारना तथा पशु-पालन सेवाएं (पशु-चिकित्सा सेवाओं के अतिरिक्त), कृषि और पशुपालन सम्बन्धी उत्पादकों का वर्गीकरण, भू-संरक्षण, भू-परीक्षण इत्यादि।

**शिकार करना**

केवल व्यापारिक उद्देश्यों के लिए किये जाने वाले शिकार, जानवरों को पकड़ने, वन पशुओं की सुरक्षा और पालन के बारे में लिखिए।

**जंगलात में कार्य और लकड़ी इकट्ठा करना**

बन लगाने और उनकी देखभाल करने तथा पेड़ों को गिराने और काटने इत्यादि के अलावा ईंधन का उत्पादन तथा चारा, गोंद, लाख इत्यादि को इकट्ठा करने के काम भी इसके अन्तर्गत आवेंगे।

**मछली पकड़ना**

समुद्र में, समुद्री किनारों पर और अन्तर्देशीय जलाशयों में मछली पकड़ना, मछली पालना, मोती, शंख, सीप, स्पंज इत्यादि इकट्ठा करना।

**खनन और उत्खनन (खानों और गड्ढों में खुदाई का काम)**

(केवल "खनन" और "उत्खनन" लिखना ही पर्याप्त नहीं होगा किन्तु इसका पूर्ण विवरण भी लिखना होगा।)

यह भी लिखिए कि किस प्रकार के खनिज पदार्थ निकाले जाते हैं जैसे कोयला, भूरा कोयला, पैट्रोलियम, प्राकृतिक गैसें, कच्चा लोहा, मैंग्नीज, सोना, चाँदी, कच्चा तांबा, पत्थर, मिट्टी और रेत के गढ्ढों की खुदाई; बहुमूल्य तथा अन्य मूल्यवान रत्न और पत्थर; अभ्रक, जिप्सम इत्यादि।

**उत्पादन और मरम्मत का कार्य**

(केवल यह लिखना कि "फैक्ट्री में कार्य करता है" पर्याप्त नहीं होगा किन्तु जिस चीज का निर्माण होता है उसका पूर्ण विवरण नीचे दिये हुए अनुसार लिखिए।)

**खाद्य पदार्थों का उत्पादन**

जानवरों का वध करना, मांस को तैयार करना और सुरक्षित रखना, दूध से बनने वाले पदार्थ बनाना, साग, सब्जी और फलों को डिब्बों में बन्द करना और सुरक्षित रखना, मछली तैयार करना, अनाज की चक्की से तैयार होने वाले उत्पादन, बेकरी उत्पादन (केक, बिस्कुट इत्यादि); चीनी, बूरा, साधारण नमक; खाने के तेल मय वनस्पति के, कॉफी या चाय तैयार करना, बर्फ, जानवरों के लिए चारा, कलफ (माँडी) इत्यादि तैयार करना।

**पेय पदार्थों, तम्बाकू और तम्बाकू से निर्मित वस्तुओं का उत्पादन**

स्प्रिट का परिशोधन (शुद्ध करना) और मिश्रण; शराब बनाने का उद्योग; देशी शराब और ताडी तैयार करना; सोडा वाटर उद्योग; बीडी, सिगार, सिगरेट, जरदा, सुधनी (नस्वार) इत्यादि तैयार करना।

**सूती वस्त्रों का उत्पादन**

कपास ओटना, सफाई करना और गांठ बांधना; कपड़े की मिल में सूत कातना, बुनना और उसका परिष्कार करना (अंतिम रूप देना); वस्त्रों की छपाई, सूती वस्त्रों को रंगना और धुलाई करना (ब्लीचिंग); मिलों के अलावा सूत कातना (चरखे पर), खादी बनाना, हथकरघों और मशीन करघों पर कपड़ा बुनना इत्यादि।

**ऊनी, रेशमी और कृत्रिम (बनावटी) धागों से वस्त्रों का उत्पादन करना**

ऊन की सफाई, गांठ बांधना और प्रैस करना (दबाना), मिलों में और मिलों के अलावा वस्त्रों को बुनना और उनका परिष्कार करना (अंतिम रूप देना), रंगाई और धुलाई करना (ब्लीचिंग), रेशमी तथा कृत्रिम (बनावटी) वस्त्रों की छपाई।

**जूट, सन और मेस्टा वस्त्रों का उत्पादन**

सन और मेस्टा को कातना, प्रैस करना और गांठ बांधना, रंगना, जूट के वस्त्रों की छपाई और सफाई तथा जूट के थैले बनाने का कार्य इसमें शामिल माना जावेगा।

**वस्त्रों इत्यादि (पोशाकों को शामिल करते हुए लेकिन जूतों को छोड़ कर) का उत्पादन**

बुनाई करने की मिलें, सभी प्रकार के धागों, डेरियों, रस्सियों इत्यादि का उत्पादन; कसीदाकारी; दरियां और गलीचे; बरसातियां; टोप; हैट; पहनने की पोशाकों को छोड़कर अन्य बने बनाए वस्त्र; मोमजामा; तिरपाल; नारियल की जटा से बना हुआ वस्त्र तथा अन्य उत्पादन; लिनोलियम; गद्दियों में भरने की सामग्री इत्यादि भी इसी में सम्मिलित है।

**लकड़ी और लकड़ी से निर्मित फर्नीचर तथा कपड़ा**

लकड़ी के पतले तख्ते (वैनियर), प्लाइवुड तथा उनसे बनाई गई चीजें बनाना; लकड़ी चीरना और उसको चिकना करना; लकड़ी तथा बेंत के बक्से, खोखे, ड्रम, पीपे इत्यादि; शहतीरें, खम्बे, दरवाजे और खिड़कियां, उद्योगों में काम आने वाला लकड़ी का सामान जैसे कुन्दा, हत्थे इत्यादि; कार्क (डाट) का सामान; लकड़ी, बांस तथा बेंत का फर्नीचर तथा अन्य फिटिंग का सामान इत्यादि।

**कागज, कागज की वस्तुएं और छपाई, प्रकाशन और उससे संबंधित उद्योग**

कागज की लुगदी; कागज, कागज के गत्ते और सामाचार पत्रों का कागज बनाना; कागज के डिब्बे इत्यादि; समाचार पत्रों, पत्रिकाओं और पुस्तकों इत्यादि की छपाई और प्रकाशन, छपाई के लिए नक्काशी करना, ब्लाक बनाना, जिल्दसाजी इत्यादि।

**चमड़ा और चमड़े तथा फर से निर्मित वस्तुएं**

चमड़े को कमाना एवं साफ करना इत्यादि; जूते बनाना (मरम्मत को छोड़कर); कोट, दस्ताने; फर की रंगाई और सफाई इत्यादि; फर और-चमड़े से बने कपड़े इत्यादि।

**रबर, प्लास्टिक, पैट्रोलियम और कोयले से निर्मित वस्तुएं**

टायर और ट्यूब के उद्योग; पकाये गए या सांचे में ढाले गये रबर से बने जूते; रबर और प्लास्टिक से निर्मित वस्तुएं; तेल (पेट्रोलियम) शोधक कारखाने; कोयले की भट्टियों से कोलतार बनाना इत्यादि।

**रसायन एवं रसायनिक उत्पादन**

क्षारों (एलकली), तेजाबों, ऑक्सीजन इत्यादि गैसों का उत्पादन; रसायनिक खादें तथा कीड़े मारने की दवाएं; रंग, वार्निश, दवाएं, सुगन्धियां (इत्र इत्यादि); प्रसाधन का सामान; लोशन, कृत्रिम राल (लाख) इत्यादि; दियासलाईयां, विस्फोटक पदार्थ, युद्ध सामग्री और आतिशबाजी इत्यादि।

**खनिज उत्पादन (धातुओं को छोड़कर)**

चिकनी मिट्टी से निर्मित वस्तुएं; कांच एवं कांच से निर्मित वस्तुएं; मिट्टी से बनाया हुआ सामान और मिट्टी के बर्तन; चीनी मिट्टी तथा पोर्सलीन से बना सामान; सीमेन्ट चूना और प्लास्टर; एस्बैस्टास इत्यादि।

**आधारभूत धातुएं (बेसिक मेटल्स) तथा मिश्रित धातुएं (एलायज के उद्योग)**

लोहा और इस्पात उद्योग, ढलाई का काम करने वाली भट्टियां; लोहा मिली हुई मिश्रित धातुएं, तांबा, पीतल जस्ता और पीतल से निर्मित वस्तुएं इत्यादि।

**धातुओं से निर्मित वस्तुएं तथा पुर्जे (मशीनें और यातायात के उपकरणों को छोड़कर)**

टीन के डिब्बे, धातु की चद्दरें, पीपे, ढोल, बर्तन, तिजोरी इत्यादि; धातु से निर्मित वस्तुएं; धातु का फर्नीचर तथा अन्य फिटिंग का सामान, हाथ के औजार; बर्तन, छुरी और चम्मच इत्यादि।

**मशीनें, मशीनों के औजार और पुर्जे (विद्युत मशीनों को छोड़कर)**

खेती के काम आने वाली मशीनें; क्रेन; सड़क काटने वाले रोलर; बायलर, डीजल इंजन, रेफ्रीजरेटर, एयरकन्डीशनर इत्यादि।

**बिजली की मशीनें, यन्त्र, वितरण और पुर्जे**

बिजली की मोटरें, जैनरेटर, ट्रान्सफारमर, रबर चढ़े हुए तार और केबिल; बैटरी रेडियो; टेलीविजन इत्यादि; एक्सरे के यन्त्र, बिजली के कम्प्यूटर इत्यादि।

**यातायात के उपकरण और पुर्जे**

जहाज बनाना और मरम्मत करना; रेल के इंजन और उनके पुर्जे; माल तथा सवारी गाड़ी के डिब्बे इत्यादि; रेल की पटरी का साजसामान, मोटर गाड़ियां; साईकलें; हवाई जहाज; ठेले और हथ ठेले इत्यादि।

**उत्पादन करने वाले अन्य उद्योग**

केवल अन्य उत्पादन करने वाले उद्योग न लिखकर यह स्पष्ट लिखना चाहिए कि किस वस्तु का उत्पादन किया जाता है। जैसे

चिकित्सा, शल्य चिकित्सा और वैज्ञानिक यंत्रों का उत्पादन; फोटोग्राफी और चश्मों का सामान; घड़ियां, सिक्कों को ढालना, संगीत के बाजे (वाद्ययंत्र) इत्यादि ।

**बिजली, गैस तथा पानी**

यह बताएं कि क्या बिजली का उत्पादन और वितरण या गैस के कारखाने में गैस का उत्पादन और वितरण या पानी को एकत्र करने, साफ करने और वितरण का कार्य हो रहा है ।

**निर्माण**

("निर्माण" कार्य में लगा है लिखना ही पर्याप्त नहीं होगा बल्कि निर्माण कार्य का पूरा विवरण लिखिये) निर्माण कार्य और उसकी साज-सम्भाल (देखरेख) की किस्म जैसे भवन, सड़क, रेलवे, टेलीग्राफ, टेलीफोन, तथा नहरों का निर्माण; पनबिजली (हाइड्रो-एलैक्ट्रिक) योजनाएं, औद्योगिक कारखाने, निर्माण सम्बन्धी गतिविधियां जैसे नल लगाना, गर्म और ठण्डा रखने के यंत्रों को लगाना, टाइलों, संगमरमर व ईंटों को तैयार करना, बिजली के उपकरणों का निर्माण इत्यादि के बारे में स्पष्ट ब्यौरा दिया जाना चाहिए ।

**थोक एवं फुटकर व्यापार तथा रेस्टोरैन्ट और होटल**

**खाद्य पदार्थ, वस्त्र जीवित पशु, पेय एवं नशीले पदार्थ**

स्पष्ट लिखिये कि थोक व्यापार किस वस्तु का किया जाता है जैसे खाद्यान्न, दालें, खाद्य पदार्थ; वस्त्र एवं वस्त्रों से निर्मित वस्तुएं जैसे पोशाकें, कमीजें इत्यादि; पेय पदार्थ, नशीले पदार्थ जैसे शराब, अफीम, गांजा, तम्बाकू इत्यादि । इसमें पशुओं, भूसे एवं चारे का थोक व्यापार भी शामिल है ।

**ईंधन, रोशनी, रसायन, सुगन्धियां, मिट्टी व कांच का सामान**

दवाओं, रसायनों, ईंधन, रोशनी पैदा करने वाले पदार्थों, शौचालय में लगने वाला सामान (सेनेटरी फिटिंग), पोर्सलीन, कांच व चीनी मिट्टी के बर्तन इत्यादि का थोक व्यापार ।

**समस्त प्रकार की मशीनें तथा उपकरण मय यातायात और बिजली सम्बन्धी उपकरण**

कृषि सम्बन्धी और औद्योगिक मशीनें, जैसे फसल काटने वाली और धान अलग करने वाली मशीनें इत्यादि, बिजली की मशीनें; यातायात के उपकरण इत्यादि ।

**विविध उत्पादन**

फर्नीचर, रबर और रबर से निर्मित वस्तुएं; भवन निर्माण सामग्री, घड़ियां, चश्मे इत्यादि; चिकित्सा एवं शल्य चिकित्सा के औजारों; बहुमूल्य धातुओं, पत्थरों और जवाहरात इत्यादि का थोक व्यापार ।

**भोजन एवं भोज्य पदार्थों, पेयपदार्थों, तम्बाकू और नशीले पदार्थों का फुटकर व्यापार**

स्पष्ट लिखिये कि फुटकर व्यापार किस चीज का किया जाता है जैसे किराना; सब्जी: फल, मांस, अंडे मुर्गियां, डबलरोटी, बिस्कुट इत्यादि; दूध, मक्खन इत्यादि; पान, बीड़ी, सोडा वाटर इत्यादि का फुटकर व्यापार ।

**वस्त्रों का फुटकर व्यापार**

केवल "कपड़ों के फुटकर व्यापार में लगा है" लिखना ही पर्याप्त नहीं होगा बल्कि यह लिखिये कि फुटकर व्यापार किन चीजों से सम्बन्ध रखता है जैसे बिना सिले हुए कपड़ों का व्यापारी, रेडीमेड पोशाकों का व्यापारी इत्यादि ।

**अन्य वस्तुओं का फुटकर व्यापार**

यह स्पष्ट लिखिये कि किस प्रकार का फुटकर व्यापार है जैसे दवाइयों, किताबों, भवन निर्माण सामग्री इत्यादि का ।

**परिवहन, संग्रहण तथा संचार व्यवस्था**

(केवल यह बताना पर्याप्त नहीं होगा कि थल, जल या हवा में यातायात का कार्य करता है बल्कि उसका विस्तृत विवरण देना आवश्यक है ।)

स्पष्ट लिखिये कि यह किस प्रकार की यातायात सेवा है जैसे रेल, ट्राम, बस, बैलगाडी, इक्का, तांगा इत्यादि; समुद्र, और समुद्री किनारे या नदियों इत्यादि में यातायात, हवाई यातायात, माल ढोने सम्बन्धी सेवाएं जैसे पैकिंग करना, खोखों में बन्द करना, यात्रा का प्रबन्ध करने वाली कम्पनियां इत्यादि । इसमें माल को स्टोर करना, गोदामों में रखना और संचार व्यवस्था जैसे डाक, टेलीग्राफ, वायरलैस, टेलीफोन इत्यादि भी शामिल हैं ।

**आर्थिक व्यवस्था, बीमा, दलाली और अन्य व्यापारिक सेवाएं**

स्पष्ट लिखें कि ये सेवाएं किस प्रकार की हैं जैसे बैंकिंग, बैंकों के अतिरिक्त अन्य उधार देने वाली संस्थाएं जैसे ऋणदात्री समितियां, खेती के लिये ऋण देने वाली संस्थाएं इत्यादि; साहूकार इत्यादि; भविष्य के लिए धन बचाने सम्बन्धी सेवाएं; जीवन बीमा; अग्नि, समुद्री दुर्घटना, स्वास्थ्य सम्बन्धी बीमा, इत्यादि । इसमें व्यापारिक सेवाएं जैसे दलाली; नीलामी; हिसाब किताब रखना, सूचनाओं का संसाधन करना (डेटा प्रोसेसिंग) इन्जीनियरिंग; विज्ञापन सेवाएं इत्यादि; कानूनी सेवाएं देना भी सम्मिलित हैं ।

**सामुदायिक, सामाजिक एवं निजी सेवायें**

यह स्पष्ट बताया जाना चाहिए कि क्या सेवा जन प्रशासन, केन्द्रीय सरकार, राज्य सरकार, पुलिस सेवा, अर्द्ध-सरकारी संस्थाओं, सफाई सम्बन्धी सेवाएं, शैक्षणिक, वैज्ञानिक, एवं शोध सेवाओं इत्यादि में से है ।

केवल यह बताना ही पर्याप्त नहीं होगा कि "निजी सेवा प्रदान करता है" बल्कि यह स्पष्ट करिये कि क्या वह घरेलू नौकरी, कपड़े धोने, साफ करने, रंगने सम्बन्धी; बाल बनाने, फोटो खींचने या किसी अन्य प्रकार की अन्तर्राष्ट्रीय संस्था से सम्बधित सेवा इत्यादि है ।

परिशिष्ट 5

# व्यवसायों की वर्गीकृत सूची अर्थात कार्यों का विवरण

(प्रश्न 16 (ङ) तथा 17 (ङ) देखें पैरा 113-114)

## व्यवसायिक (प्रोफेशनल), तकनीकी (टैक्नीकल) और इसी प्रकार के दूसरे कार्य करने वाले व्यक्ति

(किसी व्यक्ति के कार्य का विवरण देते समय केवल 'इन्जीनियर," "डाक्टर", "अध्यापक" आदि लिखना पर्याप्त नहीं होगा बल्कि नीचे बताए, अनुसार पूरा विवरण देना जरूरी है।)

इन्जीनियरों के सम्बन्ध में यह अच्छी तरह स्पष्ट कीजिए कि वे इन्जीनियरिंग की किस शाखा से सम्बन्ध रखते हैं, जैसे सिविल यांत्रिक (मैकेनिकल), वैद्युत (इलैक्ट्रीकल) धातुकर्मीय (मैटलरजीकल), खनन (माइनिंग), इत्यादि। चिकित्सकों के सम्बन्ध में यह लिखिए कि वे ऐलोपैथिक, आयुर्वेदिक, होम्योपैथिक इत्यादि में से किस से सम्बन्धित हैं। इसी प्रकार शरीर विज्ञानी डाक्टर (फिजियोलौजिस्ट), दांत के डाक्टर (डैन्टिस्ट) इत्यादि लिखना चाहिए। शिक्षकों के लिये यह लिखिए कि वे विश्वविद्यालय, माध्यमिक विद्यालय, मिडिल स्कूल, प्राथमिक शाला, या शिशु शाला (किण्डरगार्टन) में से किसके शिक्षक हैं। इसके अलावा विभिन्न प्रकार के और भी व्यवसायी होते हैं जैसे रसायनज्ञ (कैमिस्ट), भौतिक विज्ञानी (फिजिसिस्ट), पुरातत्ववेत्ता (आरक्योलौजिस्ट), नर्सें, औषधविज्ञानी (फार्मेसिस्ट), स्वास्थ्यविज्ञानी (हैल्थ टैक्नीशियन्स), वकील व बैरिस्टर इत्यादि (ज्यूरिस्ट), समाजशास्त्री (सोशल साइन्टिस्ट), जैसे अर्थशास्त्री (इकोनोमिस्ट्स), सांख्यिक (स्टेटिस्टिशियन), भूगोलशास्त्री (ज्योग्राफर), इतिहासकार (हिस्टोरियनस्) मानवशास्त्री (एन्थोपोलोजिट्स) इत्यादि तथा कलाकार, लेखक, चित्रकार, मूर्तिकार, अभिनेता इत्यादि तथा ड्राफ्ट्समैन और प्रयोगशाला सहायक (लैबोरेट्री असिस्टैन्ट), पुस्तकालयाध्यक्ष (लाइब्रेरियन), अभिषितधार्मिक कार्यकर्त्ता (ऑरडेन्ट रिलिजर्स वर्कर्स) ज्योतिषी (एस्ट्रोलौजर्स) इत्यादि जिनके बारे में उनके कार्य के विवरण सहित इन्द्राजात करने होंगे।

## प्रशासकीय (एडमिनिस्ट्रेटिव), अधिशासकीय (एक्जीक्यूरिव) एवं प्रबन्धकीय (मैनेजीरिग्रल) कार्य करने वाले व्यक्ति

"सरकारी अधिकारी", "निजी संस्था या फर्म मे अधिकारी" इत्यादि लिखना पर्याप्त नहीं होगा बल्कि इनके बाबत पूरा विवरण लिखें।)

ऐसे लोग सरकारी सेवा में या किसी स्थानीय संस्था में या किसी व्यापारिक फर्म में, या किसी निर्माणकारी संस्थान में या किसी आहारगृह (होटल, रेस्टोरैन्ट इत्यादि) में या किसी यातायात कम्पनी में या इस प्रकार की अन्य संस्थाओं में कार्य करते हुए हो सकते हैं। उनके कार्य का पूरा विवरण लिखना चाहिये जैसे भारत सरकार का सचिव, जिलाधीश, नगरपालिका आयुक्त (कमिश्नर), पंचायत का प्रशासकीय अधिकारी, फर्म का संचालक, व्यापारिक संस्था का मैनेजर, होटल का मालिक और मैनेजर, चुने हुए और वैधानिक अधिकारी, हवाई जहाजों एवं समुद्री जहाजों के अधिकारी इत्यादि।

## क्लर्क इत्यादि

(किसी व्यक्ति के कार्य सम्बन्धी विवरण देते समय यह यह लिखना कि "क्लर्क" है या "कार्यालय कर्मचारी" है, काफी नहीं होगा बल्कि उसके कार्य का पूरा विवरण लिखिये।)

व्यक्ति जिस प्रकार के काम में लगा हो उसका पूरा विवरण लिखें जैसे खजाँची (कैशियर), लेखपाल (एकाउन्टेन्ट), शीघ्र लिपिक (स्टैनोग्राफर), टाइपिस्ट, "कम्प्युटिंग क्लर्क", की पंच-आपरेटर", कार्यालय सहायक गार्ड, ब्रेकमैन, यातायात नियन्त्रक (ट्रैफिक कन्ट्रोलर), रेलवे टिकट इन्सपेक्टर, डाकिया (पोस्टमैन); टेलीफोन, टेलीप्रिंटर या बेतार के तार (वायरलैस) के आपरेटर्स; रेकार्ड कीपर, प्रेषक इत्यादि। कार्यालय कर्मचारियों में चपरासी, दफ्तरी इत्यादि भी सम्मिलित माने जावेंगे।

## बिक्री का कार्य करने वाले व्यक्ति

(केवल यह मत लिखिये कि दुकान पर कार्य करता है बल्कि उसके कार्य का पूरा विवरण लिखें।)

यह स्पष्ट रूप से लिखना चाहिये कि किसी व्यापारिक संस्था का मालिक थोक व्यापार करता है या फुटकर। सेल्समैन या सहायक बिक्रेता (शाप असिस्टैन्ट), बीमा एजेन्ट, शेयर्स के दलाल, नीलामकर्ता, भ्रमणशील व्यापारी (कामर्शल ट्रैवसर्स), फेरी वाले और खोमचे वाले, साहूकार या महाजन, गिरवी रखकर उधार देने वाले व्यक्ति भी इसी श्रेणी में आवेंगे।

## सेवाएं प्रदान करने वाले व्यक्ति (सर्विस वर्कर्स)

(सेवायें प्रदान करने वाले व्यक्ति कई प्रकार के होते हैं। जैसे घरेलू नौकर या किसी निजी सेवा में या पुलिस सेवा में या पहरे-

दारी (वाच एण्ड वार्ड) करने वाले, इत्यादि। जैसी भी स्थिति हो पूरा विवरण निम्न प्रकार दें।)

होटल या रैस्टोरैन्ट चलाने वाले; गृहपाल (हाऊस कीपर्स), मैट्रन, घरेलू और संस्थाओं में काम करने वाले कारिन्दे, रसोइए, खिदमतगार (वेटर्स), शराब देने वाले तथा इसी प्रकार के अन्य काम करने वाले (घरेलू और संस्थागत दोनों); नौकरानियां और इसी प्रकार के अन्य घरेलू नौकर; इमारतों की देखभाल करने वाले, झाड़ू देने वाले, सफाई करने वाले तथा इसी प्रकार के अन्य नौकर; धोबी, ड्राईक्लीनर्स, प्रैस (इ त्री) करने वाले; नाई, सौन्दर्य बढ़ाने वाले (ब्यूटिशियन्स) तथा इसी प्रकार के अन्य कर्मचारी; सुरक्षा कर्मचारी जैसे दरबान, चौकीदार, इत्यादि तथा अन्य सेवाएं प्रदान करने वाले व्यक्ति।

**कृषक, मछुवे, शिकारी, लकड़ी काटने वाले तथा इसी प्रकार के दूसरे कार्य करने वाले व्यक्ति**

गहरे समुद्र में मछली पकड़ने वाले, नदियों व तालाबों इत्यादि में मछली पकड़ने वाले, सीप, शंख इ यादि एकत्र करने वाले; जंगलात अधिकारी; कोयला बनाने; जंगलों के विभिन्न उत्पादनों को एकत्र करने वाले, बागान प्रबन्धक; फार्मों में मशीन चलाने वाले, बागवान, ताड़ी बनाने वाले, रबर एकत्र करने वाले, शिकारी, बहेलिये (चिड़िया पकड़ने वाले) इत्यादि इस श्रेणी में आवेंगे।

**उत्पादन व इससे सम्बन्धित अन्य काम करने वाले, यातायात के उपकरणों को चलाने वाले व अन्य मजदूर**

(इस श्रेणी में विभिन्न प्रकार के कारीगरों, मजदूरों व अन्य यंत्र चालकों की बहुत बड़ी संख्या सम्मिलित होगी जिनके कार्य के बारे में पूरा विवरण देना होगा।)

उदाहरण के लिए, खानों में काम करने वाले, पत्थर की खान में काम करने वाले; ट्यूब वैल बनाने वाले; कपास ओटने वाले, सूत कातने वाले, रंगरेज, बुनने वाले, गोटा, किनारी (लेस) बनाने वाले, दरी-गलीचे बनाने वाले आदि; दर्जी, कपड़ा काटने वाले, हैट-टोपी बनाने वाले, कशीदा काढ़ने वाले; जूते बनाने या मरम्मत करने वाले, काठी (जीन) बनाने वाले, चमड़ा काटने वाले आदि; लोहार, भट्टी पर काम करने वाले, सांचे में ढालने वाले आदि; गाड़ी बनाने वाले, पहिए बनाने वाले, आलमारी आदि बनाने वाले आदि; पत्थर काटने वाले, राज और मिस्त्री, झौंपड़ी बनाने वाले, छप्पर डालने वाले, कुएं खोदने वाले आदि; जौहरी, सुनार; हाथ व दीवार की घड़ी बनाने या मरम्मत करने वाले; झालने वाले, धातु की चादर काटने वाले, धातु की चद्दर से सामान बनानें वाले; मशीन चालक; बिजली का काम करने वाले, बिजली की फिटिंग करने वाले, रेडियो मैकेनिक, बिजली के लाइनमैन, केवल जोडने वाले; खाती, बढ़ई, लकडी चीरने वाले आदि; छापने की मशीन चलाने वाले, प्रूफरीडर, फोटोलिथो मशीन चलाने वाले, जिल्दसाज; बर्तन बनाने बनाने वाले, ढालने वाले, फायरमैन, भट्टा चलाने वाले, कांच और काच का सामान बनाने वाले; आटा पीसने वाले; डबलरोटी, बिस्कुट बनाने वाले, मिठाई बनाने वाले, डिब्बे में बन्द खाने का सामान बनाने वाले; कहवे और चाय के बागान में काम करने वाले, तम्बाकू तैयार करने वाले; बीडी या सिगार बनाने वाले, सुंघनी (नस्वार) या जर्दा तैयार करने वाले; टायर बनाने वाले, क्रेन या लिफ्ट चलाने वाले, सामान लादने और उतारने वाले इत्यादि।

**प्रश्न नम्बर 16 और 17 के अन्तर्गत आने वाले आर्थिक विवरणों को दर्ज करने हेतु कुछ उदाहरण**

| प्रश्न 16 (क) (i) सामान्य श्रेणी | प्रश्न 16 (क) (ii) काम न करने वाले | प्रश्न 16 (ख) काम का स्थान | प्रश्न 16 (ग) प्रतिष्ठान का नाम | प्रश्न 16 (घ) उद्योग, व्यापार, पेशा या नौकरी का ब्यौरा | प्रश्न 16 (ङ) काम का विवरण | प्रश्न 16 (च) काम करने वाले का वर्ग |
|---|---|---|---|---|---|---|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| (1) का० | × | × | × | × | × | × |
| (2) खे०मे० | × | × | × | × | × | × |
| (3) पा०उ० | × | गि० | कोई खास नाम नहीं | अम्बर चरखे पर सूत कातना | सूत कातना | पा० का० |
| (4) पा०उ० | × | गि० | कोई खास नाम नहीं | हैंडलूम पर सूती कपड़े बुनना | सूत की रंगाई और कताई | पा० का० |
| (5) पा०उ० | × | गि० | कोई खास नाम नहीं | आटा पीसने की चक्की | धान को भूसे से अलग करना और साफ करना | नौ० |
| (6) पा०उ० | × | गि० | कोई खास नाम नहीं | तेल घाणी | तेल घाणी चलाना | अ० का० |
| (7) पा०उ० | × | गि० | कोई खास नाम नहीं | लुहार का कार्य (खेती के औजार बनाना) | औजारों को पक्का करना तथा पालिश करना | पा० का० |
| (8) पा०उ० | × | गि० | कोई खास नाम नहीं | मिट्टी के बर्तन बनाना | चाक पर मिट्टी के बर्तन बनाना | पा० का० |
| (9) पा० उ० | × | गि० | कोई खास नाम नहीं | मिट्टी के बर्तन बनाना | आवा (भट्टा) बनाना और जलाना | नौ० |
| (10) पा० उ० | × | गि० | कोई खास नाम नहीं | बढ़ई का काम : लकड़ी के दरवाजे और खिड़कियां बनाना | बढ़ई | पा० का० |
| (11) पा० उ० | × | गि० | सराफा दी हट्टी | सुनार का काम | सोने के जेवरात में लाख भरना | पा० का० |
| (12) पा० उ० | × | नई दिल्ली | गुप्ता होजरी वर्क्स | होजरी के सामान का उत्पादन | होजरी मशीन का आपरेटर | नौ० |
| (13) अन्य | × | नई दिल्ली | वर्मा होजरी वर्क्स | होजरी का सामान बनाना | हिसाब लिखने वाला क्लर्क | नौ० |
| (14) पा० उ० | × | गि० | कोई खास नाम नहीं | विद्युत से कलई करना (एल्क्ट्रोप्लेटिंग) | धातु को साफ करना और चमकाना | पा० का० |
| (15) पा० उ० | × | गि० | कोई खास नाम नहीं | गाड़ी के पहिए का घेरा (रिंग) बनाना | गाड़ी के पहिए (चक्के) पर लोहे का छल्ला (हूप) चढ़ाना | नौ० |

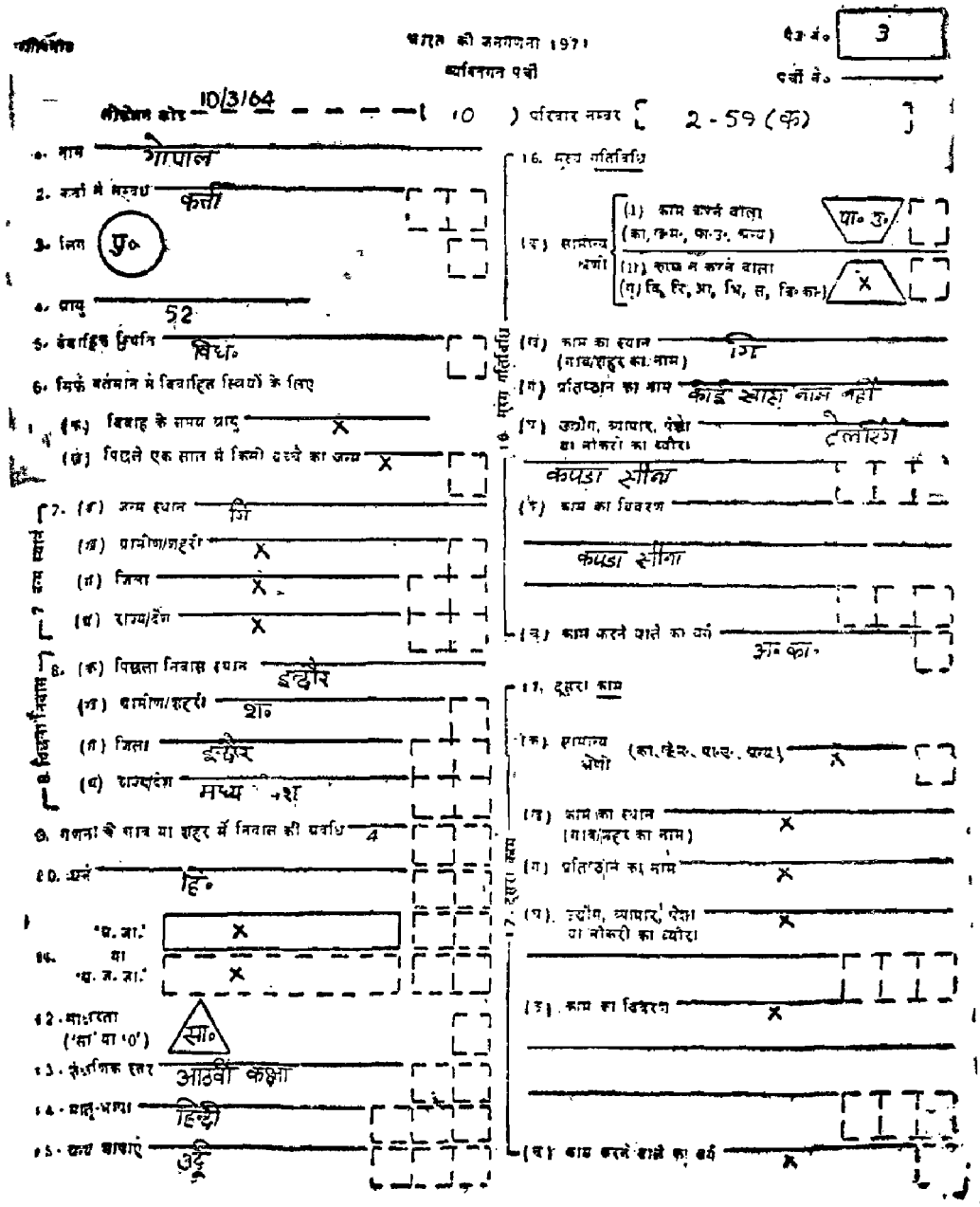
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|---|---|---|---|---|---|---|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| (16) अन्य | × | गि० | कोई खास नाम नहीं | बाल काटना | नाई | अ० का० |
| (17) अन्य | × | गि० | कोई खास नाम नहीं | शहद का उत्पादन | शहद की मक्खी पालना | अ० का० |
| (18) अन्य | × | गि० | कोई खास नाम नहीं | पशु पालना | जानवरों की देख-भाल करना | पा० का० |
| (19) अन्य | × | गीर का जंगल | सरकारी जंगलात विभाग | वन में लकड़ी काटना | वन में पेड़ों को काटना | नौ० |
| (20) अन्य | × | गि० | कोई खास नाम नहीं | प्राइवेट ट्यूशन | ट्यूटर (शिक्षक) | अ० का० |
| (21) अन्य | × | गि० | कोई खास नाम नहीं | फल उत्पादन | आम के बाग में माली | नौ० |
| (22) अन्य | × | गि० | मुथूस्वामी कॉफी एस्टेट | काफी के पौधे स्टेट लगाना | फार्म पर मजदूर | नौ० |
| (23) अन्य | × | नई दिल्ली | उत्तरी रेलवे | रेल यातायात | यात्रा में टिकट चैक करने वाला इंस्पेक्टर | नौ० |
| (24) अन्य | × | गि० | इंडियन सैरेमिक इंस्टीट्यूट | चीनी मिट्टी के सामान बनाने के संबंध में शोध | वरिष्ठ वैज्ञानिक अधिकारी (चीनी मिट्टी सम्बन्धी शोध) | नौ० |
| (25) अन्य | × | गि० | रजिस्ट्रार जनरल का कार्यालय | केन्द्रीय सरकार की सेवा | वरिष्ठ रिसर्च आफीसर (वाइटल स्टेटिसटिक्स) | नौ० |
| (26) अन्य | × | गि० | जिप्सम सप्लाई कम्पनी | आर्डर मिलने पर जिप्सम सप्लाई करना | सिन्दरी खाद कारखाने को जिप्सम सप्लाई करने वाला ठेकेदार | मा० |
| (27) अन्य | × | गि० | चितरंजन लोकोमोटिव | रेल कारखाना | लेखपाल | नौ० |
| (28) अन्य | × | गि० | दिल्ली रेलवे स्टेशन | रेलवे स्टेशन पर कुली | मालगोदाम पर कुली | नौ० |
| (29) अन्य | × | रामपुर ग्राम | सी०पी० डब्लू० डी० | सड़क निर्माण | मिट्टी खोदने वाला मजदूर (दैनिक मजदूरी पर) | नौ० |
| (30) अन्य | × | गि० | कोई खास नाम नहीं | मकान बनाना | ईंटों से चिनाई करने वाला मजदूर | अ० का० |

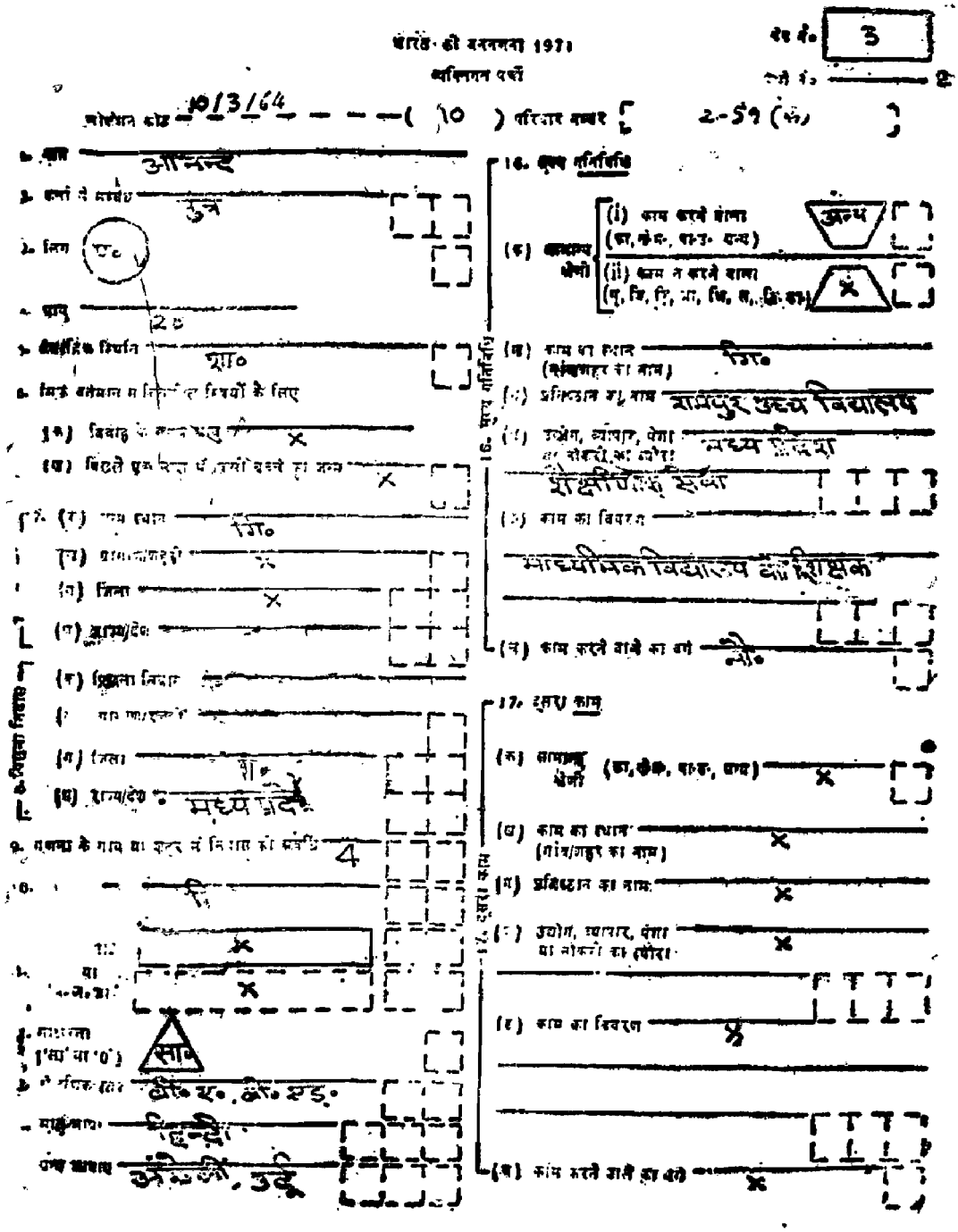
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|---|---|---|---|---|---|---|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| (31) अन्य | × | गि० | कोई खास नाम नहीं | सब्जी बाजार में सामान ढोने वाला मजदूर | साधारण मजदूर | अ० का० |
| (32) अन्य | × | गि० | दिल्ली विद्युत सप्लाई कारपोरेशन सब-स्टेशन | ट्रांसफार्मर की सहायता से बिजली पहुंचाना | विद्युत मशीन आपरेटर | नौ० |
| (33) अन्य | × | गि० | मदन ब्रदर्स | स्टेशनरी की फुटकर दुकान | दुकान पर सहायक | पा० का० |
| (34) अन्य | × | गि० | साहू एंड कंपनी | अनाज और दालों का थोक स्टोर | थोक व्यापारी | मा० |
| (35) अन्य | × | गि० | दयानन्द एण्ड सन्स | बने बनाये कपडे और होजरी की फुटकर दुकान | बिक्रेता | पा० का० |
| (36) अन्य | × | गि० | काका अग्रीको | लोहे और इस्पात से निर्मित सामानों के व्यापारी | सेल्स मैनेजर | नौ० |
| (37) अन्य | × | गि० | भारतीय आयरन एण्ड स्टील कम्पनी बर्नपुर | लोहे और इस्पात के सामानों का निर्माता | बायलर रूल का फोरमैन | नौ० |
| (38) अन्य | × | नई दिल्ली | इंडियन एयरलाइंस कारपोरेशन | वायु यातायात | वायुयान चालक | नौ० |
| (39) अन्य | × | चन्डीगढ़ | राजकीय मोटर यातायात व्यवस्था | मोटर यातायात सेवा | बस ड्राइवर | नौ० |
| (40) अन्य | × | गि० | प्रकाश ट्रांसपोर्ट सर्विस | ट्रक द्वारा सामान ढोना | मालिक-कार्यकर्त्ता | मा० |
| (41) अन्य | × | गि० | मेडीकल कालेज, कलकत्ता, रेडियोलोजी डिपार्टमेंट | चिकित्सा एवं स्वास्थ्य सेवा | रेडियोलौजिस्ट | नौ० |
| (42) अन्य | × | गि० | आई० सी० ए० आर० पूसा, दिल्ली | पौध संरक्षण सम्बन्धी शोध | पौधों को पोषाहार देने वाला | नौ० |
| (43) अन्य | × | गि० | विमला शूगर फैक्ट्री | चीनी मिल | कैमिस्ट | नौ० |

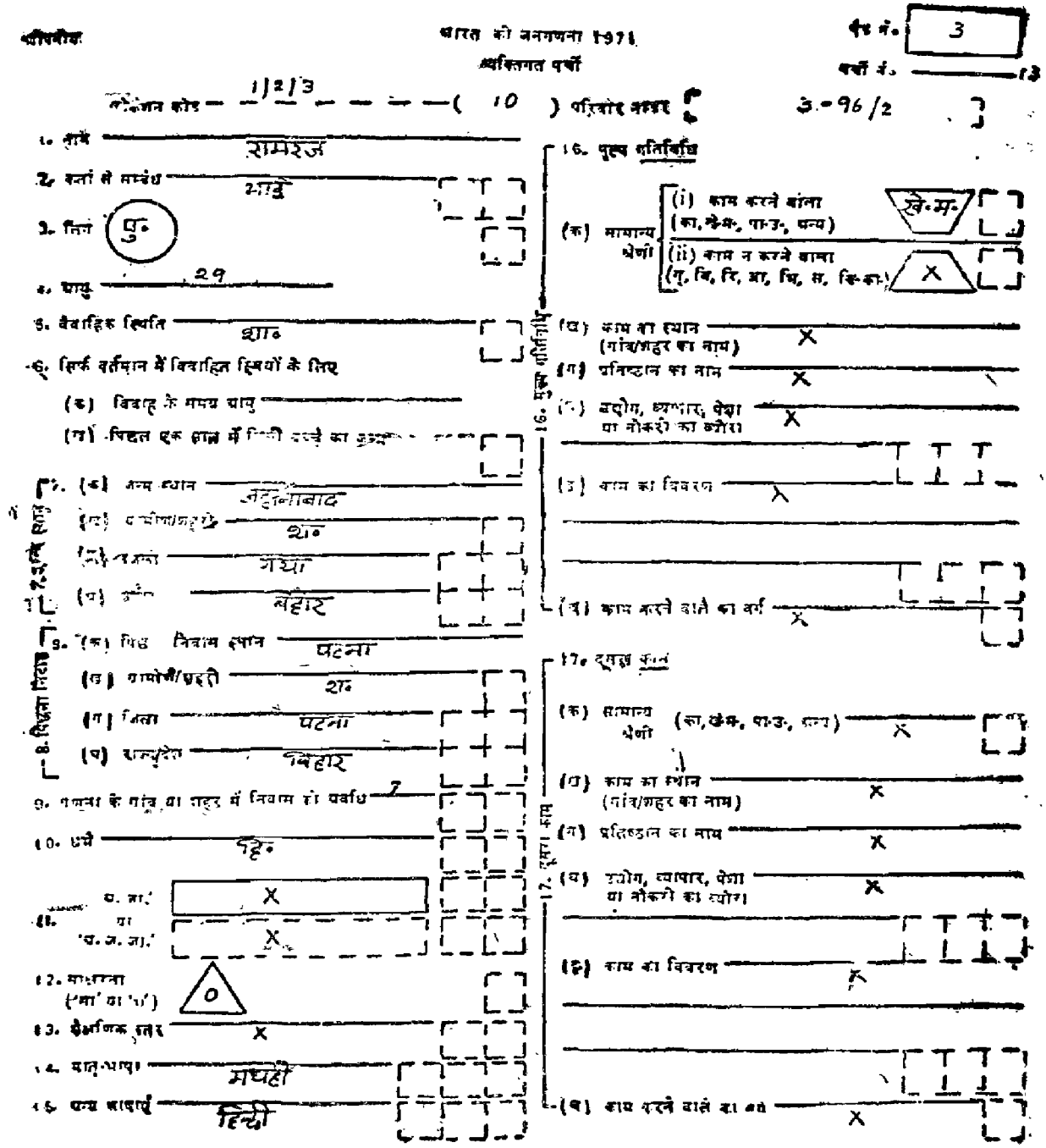
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|---|---|---|---|---|---|---|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| (44) अन्य | × | गि० | आकाश कैमीकल एण्ड फार्मैस्यूटिकल फैक्ट्री | रोगाणुनाशक दवाओं का निर्माण | कैमिस्ट | नौ० |
| (45) अन्य | × | गि० | जीवन बीमा निगम, दिल्ली | जीवन बीमा व्यापार | प्रशासन सचिव | नौ० |
| (46) अन्य | × | गि० | तमिलनाडु सरकार (व्यापार एवं उद्योग विभाग) | राज्य सरकार सेवा | सहायक सचिव | नौ० |
| (47) अन्य | × | गि० | तमिलनाडु सरकार (व्यापार एवं उद्योग विभाग) | राज्य सरकार सेवा | वरिष्ठ लिपिक | नौ० |
| (48) अन्य | × | गि० | कुन्दन ब्रादर्स ज्वैलर्स जयपुर | जवाहरात बनाना | सुपरवाइजर | पा० का० |
| (49) अन्य | × | गि० | कोई खास नाम नहीं | घरेलू सेवा | रसोइया | नौ० |
| (50) अन्य | × | गि० | अशोका होटल, नई दिल्ली | आवासीय होटल | रसोइया | नौ० |
| (51) अन्य | × | बैंगलौर | —क्लब | मनोरंजन क्लब | बेयरा | नौ० |
| (52) अन्य | × | गि० | कोई खास नाम नहीं | किराने का फुटकर व्यापार | मालिक-कार्यकर्ता | अ० का० |
| (53) अन्य | × | गि० | भिलाई इस्पात कारखाना | इस्पात का उत्पादन | चार्टर्ड अकाउन्टैन्ट | नौ० |
| (54) अन्य | × | हावड़ा | हावड़ा जूट मिल | जूट मिल | लेखपाल | नौ० |
| (55) अन्य | × | गि० | —फिल्म स्टूडियोज | फीचर फिल्म बनाना | सिनेमा एक्टर | अ० का० |
| (56) अन्य | × | गि० | रूपरेखा कम्पनी | व्यापारिक साइन बोर्ड रंगने वाला | साइन बोर्ड रंगने वाला | नौ० |
| (57) अन्य | × | गि० | पोर्टलैंड सीमेंट कम्पनी | सीमेंट का उत्पादन | कैनवस के थैले बनाना | नौ० |
| (58) अन्य | × | गि० | —स्टाक एक्सचेंज | शेयर का दलाल | चाय और जूट के शेयरों का दलाल | अ० का० |
| (59) अन्य | × | गि० | — बिजनेस हाउस लिमिटेड | व्यापारिक फर्मों के बिलों का भुगतान | मैनेजिंग डायरेक्टर | मा० |
| (60) अन्य | × | गि० | रामचन्द्र इंजिनियरिंग कम्पनी | इंजिनियरिंग कारखाना | सांचा बनाने वाला | नौ० |

| प्रश्न 16 (क) (i) सामान्य श्रेणी | प्रश्न 16 (क) (ii) काम न करने वाले | प्रश्न 16 (ख) काम का स्थान | प्रश्न 16 (ग) प्रतिष्ठान का नाम | प्रश्न 16 (घ) उद्योग, व्यापार, पेशा या नौकरी का ब्यौरा | प्रश्न 16 (ङ) काम का विवरण | प्रश्न 16 (च) काम करने वाले का वर्ग |
|---|---|---|---|---|---|---|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| (61) अन्य | × | गि० | —पेन्ट फैक्ट्री | रंगों का निर्माण | गेरू पीसने वाला | नौ० |
| (62) अन्य | × | गि० | सोलन ब्रूअरीज | पेय पदार्थ बनाने का कारखाना | शराब बनाने के यंत्र का चालक | नौ० |
| (63) अन्य | × | गि० | —कैमीकल फैक्ट्री | हाइड्रोक्लोरिक एसिड का निर्माण | पीसने वाला | नौ० |
| (64) अन्य | × | गि० | रि - रोलिंग मिल्स | इस्पात रोलिंग कारखाना | सफाई करने वाला | नौ० |
| (65) अन्य | × | गि० | —सिनेमा | सिनेमा हाउस | गेट कीपर | नौ० |
| (66) अन्य | × | गि० | —इजिनियरिंग वर्क्स | लोहे और इस्पात की ढलाई का कारखाना | ढलाई करने वाला | नौ० |
| (67) अन्य | × | गि० | —आइल मिल | सरसों के तेल का उत्पादन | पैकिंग विभाग में फोरमैन | नौ० |
| (68) अन्य | × | गि० | —कम्पनी | मोटर का ढांचा बनाने का कार-खाना | लकड़ी चीरने की मिल में फोरमैन | नौ० |
| (69) अन्य | × | शाहदरा | —अलुमीनियम कम्पनी | अलुमीनियम का कारखाना | सांचे में ढालने वाला | नौ० |
| (70) अन्य | × | टाटानगर | —आयरन फैक्ट्री | आयरन फाउन्ड्री वर्क्स | बायलर शाप में भट्टी जलाने वाला | नौ० |
| (71) अन्य | × | नई दिल्ली | सरकारी छापा-खाना | छपाई का कार्य | कम्पोजिंग की मोनो मशीन का आपरेटर | नौ० |
| (72) अन्य | × | गि० | स्माल टूल कम्पनी | छोटे औजारों का निर्माण | पीतल को खरीदने वाला | नौ० |
| (73) अन्य | × | गि० | राज्य समाज कल्याण बोर्ड | समाज कल्याण संगठन | अवैतिक समाज सेवक | अ० का० |
| (74) अन्य | × | नई दिल्ली | संसद—दिल्ली | संसदीय कार्य | संसद सदस्य | अ० का० |
| (75) अन्य | × | गि० | कोई विशेष पत्र नहीं | समाचार पत्रों तथा पत्रिकाओं के लिए लेखन कार्य | स्वतंत्र पत्रकार | अ० का० |
| (76) अन्य | × | गि० | —पार्टी | दल का राजनैतिक कार्य करना | राजनैतिक कार्य कर्त्ता | अ० का० |

# परिशिष्ट 7


भारत की जनगणना 1971
व्यक्तिगत पर्ची
गणना कोड 10/3/64
परिवार नम्बर 2-59 (क)
1. नाम गोपाल
2. कर्ता से सम्बन्ध कर्त्ता
3. लिंग पु०
4. आयु 52
5. वैवाहिक स्थिति विधु०
6. सिर्फ वर्तमान में विवाहित स्त्रियों के लिए
(क) विवाह के समय आयु X
(ख) पिछले एक साल में किसी बच्चे का जन्म X
7. (क) जन्म स्थान जि
(ख) ग्रामीण/शहरी X
(ग) जिला X
(घ) राज्य/देश X
8. (क) पिछला निवास स्थान इंदौर
(ख) ग्रामीण/शहरी शा०
(ग) जिला इंदौर
(घ) राज्य/देश मध्य प्र०
9. गणना के गाँव या शहर में निवास की अवधि 4
10. धर्म हि०
11. 'अ. जा.' X
या
'अ. ज. जा.' X
12. साक्षरता ('सा' या '0') सा०
13. शैक्षणिक स्तर आठवीं कक्षा
14. मातृ-भाषा हिन्दी
15. अन्य भाषाएं उर्दू
16. मुख्य गतिविधि
(क) सामान्य श्रेणी (i) काम करने वाला (का, कि०म, अ-उ, अन्य) मु० उ०
(ii) काम न करने वाला (ग) वि, नि, भि, घि, स, कि-का)
(ख) काम का स्थान (गाँव/शहर का नाम) इंदौर
(ग) प्रतिष्ठान का नाम कोई स्थाई नाम नहीं
(घ) उद्योग, व्यापार, पेशा या नौकरी का ब्यौरा टेलरिंग कपड़ा सीना
(ङ) काम का विवरण कपड़ा सीना
(च) काम करने वाले का वर्ग अन्य का०
17. दूसरा काम
(क) सामान्य श्रेणी (का, कि०म, अ-उ, अन्य) X
(ख) काम का स्थान (गाँव/शहर का नाम) X
(ग) प्रतिष्ठान का नाम X
(घ) उद्योग, व्यापार, पेशा या नौकरी का ब्यौरा X
(ङ) काम का विवरण X
(च) काम करने वाले का वर्ग X





गोपनीय

भारत की जनगणना 1971

व्यक्तिगत पर्ची

पृष्ठ सं. 3

पर्ची सं. ——— 13

गणना कोड — 1/2/3 — — — — ( 10 ) परिवार नम्बर 3-96/2

1. नाम — रामेश्वर

2. कर्ता से सम्बंध — भाई

3. लिंग — पु.

4. आयु — 29

5. वैवाहिक स्थिति — ग्रा०

6. सिर्फ वर्तमान में विवाहित स्त्रियों के लिए

(क) विवाह के समय आयु ———

(ख) पिछले एक साल में कितने बच्चे का जन्म ———

7. (क) जन्म स्थान — अहमदाबाद

(ख) तहसील/जिला — ग्रा०

(ग) जिला — गया

(घ) राज्य — बिहार

8. पिछला निवास

(क) निवास स्थान — पटना

(ख) तहसील/जिला — ग्रा०

(ग) जिला — पटना

(घ) राज्य/देश — बिहार

9. गणना के गांव या शहर में निवास की अवधि — 7

10. धर्म — हि०

11. 'अ. जा.' या 'अ. ज. जा.' — X / X

12. साक्षरता ('हां' या 'ना') — 0

13. शैक्षणिक स्तर — X

14. मातृ-भाषा — मगही

15. अन्य भाषाएं — हिन्दी

16. मुख्य गतिविधि

(क) सामान्य श्रेणी — (i) काम करने वाला (का, के.म., पा.उ., अन्य) — के.म. / (ii) काम न करने वाला (गृ, वि, रि, भ, शि, स, कि-का) — X

(ख) काम का स्थान (गांव/शहर का नाम) — X

(ग) प्रतिष्ठान का नाम — X

(घ) उद्योग, व्यापार, पेशा या नौकरी का ब्योरा — X

(ङ) काम का विवरण — X

(च) काम करने वाले का वर्ग — X

17. दूसरा काम

(क) सामान्य श्रेणी (का, के.म., पा.उ., अन्य) — X

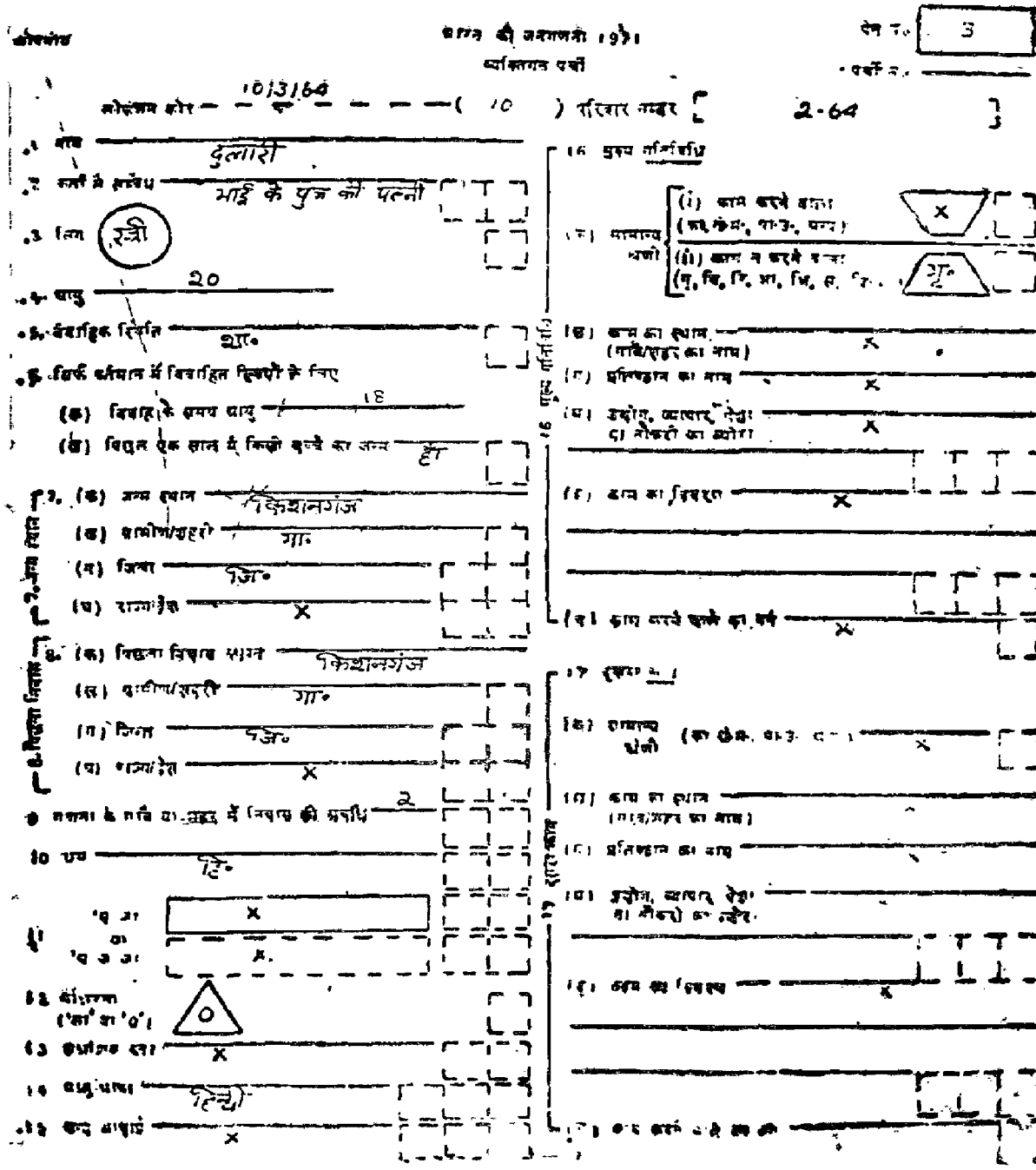
(ख) काम का स्थान (गांव/शहर का नाम) — X

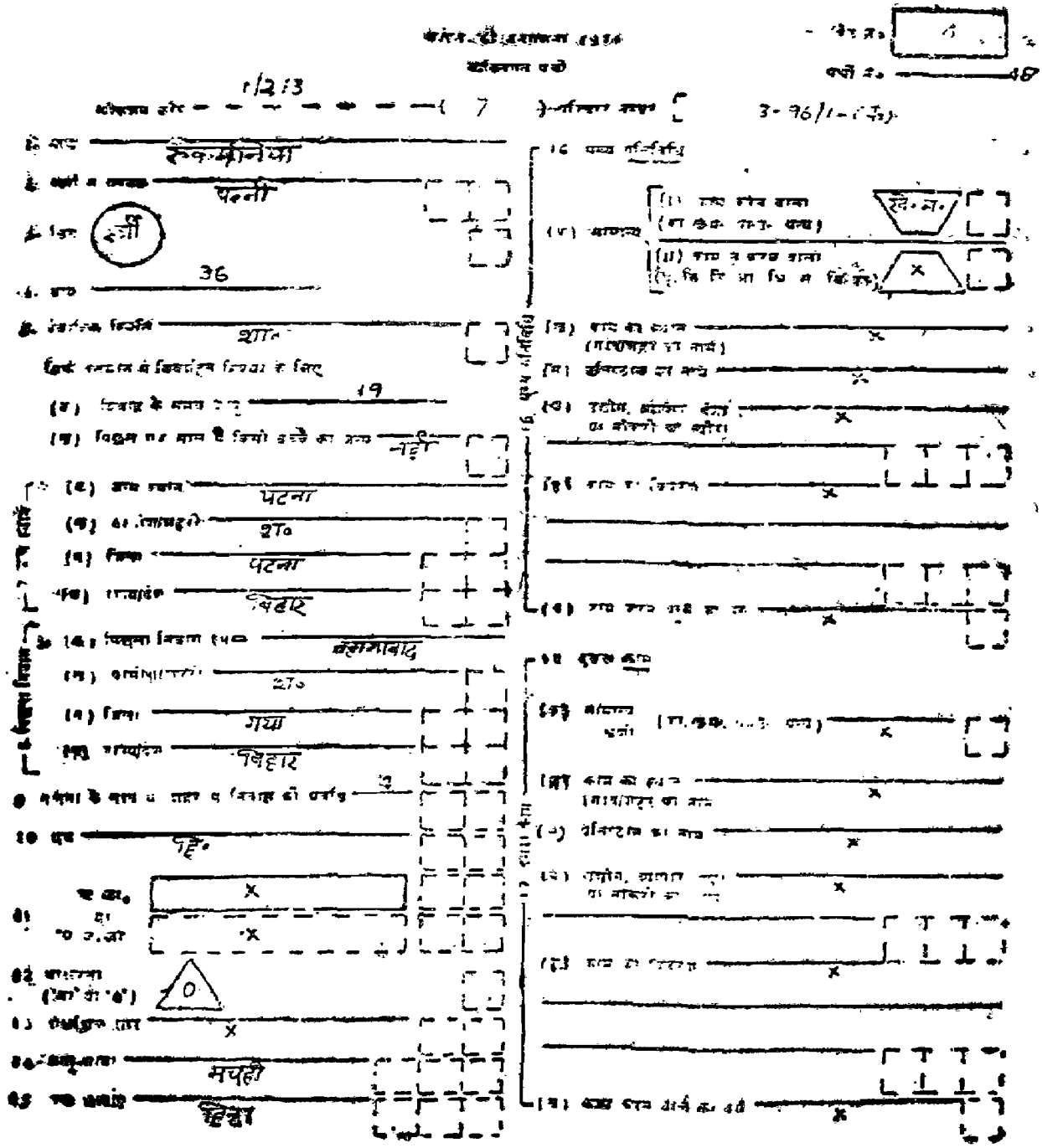
(ग) प्रतिष्ठान का नाम — X

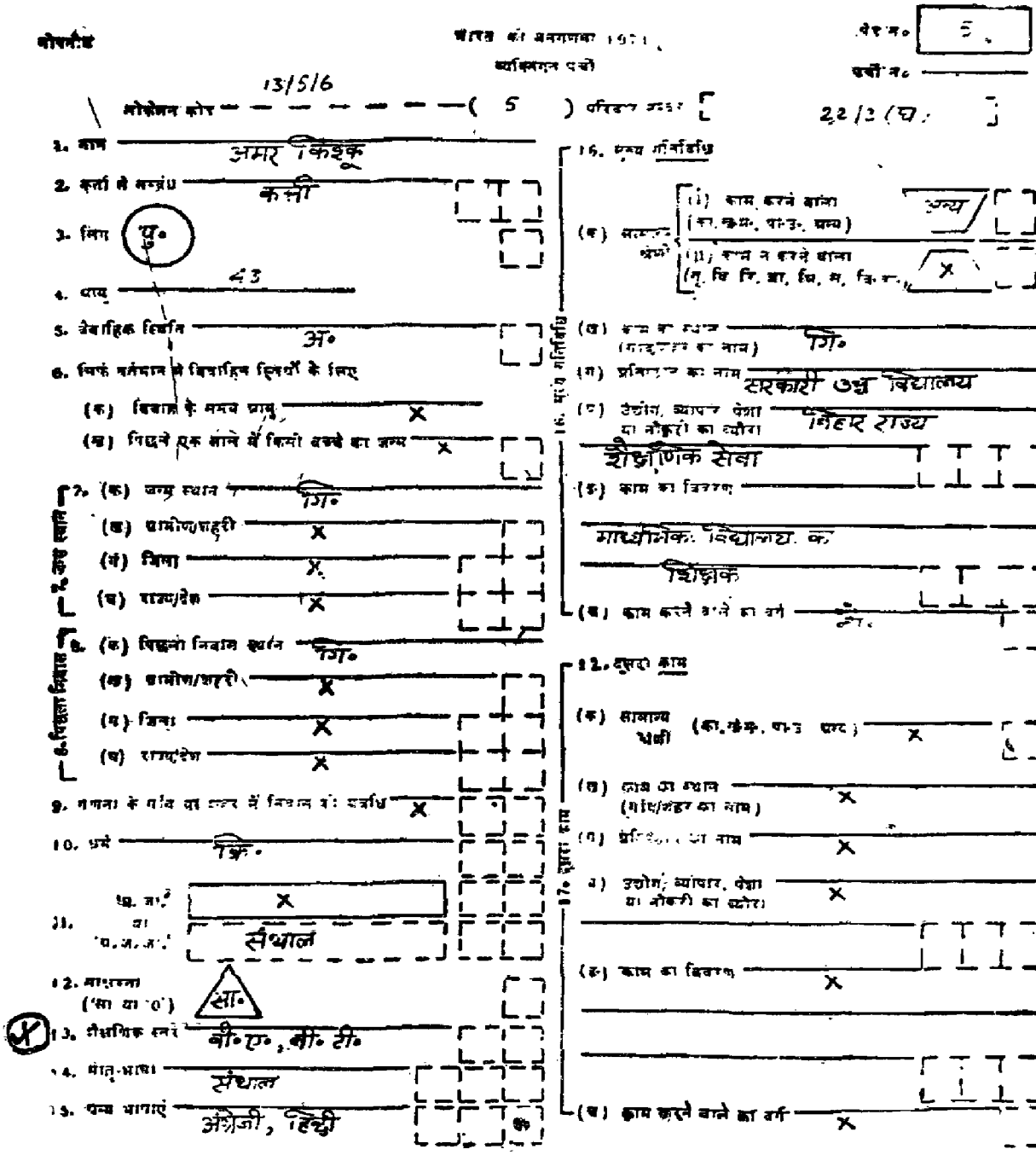
(घ) उद्योग, व्यापार, पेशा या नौकरी का ब्योरा — X

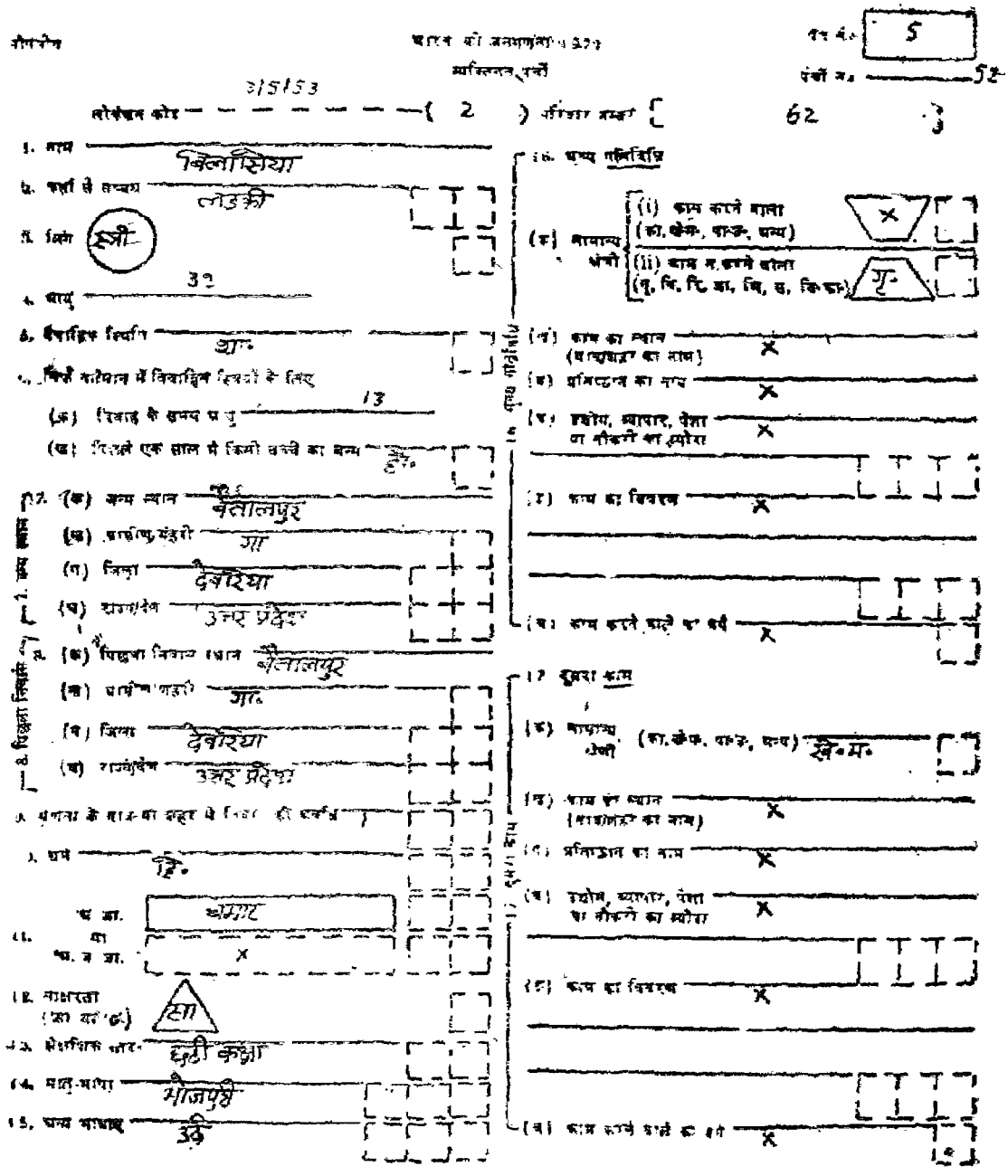
(ङ) काम का विवरण — X

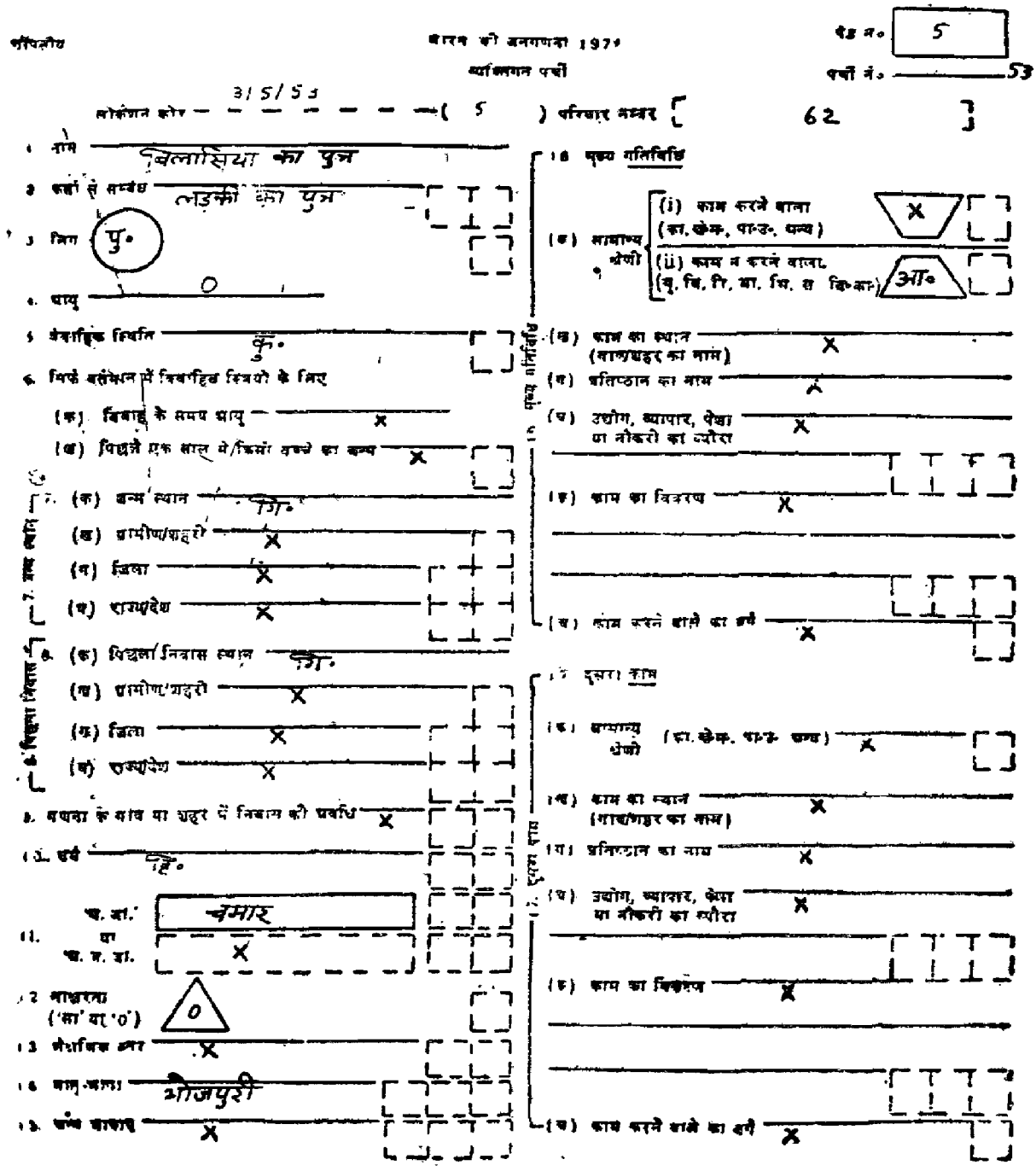
(च) काम करने वाले का वर्ग — X

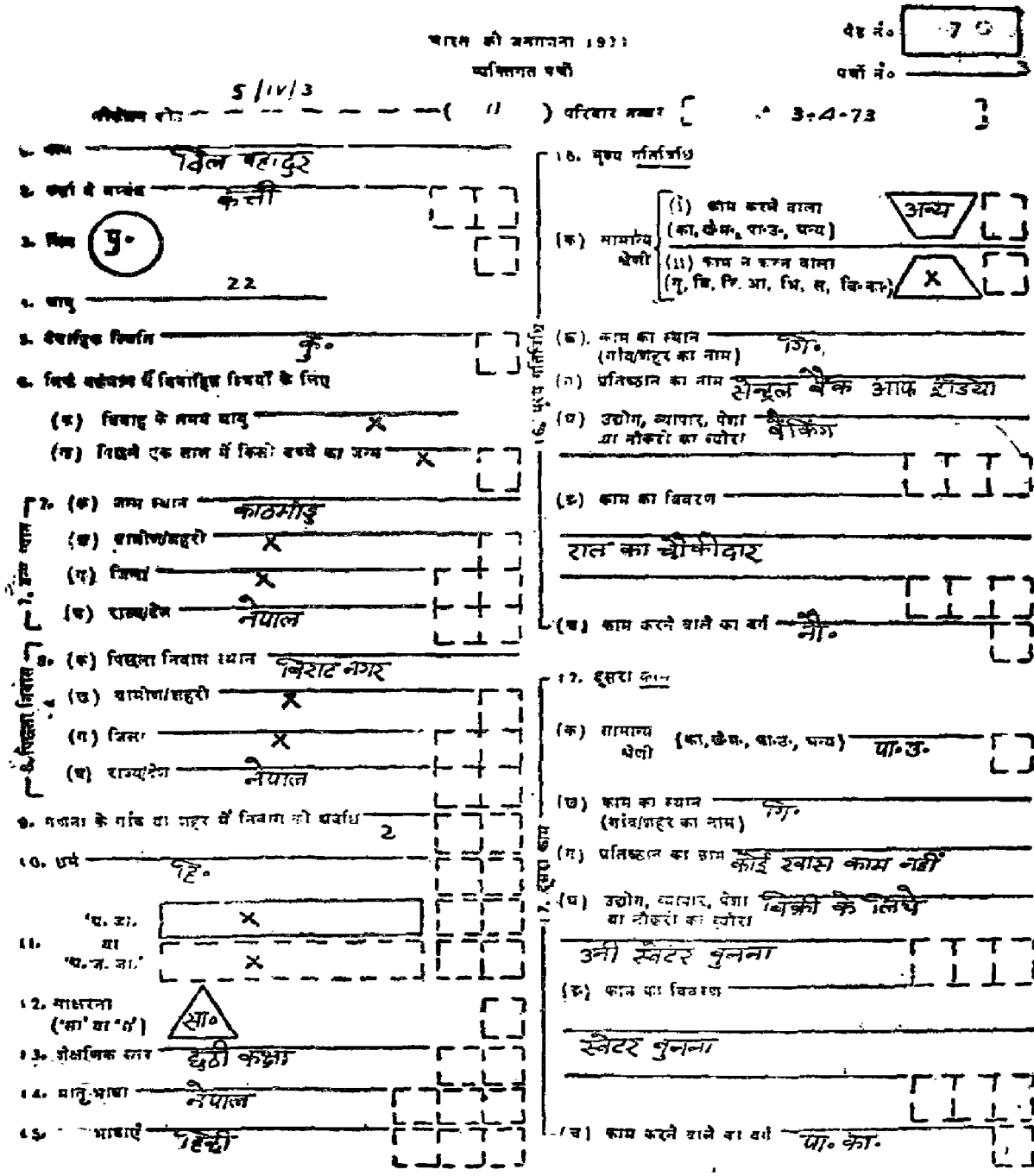


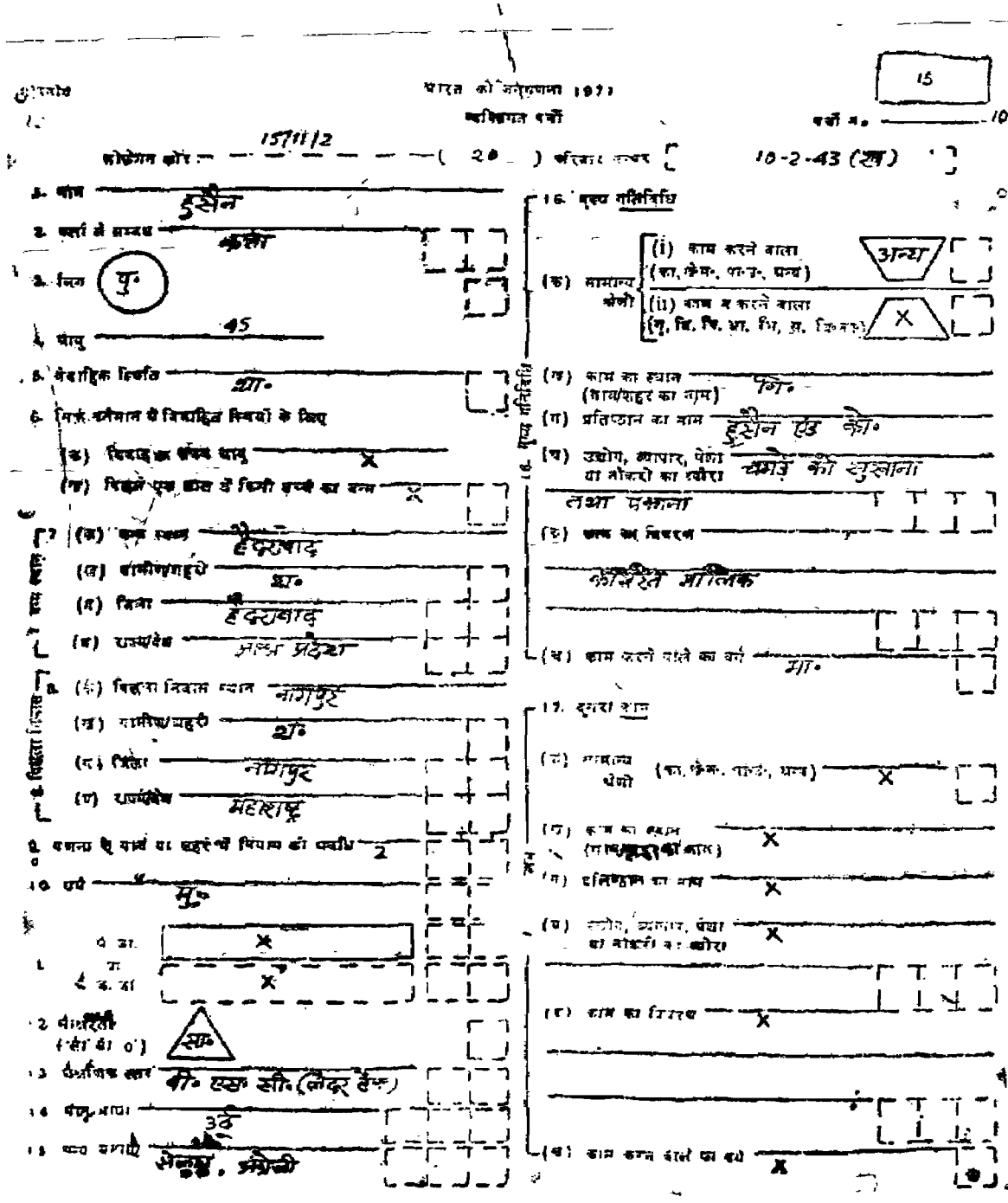



भारत की जनगणना 1971
व्यक्तिगत पर्ची
पेज नं. 5
पर्ची नं.
13/5/6
( 5 )
22/3 (घ)
1. नाम
अमर किश्कू
2. कर्ता से सम्बंध
कर्ता
3. लिंग
पु०
4. आयु
43
5. वैवाहिक स्थिति
अ०
6. सिर्फ वर्तमान से विवाहित स्त्रियों के लिए
(क) विवाह के समय आयु
(ख) पिछले एक साल में किसी बच्चे का जन्म
7. (क) जन्म स्थान
गि०
(ख) ग्रामीण/शहरी
(ग) जिला
(घ) राज्य/देश
8. (क) पिछला निवास स्थान
गि०
(ख) ग्रामीण/शहरी
(ग) जिला
(घ) राज्य/देश
9. गणना के समय या उससे पहले निवास की अवधि
10. धर्म
हिं०
11. जा. / ज.
संथाल
12. साक्षरता
सा०
13. शैक्षणिक स्तर
बी० ए०, बी० टी०
14. मातृ-भाषा
संथाल
15. अन्य भाषाएं
अंग्रेजी, हिन्दी
16. मुख्य गतिविधि
(क) सहायक श्रेणी
(i) काम करने वाला (का. कृ., पा-उ., अन्य)
अन्य
(ii) काम न करने वाला (गृ. कि. नि., छा., शि., भ., वि. भ.)
X
(ख) काम का स्थान (गांव/शहर का नाम)
गि०
(ग) प्रतिष्ठान का नाम
सरकारी उच्च विद्यालय
(घ) उद्योग, व्यापार, पेशा या नौकरी का ब्यौरा
बिहार राज्य शैक्षणिक सेवा
(ङ) काम का विवरण
माध्यमिक विद्यालय का शिक्षक
(च) काम करने वाले का वर्ग
17. दूसरा काम
(क) सामान्य श्रेणी (का. कृ., पा-उ. अन्य)
X
(ख) काम का स्थान (गांव/शहर का नाम)
X
(ग) प्रतिष्ठान का नाम
X
(घ) उद्योग, व्यापार, पेशा या नौकरी का ब्यौरा
X
(ङ) काम का विवरण
X
(च) काम करने वाले का वर्ग
X


भारत की जनगणना 1971
व्यक्तिगत पर्ची
पृष्ठ सं. 5
पर्ची सं. 52
3/5/53
नोटेशन कोड ( 2 ) परिवार संख्या 62 3
1. नाम विनसिया
2. पर्ची से सम्बन्ध लड़की
3. लिंग स्त्री
4. आयु 39
5. वैवाहिक स्थिति ग्रा०
6. किसी कारणवश में विवाहित स्त्रियों के लिए
(अ) विवाह के समय आयु 13
(ब) पिछले एक साल में किसी बच्चे का जन्म हुआ
7. (अ) जन्म स्थान बेतालपुर
(ब) ग्रामीण/शहरी गां
(स) जिला देवरिया
(द) राज्य/संघ उत्तर प्रदेश
8. (अ) पिछला निवास स्थान बेतालपुर
(ब) ग्रामीण/शहरी गां
(स) जिला देवरिया
(द) राज्य/संघ उत्तर प्रदेश
9. जनगणना के समय से पहले की अवधि
10. धर्म हि०
11. अ. जा. अगर
अ. ज. जा. X
12. नागरिकता (अन्य दर्ज करें) भा
13. मातृ-भाषा भोजपुरी
14. अन्य भाषाएं उ
15. अन्य गतिविधि
(क) सामान्य श्रेणी (i) काम करने वाला (का, कैफे, फार्म, अन्य) X
(ii) काम न करने वाला (गृ, वि, टि, छा, वि, व, कि कार्य) गृ०
(ख) काम का स्थान (गांव/शहर का नाम) X
(ग) प्रतिष्ठान का नाम X
(घ) उद्योग, व्यापार, पेशा या नौकरी का प्रकार X
(ङ) काम का विवरण X
(च) काम करने वाले का वर्ग X
17. दूसरा काम
(क) सामान्य श्रेणी (का, कैफे, फार्म, अन्य) खे०म०
(ख) काम का स्थान (गांव/शहर का नाम) X
(ग) प्रतिष्ठान का नाम X
(घ) उद्योग, व्यापार, पेशा या नौकरी का प्रकार X
(ङ) काम का विवरण X
(च) काम करने वाले का वर्ग X


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पेज नं० 5
पर्ची नं० 53
3/5/53
लोकेशन कोड
5
परिवार नम्बर
62
1. नाम
बिलासिया का पुत्र
2. कहां से सम्बंध
लड़की का पुत्र
3. लिंग
पु०
4. आयु
0
5. वैवाहिक स्थिति
कु०
6. पिछले वर्तमेशन में विवाहित स्त्रियों के लिए
(क) विवाह के समय आयु
(ख) पिछले एक साल में/किसी बच्चे का जन्म
7. (क) जन्म स्थान
जि०
(ख) ग्रामीण/शहरी
(ग) जिला
(घ) राज्य/देश
8. (क) पिछला निवास स्थान
जि०
(ख) ग्रामीण/शहरी
(ग) जिला
(घ) राज्य/देश
9. वर्तमान गांव या शहर में निवास की अवधि
10. वर्ष
जि०
11. अ. जा. या अ. ज. जा.
चमार
12 साक्षरता ('सा' या '0')
0
13 शैक्षणिक स्तर
14 मातृ-भाषा
भोजपुरी
15. अन्य भाषाएं
8. मुख्य गतिविधि
(क) सामान्य श्रेणी
(i) काम करने वाला (कृ. खेक, पा.उ. अन्य)
(ii) काम न करने वाला (भू. भि. भि. आ. भि. से भिन्न)
आ०
(ख) काम का स्थान (गांव/शहर का नाम)
(ग) प्रतिष्ठान का नाम
(घ) उद्योग, व्यापार, सेवा या नौकरी का स्वरूप
(ङ) काम का विवरण
(च) काम करने वाले का वर्ग
9. दूसरा काम
(क) सामान्य श्रेणी (कृ. खेक. पा.उ. अन्य)
(ख) काम का स्थान (गांव/शहर का नाम)
(ग) प्रतिष्ठान का नाम
(घ) उद्योग, व्यापार, सेवा या नौकरी का स्वरूप
(ङ) काम का विवरण
(च) काम करने वाले का वर्ग


भारत की जनगणना 1971
व्यक्तिगत पर्ची
पेज नं० 70
पर्ची नं०
गणना खंड 5/IV/3 ( 1 ) परिवार नम्बर 3-A-73
1. नाम बिल बहादुर
2. पति से सम्बंध कर्ता
3. लिंग पु०
4. आयु 22
5. वैवाहिक स्थिति कु०
6. जिन्हें सर्वेक्षण में विवाहित स्त्रियों के लिए
(क) विवाह के समय आयु X
(ख) पिछले एक साल में किसी बच्चे का जन्म X
7. (क) जन्म स्थान काठमांडु
(ख) ग्रामीण/शहरी X
(ग) जिला X
(घ) राज्य/देश नेपाल
8. (क) पिछला निवास स्थान बिराट नगर
(ख) ग्रामीण/शहरी X
(ग) जिला X
(घ) राज्य/देश नेपाल
9. गणना के गांव या शहर में निवास की अवधि 2
10. धर्म हि०
11. 'प. जा.' या 'प. ज. जा.' X
12. साक्षरता ('सा' या 'नं') सा०
13. शैक्षणिक स्तर छठी कक्षा
14. मातृ-भाषा नेपाल
15. भाषाएँ हिन्दी
16. मुख्य गतिविधि
(क) सामान्य श्रेणी (1) काम करने वाला (का, सी०, पा०उ०, अन्य) अन्य
(11) काम न करने वाला (गृ, वि, वि. आ, भि, स, कि०का०) X
(ख) काम का स्थान (गांव/शहर का नाम) गो०
(ग) प्रतिष्ठान का नाम सेन्ट्रल बैंक आफ इंडिया
(घ) उद्योग, व्यापार, पेशा या नौकरी का ब्योरा बैंकिंग
(ङ) काम का विवरण रात का चौकीदार
(च) काम करने वाले का वर्ग नौ०
17. दूसरा काम
(क) सामान्य श्रेणी (का, सी०, पा०उ०, अन्य) पा०उ०
(ख) काम का स्थान (गांव/शहर का नाम) गो०
(ग) प्रतिष्ठान का नाम कोई खास काम नहीं
(घ) उद्योग, व्यापार, पेशा या नौकरी का ब्योरा बिक्री के लिये ऊनी स्वेटर बुनना
(ङ) काम का विवरण स्वेटर बुनना
(च) काम करने वाले का वर्ग पा० का०


भारत की जनगणना 1971
व्यक्तिगत पर्ची
15
पर्ची सं. 100
गणनाकार कोड — 151112 — ( 20 ) गणना तारीख 10-2-43 (रात)
1. नाम हुसैन
2. घर से सम्बन्ध मुखिया
3. लिंग पु.
4. आयु 45
5. वैवाहिक स्थिति वि.
6. सिर्फ बच्चों से विवाहित स्त्रियों के लिए
(क) विवाह के समय आयु X
(ख) पिछले एक साल में किसी बच्चे का जन्म X
7. (क) वर्तमान स्थान हैदराबाद
(ख) वार्ड/गाँव/शहरी वि.
(ग) जिला हैदराबाद
(घ) राज्य/संघ आन्ध्र प्रदेश
8. (क) पिछला निवास स्थान नागपुर
(ख) वार्ड/गाँव/शहरी वि.
(ग) जिला नागपुर
(घ) राज्य/संघ महाराष्ट्र
9. वर्तमान से वर्ष या शहर में निवास की अवधि 2
10. धर्म मु.
11. (क) अ.जा. X
(ख) अ.ज.जा. X
12. मातृभाषा (वर्ष की दो) उर्दू
13. शैक्षणिक स्तर बी. एस सी. (लेक्चरर ईयर)
14. मातृभाषा 36
15. कार्य प्रकार मैनेजर, क्लोथ
16. मुख्य गतिविधि
(क) सामान्य श्रेणी (i) काम करने वाला (का, कैम., घ.उ., अन्य) अन्य
(ii) काम न करने वाला (गृ, वि. वि. भा. भि, स. जि.) X
(ख) काम का स्थान (गाँव/शहर का नाम) दि.
(ग) प्रतिष्ठान का नाम हुसैन एंड कं.
(घ) उद्योग, व्यापार, पेशा या नौकरी का ब्यौरा कपड़े की दुकान तथा दर्जी
(ङ) काम का विवरण कॉन्ट्रेक्ट मालिक
(च) काम करने वाले का वर्ग मा.
17. दूसरा काम
(क) सामान्य श्रेणी (का, कैम., घ.उ., अन्य) X
(ख) काम का स्थान (गाँव/शहर का नाम) X
(ग) प्रतिष्ठान का नाम X
(घ) उद्योग, व्यापार, पेशा या नौकरी का ब्यौरा X
(ङ) काम का विवरण X
(च) काम करने वाले का वर्ग X

परिशिष्ट 8

(फार्म एम)

**प्रगणक का दैनिक पोस्टिंग स्टेटमेंट**

लोकेशन कोड 10/3/64 पुरुष प्रगणक ब्लाक नं० 10

गांव/नगर का नाम दनदोरी प्रगणक का नाम····पृथीपाल

| अन्तिम क्रम संख्या | पैड नं० | पर्ची नं० | लिंग प्रश्न 3 | अ० जा० या अ० ज० जा० प्र० 11 | | साक्षरता प्र० 12 | | मुख्य गतिविधि प्र० 16 (क) | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | अ० जा० | अ०ज०जा० | साक्षर | निरक्षक | कास्तकार | खेतहर मजदूर | पारिवारिक उद्योग | अन्य | बिना काम × |
| | | | | | | सा० | '0' | का० | खे०म० | पा०उ० | | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 1 | 15 | 1 | पु० | — | — | √ | — | — | — | √ | — | — |
| 2 | 15 | 22 | पु० | — | — | — | √ | — | — | — | — | √ |
| 3 | 15 | 29 | पु० | — | — | — | √ | √ | — | — | — | — |
| 4 | 16 | 3 | पु० | — | √ | — | √ | — | — | — | — | √ |
| 5 | 16 | 7 | पु० | √ | — | — | √ | √ | — | — | — | — |
| 6 | 16 | 16 | पु० | √ | — | √ | — | — | √ | — | — | — |
| 7 | 16 | 25 | पु० | — | — | √ | — | — | — | — | √ | — |
| 8 | 16 | 47 | पु० | — | — | — | √ | √ | — | — | — | — |
| योग | | | 8 | 2 | 1 | 3 | 5 | 3 | 1 | 1 | 1 | 2 |

प्रगणक के हस्ताक्षर———— पर्चियों से शतप्रतिशत जांच की और सही पाया

दिनाँक———— सुपरवाइजर के हस्ताक्षर————

दिनांक————

टिप्पणी :—इस बात की तस्दीक कर लीजिए कि कालम 4 में दर्ज इन्द्राजों की संख्या=कालम संख्या 7+8=कालम संख्या 9+10+11+12+13।

(फार्म एफ)

**प्रगणक का दैनिक पोस्टिंग स्टेटमेंट**

लोकेशन कोड 10/3/64 (10) स्त्री प्रगणक ब्लाक नं० 10

गांव/नगर का नाम दनदोरी प्रगणक का नाम पृथ्वीपाल

| अन्तिम क्रम संख्या | पैड नं० | पर्ची नं० | लिंग प्रश्न 3 | अ० जा० या अ० ज० जा० प्र० 11 | | साक्षरता प्र० 12 | | मुख्य गतिविधि प्र० 16 (क) (i) | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | अ० जा० | अ०ज०जा० | साक्षर सा० | निरक्षर '0' | काश्तकार का० | खेतिहर मजदूर खे०म० | पारिवारिक उद्योग पा०उ० | अन्य | बिना काम × |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 1 | 15 | 2 | स्त्री | — | — | — | √ | — | √ | — | — | — |
| 2 | 15 | 23 | स्त्री | √ | — | — | √ | — | — | — | — | √ |
| 3 | 15 | 39 | स्त्री | √ | — | — | √ | √ | — | — | — | — |
| 4 | 16 | 56 | स्त्री | — | — | √ | — | — | — | √ | — | — |
| 5 | 16 | 62 | स्त्री | — | — | — | √ | — | — | — | — | √ |
| 6 | 16 | 64 | स्त्री | — | — | — | √ | — | — | — | — | — |
| 7 | 16 | 66 | स्त्री | — | — | — | √ | — | — | — | — | — |
| योग | | | 7 | 2 | — | 1 | 6 | 1 | 1 | 1 | — | 4 |

प्रगणक के हस्ताक्षर ————————

दिनांक ————————

पर्चियों से शतप्रतिशत जांच की और सही पाया

सुपरवाइजर के हस्ताक्षर ————————

दिनांक ————————

टिप्पणी:—इस बात की तस्दीक कर लीजिए कि कालम 4 में दर्ज इन्द्राजों की संख्या = कालम संख्या 7 + 8 = कालम संख्या 9 + 10 + 11 + 12 + 13 ।

## परिशिष्ट 9

### प्रगणक का गोश्वारा

(फार्म टी)

लोकेशन कोड 10/3/64 (10) — प्रगणक ब्लाक नं० 10

गांव/नगर का नाम दन्दोरी — प्रगणक का नाम पृथीपाल

आबाद आवासीय (रहने के) मकानों की संख्या 130 — संस्थागत परिवार की संख्या 1

कुल परिवारों की संख्या 140 — बेघरबार परिवार की संख्या 1

| लिंग | जनसख्य | अ० जा० | अ० जा० जा० | साक्षर | निरक्षर | मुख्य गतिविधि | | | | | बेघरवार लोगों की संख्या | संस्थागत व्यक्तियों की संख्या |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | काश्तकार | खेतीहर मजदूर | पारिवारिक उद्योग | अन्य काम | बिना काम | | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| पुरुष | 381 | 52 | 25 | 173 | 208 | 139 | 20 | 10 | 77 | 135 | 3 | 24 |
| स्त्री | 369 | 50 | 21 | 75 | 294 | 42 | 12 | 4 | 69 | 242 | 2 | 1 |
| योग | 750 | 102 | 46 | 248 | 502 | 181 | 32 | 14 | 146 | 377 | 5 | 25 |

प्रगणक के हस्ताक्षर———— सुपरवाइजर के हस्ताक्षर————

दिनांक———— दिनांक————

टिप्पणी :—बेघरवार के लोगों की संख्या जिसका इन्द्राज कालम 12 में करना है, ऐसे समस्त बेघरवार परिवारों के सदस्यों की संख्या का योग होगा जिनका परिवार नम्बर जनगणना रिकार्ड म '0' लिखा है, संस्था में रहने वाले लोगों की संख्या जिसका इन्द्राज कालम 13 में करना है, ऐसे समस्त संस्थागत परिवारों के सदस्यों की संख्या का योग होगा जिनका परिवार नम्बर जनगणना रिकार्ड में 'सं' लिखा है।

## परिशिष्ट 10

### जनसंख्या रिकार्ड

जनगणना 1971

गोपनीय

(व्यक्तिगत पर्ची से भरना है)

लोकेशन कोड———— परिवार का नम्बर ————

गांव या नगर का नाम———— यदि परिवार का कर्त्ता अ० जा०/अ० ज० जा० का० है ?

| क्रम संख्या | नाम | कर्त्ता से सम्बन्ध | लिंग | | आयु | वैवाहिक स्थित | साक्षरता (सा० या '0') | मुख्य गतिविधि का विवरण |
|---|---|---|---|---|---|---|---|---|
| | | | पुरुष | स्त्री | | | | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |

प्रगणक के हस्ताक्षर———— सुपरवाइजर के हस्ताक्षर————

दिनांक———— दिनांक————

# भारत की जनगणना 1971

(प्रगणक के लिए व्यक्तिगत पर्ची भरने के लिए संक्षिप्त संकेत)

| | | |
|---|---|---|
| प्रश्न 3 | पुरुष—पु० | पारिवारिक उद्योग—पा० उ० |
| | स्त्री—स्त्री | अन्य कार्य—अन्य |
| प्रश्न 5 | अविवाहित—कु० | (ब) काम न करने वाले |
| | विवाहित—शा० | गृहणी—गृ० |
| | विधवा और | विद्यार्थी—वि० |
| | विधुर—विधु० | रिटायर्ड आदि—रि० |
| | अलग—अ० | आश्रित—आ० |
| प्रश्न 7 | गिनती—गि० | भिखारी इत्यादि—भि० |
| व 8 | ग्रामीण/शहरी—ग्रा०/श० | संस्था—सं० |
| | जिला—जि० | बिना काम—वि०का० |
| प्रश्न 10 | हिन्दू—हि० | (स) काम करने वाले का वर्ग |
| | मुसलमान—मु० | मालिक—मा० |
| | ईसाई—क्रि० | नौकर—नौ० |
| | सिख—सि० | अकेले काम—अ०का० |
| | बौद्ध—बौ० | पारिवारिक काम—पा०का० |
| | जैन—जै० | |
| प्रश्न 12 | साक्षर—सा० | |
| | निर्क्षर—0 | |
| प्रश्न 16 व 17 | (अ) काम करने वाले | |
| | काश्तकार—का० | |
| | खेतीहर मजदूर—खे० म० | |

## प्रगणक व सुपरवाईजर के लिए जरूरी हिदायतें

1. वर्तमान जनगणना द्वारा भारत की जनगणना की शताब्दी पूरी होगी। प्रत्येक जनगणना के समय आवश्यकतानुसार भिन्न-भिन्न प्रकार की जानकारी एकत्रित करने की व्यवस्था की जाती रही है। इसलिए जनगणना अब केवल लोगों की गिनती करना ही नहीं बल्कि इसके साथ-साथ प्रत्येक व्यक्ति के विषय में अर्थात् नवजात शिशु से लेकर बूढ़े तक कई प्रकार की जानकारी एकत्रित की जा रही है। इस कारण प्रत्येक जनगणना अधिकारी पर एक बड़ी जिम्मेदारी आ जाती है जिसको वह अपनी कर्त्तव्य-प्रायणता से निभाए।

2. प्रत्येक जनगणना अधिकारी को व्यक्तिगत पर्ची भरने के लिए प्रगणकों की हिदायतें नाम की पुस्तिका दी गई है। प्रत्येक प्रगणक व सुपरवाईजर का कर्त्तव्य है कि वह इस पुस्तिका को बार-बार पढ़े ताकि जनगणना करते समय व फार्म भरते समय किसी प्रकार की भूल न हो जाए। यह पुस्तिका सम्पूर्ण भारतवर्ष के लिए बनाई गई है इसलिए कुछ आवश्यक बातें जो कि हिमाचल प्रदेश की जनगणना में योगदान देने वाले प्रगणकों व सुपरवाईजरों के लिए जरूरी है, अलग से देने की आवश्यकता समझी गई है, उन हिदायतों में से जो सम्पूर्ण भारत के लिए बनाई गई है अतिआवश्यक बातों का सारांश भी इस पुस्तक में संक्षिप्त रूप से दिया गया है।

3. सब से प्रमुख बात याद रखने वाली यह है कि प्रत्येक जनगणना गांव/वार्ड जिसको कि एक अलग कोड नं० दिया गया है उसका सारा रिकार्ड अलग से तैयार किया जाएगा व अलग से ही रखा जाएगा। प्रगणक व सुपरवाईजर के नियुक्ति पत्र में उस के ब्लाक/सर्कल का नं० दिया गया होगा। प्रत्येक प्रगणक व सुपरवाईजर को चाहिए कि वह अपने ब्लाक व सर्कल के विषय में विस्तृत ब्यौरा अपने चार्ज आफिसर से प्राप्त करें। इस ब्यौरे में उसके अधिकार क्षेत्र में स्थित जनगणना गांव/वार्ड के नाम/नम्बर व जनगणना कोड नं० शामिल हैं। इसी ब्यौरे के आधार पर प्रत्येक प्रगणक व सुपरवाईजर को यह मालूम होगा कि उसके कार्य क्षेत्र की सीमाऐं कौन-कौन सी हैं व किस-किस इलाके के कार्य की जिम्मेदारी उस पर है। इस जानकारी का प्राप्त करना आवश्यक है क्योंकि जनगणना का पहला असूल यह है कि न तो कोई भी व्यक्ति गिनती से छूटे और न ही किसी व्यक्ति की गणना एक से अधिक बार हो।

4. प्रत्येक प्रगणक को कई प्रकार की जनगणना सामग्री दी जाएगी जो कि उसको चाहिए कि बड़ी कुशलता से प्रयोग करे व सामान्यता उसका व्यर्थ व्यय न करे।

5. जनगणना के लिए तैयार की गई मकान सूची से प्राप्त जनगणना का ब्यौरा चार्ज आफिर ने Village Register/Charge Register में प्रत्येक जनगणना गांव/वार्ड व ब्लाक के लिए भरा होगा। इन रजिस्ट्रों से प्रगणक व सुपरवाईजर को इस बात का अनुमान हो जाएगा कि उसके क्षेत्र में स्थित जनगणना गांव/वार्ड में लगभग कितनी आबादी है। इसी आबादी के आधार पर प्रगणकों को जनगणना में भरे जाने वाले फार्म इत्यादि बांटे जाऐंगे।

इन फार्मों का ब्यौरा व इनके इस्तेमाल का ढंग निम्नलिखित है। प्रत्येक प्रगणक को कार्य शुरू करने से पहले सन्तुष्ट होना चाहिये कि उसके पास भिन्न-भिन्न प्रकार के फार्म पर्याप्त मात्रा में उपलब्ध हों।



**The Director Shri Attar Singh on a checking round**

(1) **संक्षिप्त मकान सूची**—यह संक्षिप्त मकान सूची प्रत्येक प्रगणक ब्लाक के लिए अलग से तैयार की जाएगी। प्रगणक अपनी नियुक्ति के उपरान्त तुरन्त इस संक्षिप्त मकान सूची के भाग 1 व 3 में पूर्ती करेगा। दो प्रतियों में पूर्ति करके एक अपने सुपरवाईजर को सौंप देगा, क्योंकि यह काम चार्ज आफिस में ही होगा इसलिए आवश्यकतानुसार यह फार्म प्रत्येक प्रगणक को चार्ज आफिसर उपलब्ध करायेगा। यदि एक ब्लाक में एक से अधिक गांव/वार्ड हैं तो प्रत्येक गांव/वार्ड के लिए संक्षिप्त मकान सूची अलग से भरी जाएगी।

संक्षिप्त मकान सूची के भाग 2 व 4 में स्थितिनुसार प्रगणक इन्द्राज करेगा भाग 3 के कालम 4, 5 व 6 में जहां-जहां आवश्यक हो इन्द्राज उसी प्रकार जनगणना करते समय बदला जाएगा। एक प्रति में इन्द्राज पूरा हो जाने पर प्रगणक दूसरी प्रति में भी शुद्धियां करेगा। दूसरी प्रति उसको अपने सुपरवाईजर से प्राप्त होगी।

(2) **व्यक्तिगत पर्ची**—प्रत्येक व्यक्ति के लिए एक व्यक्तिगत पर्ची भरी जाएगी यह व्यक्तिगत पर्ची 25 व 100 के पैड में बन्धी होगी। प्रगणक को चाहिए कि अपने ब्लाक में स्थित जनगणना गांव/वार्ड की आबादी के अनुमान पर दोनों प्रकार के पैडज अपने चार्ज आफिसर से प्राप्त करे जिससे कि व्यक्तिगत पर्चियों का उपयोग ठीक ढंग से हो। याद रहे कि प्रत्येक जनगणना गांव/वार्ड के लिए कम से कम 25 पर्चियों का एक पैड जरूर चाहिये होगा, गांव/वार्ड में जनसंख्या कितनी ही कम क्यों न हो।

(3) **जनसंख्या रिकार्ड**—यह फार्म 50 व 25 के पैड़ज में बन्धा होगा। सामान्यता एक फार्म एक जनगणना परिवार के लिए प्रयोग में लाया जाएगा। मुख्यतर भारतवर्ष में एक परिवार 5 सदस्यों का पाया जाता है। इससे किसी भी क्षेत्र में आबादी के अनुसार परिवारों की संख्या का अनुमान लगाया जा सकता है। ऐसी विशेष परिस्थिति में जबकि किसी जनगणना परिवार में 8 से अधिक सदस्य हो, आवश्यकतानुसार एक से अधिक फार्म उपयोग में लाये जाऐंगे। याद रहे कि ब्लाक में स्थित प्रत्येक जनगणना गांव/वार्ड के लिए कम से कम 25 फार्मों का एक पैड जरूर चाहिये होगा भले ही उसमें कितने फार्म खाली क्यों न रह जाएं।

(4) **प्रगणक का दैनिक पोस्टिंग स्टेटमैंट (पुरुष/स्त्री)**—यह पोस्टिंग स्टेटमेंट पुरुष व स्त्री के लिए अलग-अलग इस्तेमाल किए जाएंगे। इसी कारण यह जनगणना अधिकारियों की सुविधा के लिए अलग-अलग रंगों में छापी गई है। (पुरुषों के लिए काले रंग में हैं और स्त्रियों के लिए नीले रंग में है)।

यह ज्ञात रहे कि भिन्न-भिन्न जनगणना गांवों/वार्डज़ में पुरुषों व स्त्रियों के अनुपात (Sex ratio) के अनुसार इन फार्मों का इस्तेमाल होगा। एक फार्म में 48 लाईनें हैं इसलिए 48 पुरुषों या स्त्रियों का ब्यौरा एक फार्म में दिया जाएगा। याद रहे कि भले ही जनगणना गांव/वार्ड आबादी के अनुसार कितना ही छोटा हो इसके लिए दोनों प्रकार के फार्म कम से कम एक जरूर भरे जाएंगे।

(5) **प्रगणक का गोश्वारा**—यह ज्ञात रहे कि ब्लाक में स्थित प्रत्येक जनगणना गांव/वार्ड के लिए एक-एक फार्म अलग से भरा जाएगा। इस फार्म का वितरण इसी आधार पर होगा। प्रगणक के दैनिक पोस्टिंग स्टेटमेंट पुरुष/स्त्री व जनसंख्या रिकार्ड के आधार पर यह गोश्वारा बनाया जायेगा।

(6) **Degree Holder Technical Personnel Gard**—यह कार्ड अंग्रेज़ी में छपा है व अंग्रेजी में ही भरा जाएगा। ज़ाहिर है कि यह कार्ड प्रत्येक ऐसे व्यक्ति के लिए भरा जाएगा जिसका कि शिक्षा स्तर निम्नलिखित में से होगा :—

(क) Graduate (स्नातक)।

(ख) Post Graduate or Higher Degree (स्नातकोत्तर)।

(ग) Technical Diploma or Degree (टैक्नीकल डिप्लोमा या डिग्री)।

प्रगणक अपने क्षेत्र के विषय में चार्ज आफिसर को सलाह देगा कि उसके क्षेत्र में ऐसे कितने व्यक्ति होंगे जिसके आधार पर चार्ज आफिसर उसको उतने ही कार्ड उपलब्ध करायेगा।

6. हिदायतों के अनुसार प्रत्येक प्रगणक सबसे पहले अपने ब्लाक का नज़री नक्शा तैयार करेगा। इस नज़री नक्शे का नमूना इन हिदायतों के साथ परिशिष्ट II के रूप में दिया गया है। यदि किसी ब्लाक में एक से अधिक जनगणना गांव/वार्डज़ हैं तो वह सारे के सारे एक ही नज़री नक्शे में नहीं दिखाए जाएंगे बल्कि प्रत्येक गांव/वार्ड का नक्शा अलग-अलग तैयार होगा।

7. भिन्न-भिन्न फार्मों को भरने के लिए संक्षिप्त विशेष हिदायतें :—

(क) **व्यक्तिगत पर्ची (1) पैड नं० पर्ची नं० व कोड नं०**—प्रत्येक जनगणना गांव/वार्ड के लिए पैड की क्रम संख्या एक से ही शुरू होगी इसी प्रकार प्रत्येक पैड में पर्चियों की संख्या भी एक से शुरू होगी। हर पर्ची पर पैड नं० व पर्ची नं० देना न भूलिए। आप को दी गई हिदायतों की पुस्तक में बताया गया है कि आप को कोड नम्बर किसी हद तक मोहर लगे मिलेंगे परन्तु असल में कोड नं० हर आवश्यक स्थान पर पूरे तौर पर आप को हाथ से ही लिखने होंगे।

(2) पर्ची के ऊपर पूरा कोड नं० हिदायतों के अनुसार देना न भूलिए।

(3) **प्रश्न नं० 1—नाम**—यदि किसी व्यक्ति का नाम न मालूम हो सके तो उसके निकटतम सम्बन्धी के नाम के साथ उसका सम्बन्ध लिखें। दूध पीते बच्चों के लिए "बेबी" लिख कर पिता या माता का नाम भरा जाएगा।

(4) **प्रश्न नं० 2—कर्त्ता से सम्बन्धित**—याद रहे कि प्रश्न नं० 2 में कर्त्ता से सम्बन्ध पूरा-पूरा लिखना होगा "चाचा" न लिखते हुए "पिता का भाई" लिखना होगा इत्यादि।

(5) **प्रश्न नं० 3—लिंग**—याद रहे कि हिजड़ों व उभय लिंगी लोगों के लि "पु०" भरा जाएगा।

(6) **प्रश्न नं० 4—आयु**—इस प्रश्न के उत्तर में आयु पूर्ण वर्षों में दी जाएगी, कुछ इस प्रकार के व्यक्ति होंगे जो अपनी आयु सही-सही न बता सकेंगे उनकी आयु का अन्दाजा लगाने के लिए भिन्न-भिन्न क्षेत्रों की प्रमुख ऐतिहासिक घटनाओं का कैलण्डर परिशिष्ट-I में दिया गया है। ऐसी परिस्थिति में इस कैलण्डर के अपने क्षेत्र से सम्बन्धित भाग का प्रयोग करें। याद रहे कि शिशु जिसकी आयु भेंट के दिन तक एक वर्ष भी पूरी नहीं हुई हो उसके लिए "0" लिखें व इसके बाद ब्रैकिट में बच्चा लिखें।

(7) **प्रश्न नं० 5——वैवाहिक स्थिति**—याद रहे कि इस प्रश्न के उत्तर में इन्द्राज व्यक्ति के कथन के अनुसार ही होगा।

(8) **प्रश्न नं० 6—सिर्फ वर्तमान में विवाहित स्त्रियों के लिए**—याद रहे कि यह प्रश्न केवल वर्तमान में विवाहित स्त्रियों के लिए भरा जाएगा।

**प्रश्न नं 6 (क)—विवाह के समय आयु**—याद रहे कि आयु पूरे किये गए वर्षों में दी जायेगी। यदि किसी स्त्री ने एक से अधिक बार विवाह किया हो तो उसके सब से पहले विवाह के समय पूरे वर्षों में उसकी जो आयु थी वह यहां पर दर्ज करनी होगी।

**प्रश्न नं० 6 (ख)—पिछले एक साल में किसी बच्चे का जन्म**—इस प्रश्न के उत्तर में उन बच्चों की संख्या आएगी जिनका जन्म शिवरात्री अर्थात् 6 मार्च, 1970 से लेकर जनगणना के दिन तक हुआ हो। एक से अधिक बच्चे होने पर उनकी संख्या ब्रैकिट में दी जाएगी।

(9) **प्रश्न नं० 7—जन्म स्थान**—सुविधा के लिए नीचे दिया गया चार्ट आवश्यकतानुसार प्रयोग में लाएं :—

| | | | |
|---|---|---|---|
| (क) जन्म स्थान | गि० स्थान का पूरा नाम | | विदेशों के लिए "×" |
| (ख) ग्रामीण/शहरी | "×" | ग्रा०/श० | विदेशों के लिए "×" |
| (ग) जिला | "×" | ज़ि०/ज़िले का नाम 'जि०' सिर्फ गणना वाले ज़िले के लिए आएगा अन्यथा प्रदेश के और अन्य राज्यों के ज़िलों के नाम आएंगे। | विदेशों के लिए "×" |
| (घ) राज्य/देश | "×" | हिमाचल प्रदेश के लिए "×" और अन्य राज्यों के लिए राज्य का पूरा नाम। | विदेशों के लिए केवल देश का नाम। |

(10) **प्रश्न नं० 8—पिछला निवास स्थान**—सुविधा के लिए नीचे दिया गया चार्ट आवश्यकतानुसार प्रयोग में लायें।

| | | | |
|---|---|---|---|
| (क) पिछला निवास स्थान | गि० स्थान का पूरा नाम | | विदेशों के लिए "×" |
| (ख) ग्रामीण/शहरी | "×" | ग्रा०/श० | विदेशों के लिए "×" |
| (ग) जिला | "×" | ज़ि०/ज़िले का नाम 'जि०' सिर्फ गणना वाले ज़िले के लिए आएगा अन्यथा प्रदेश के और अन्य राज्यों के जिलों के नाम आएंगे। | विदेशों के लिए "×" |
| (घ) राज्य/देश | "×" | हिमाचल प्रदेश के लिए "×" और अन्य राज्यों का पूरा नाम। | विदेशों के लिए केवल देश का नाम। |

(11) **प्रश्न नं० 9—गणना के गांव या शहर में निवास की अवधि**—पूरे वर्षों में भरी जाएगी। एक वर्ष पूरा न हो तो "0" का इन्द्राज होगा। याद रहे कि प्रश्न नं० 8 (क) में गि० होने पर इस प्रश्न के उत्तर में "×" भरना होगा।

12 **प्रश्न नं 10—धर्म**—इसका इन्द्राज व्यक्ति के कथनानुसार होगा।

(13) **प्रश्न नं 11 (अ० जा०या अ०ज०जा०)**—यदि कोई व्यक्ति किसी भी अनुसूचित जाति या अनुसूचित जन जाति का है तो इसका ब्यौरा हिदायतों के अनुसार इस प्रश्न के उत्तर में देना होगा। याद रहे कि एक व्यक्ति के विषय में अनुसूचित जाति और अनुसूचित जन जाति में से एक का इन्द्राज करना होगा। यह इन्द्राज व्यक्ति के कथन के अनुसार होगा।

इस प्रश्न का उत्तर भरने की सहायता के लिए आप को हिमाचल प्रदेश की अनुसूचित जातियों व अनुसूचित जन जातियों की लिस्ट दी जायगी। प्रगणक इस लिस्ट के अनुसार अनुसूचित जाति व अनुसूचित जन जाति के ब्योरे का इन्द्राज व्यक्तिगत पर्ची में करेगा। याद रहे कि इस लिस्ट में दी गई जातियां या जन जातियां

ही हिमाचल प्रदेश के लिए भरी जाएंगी। अन्य सभी जातियों व जन जातियों के लिए "×" लगाना होगा।

(14) **प्रश्न नं० 12—साक्षरता (सा० या०)**—याद रहे कि 0 से 4 वर्ष की आयु के बच्चों के लिए इस प्रश्न के उत्तर में "0" का ही इन्द्राज करना होगा।

(15) **प्रश्न नं० 13—शैक्षणिक स्तर**—याद रहे कि शैक्षणिक स्तर वह है जिसको कि एक व्यक्ति पास कर चुका है न कि जिसमें वह पढ़ रहा है। यह भी याद रहे कि यदि किसी व्यक्ति ने दोनों किसम की अर्थात् साधारण व तकनिकी शिक्षा ग्रहण की हैं तो तकनिकी शिक्षा का ब्यौरा दिया जाएगा तथा जो भी उच्चतम शैक्षणिक स्तर हो उसका विषय देना आवश्यक है। Graduates (स्नातक) या Technical Diploma (टैकिनकल डिप्लोमा) या Degree Holder (डिग्री प्राप्त) या Post Graduates (स्नातकोतर) को "Degree Holder and Technical Personnel Card" देना न भूलिए। याद रहे कि प्रगणक ने इसमें कोड नं० का इद्राज करना है व कुज समय के बाद भरे हुए कार्ड ऐसे व्यक्तियों से वापिस लेने हैं।

(१६) **प्रश्न नं १४—मातृभाषा**—यह भाषा वह होगी जो कि कोई व्यक्ति स्वयं बताता है। शिशुओं के लिएया बधिर व्यक्तियों के लए उनकी माता की मातृ भाषा उनकी मातृभाष मानी जाएगी।

(१७) **प्रश्न नं० १५—अन्य भाषाएं**—इनके इन्द्राज के लिए काम चलाने योग्य बातचीत करने के लिए जानकारी ही ज़रूरी है। चाहे लिखना, पढ़ना न भी आता हो। याद रहे कि अधिक से अधिक दो भाषाएं यहां भरी जाएंगी।

(१८) **प्रश्न नं १६—मुख्य गतिविधि**—मुख्य गतिविधि का अर्थ है कि कोई भी व्यक्ति मुख्यता क्या करता है।

(क) **सामान्य श्रेणी**— इस भाग में सारी आबादी को मुख्य गतिविधि के अनुसार दो भागों में बांटा जाएगा। (१) काम करने वाले, (२) काम न करने वाले। काम करने वालों की ४ श्रेणियां होगी व काम न करने वालों की ७ श्रेणियां होंगी। काम न करने वालों के लिए (क), (ख), (ग), (घ), (ङ), और (च) भागों में "X" भरना होगा। काम करने वाले व्यक्तियों में से (का०) व (खे० म०) के लिए भी इन भागों में "X" भरना होगा। अर्थात् इस प्रश्न के शेष भागों में केवल ऐसे व्यक्तियों के लिए इन्द्राज किया जाएगा जिनकी मुख्य गतिविधि पारिवारिक उद्योग "पा०उ०" या "अन्य" होगी।

(ख) **काम का स्थान**—यदि काम का स्थान वही गांव या शहर है तो इस भाग में "गि०" लिखें अन्यथा परिस्थिति के अनुसार इन्द्राज करें।

(ग) **प्रतिष्ठान का नाम**—सरकारी दफ्तरों के लिए यह साफ लिखना होगा कि दफ्तर केन्द्रीय सरकार, प्रदेश सरकार या किसी स्थानीय शासन का है। प्रतिष्ठान का कोई नाम न होने पर "नाम नहीं" लिखें।

(घ) **उद्योग, व्यापार, पेशा या नौकरी का ब्यौरा** व

(ङ) **काम का विवरण**—इन दो भागों के उत्तर इस तरह से भरने चाहिए कि यह स्पष्ट हो जाय कि सम्बन्धित व्यक्ति किस प्रकार की आर्थिक गतिविधि में लगा है और उस आर्थिक गतिविधि में कौन सा काम वास्तविक रूप से कर रहा है। उदाहरणतया एक डिप्टी कमिश्नर, मण्डी के दफ्तर में कई प्रकार के वास्तविक काम हो सकते है ऐसी हालत में जितने भी इस दफ्तर के कर्मचारी हों उन सब के लिए भरी गई व्यक्तिगत पर्ची के प्रश्न 16 के भाग (घ) में भरा जाएगा "हिमाचल प्रदेश सरकार, दफ्तर जिलाधीश मण्डी" व (ङ) भाग में स्थितिनुसार भरा जाएगा कि क्या एक व्यक्ति टाईपिस्ट है या एकाउंट्स क्लर्क है या सुपरिनटैन्डैंट है या दफ्तरी है या चपरासी है या ऐसा ही कोई और काम कर रहा है।

(च) **काम करने वाले का वर्ग**—याद रहे कि पारिवारिक उद्योगा (पा० उ०) के लिए केवल तीन ही वर्ग होंगे अर्थात् "मा०" का वर्ग ऐसी परिस्थिति में नहीं होगा।

(19) **प्रश्न नं० 17—दूसरा काम**—इस प्रश्न के द्वारा सहायक या गोण काम के विषय में जानकारी एकत्रित की जाएगी। याद रहे कि यह प्रश्न हर व्यक्ति से पूछा जाएगा चाहे उसकी मुख्य गतिविधि के अनुसार वह काम करने वाला है या काम न करने वाला। इस प्रश्न के सारे भाग भरने की विधि प्रश्न नं० 16 के लिए बताई गई हिदायतों के अनुसार होगी।

(ख) **जनसंख्या रिकार्ड**—सामान्यता एक जनगणना परिवार के लिए एक फार्म प्रयोग में लाया जाएगा। यदि किसी परिवार में 8 से अधिक सदस्य हों तो आवश्यकतानुसार एक से अधिक फार्म भरा जाएगा। याद रहे कि जनसंख्या रिकार्ड के फार्म में प्रत्येक जनगणना परिवार की गणना करने के बाद कम से कम लोकेशन कोड नं० परिवार नं० व स्तम्भ 1 व 2 (कालम 1 व 2)में क्रम संख्या व नाम भरना उसी समय आवश्यक है। शेष ब्यौरा व्यक्तिगत पर्ची से घर पर अपनी सुविधानुसार प्रतिदिन नकल किया जा सकता है। प्रत्येक जनगणना गांव/वार्ड के लिए अलग पैड का प्रयोग करें।

(ग) **प्रगणक का दैनिक पोस्टिंग स्टेटमेंट (पुरुष/स्त्री)**—प्रत्येक जनगणना गांव/वार्ड के लिए कम से कम एक एक दोनों प्रकार की स्टेटमेंट में इन्द्राज किया जाएगा। इन दोनों स्टेटमैंटस में प्रतिदिन की गई गणना के अनुसार उन सारे व्यक्तियों के विषय में इन्द्राज उसी दिन व्यक्तिगत पर्ची की सहायता से करना प्रगणक को न भूलना चाहिए वरना काम बहुत इकट्ठा हो जाएगा और बाद में अधिक काम होने के कारण काम में गलती होने की सम्भावना है। याद रहे कि एक व्यक्ति के विषय में कालम 9 से 13 में से किसी एक में ही (√) का निशान लगाना होगा। यह निशान परिस्थिति के अनुसार लगाया जाएगा। इन में से शेष कालमों में डैश(—) का निशान दिया जाएगा।

(घ) **प्रगणक का गोश्वारा**—यह फार्म प्रत्येक जनगणना गांव/वार्ड के लिए अलग अलग भरा जाएगा। इसमें किया जाने वाला इन्द्राज़ प्रगणक का दैनिक पोस्टिंग स्टेटमैंटस में किए गए कुल जोड़ों व जनसंख्या रिकार्ड पर आधारित होगा। क्योंकि जनगणना के सर्वप्रथम अनुमान इन गोश्वारों पर आधारित होंगे इसलिए इन को सही तैयार करना आश्यक है।

(ङ) **Degree Holder and Technical Personnel Card**—जैसा कि पहले बताया गया है कि Graduates (स्नातक) या Technical Diploma (टैक्निकल डिप्लोमा) या Degree Holder (डिग्री प्राप्त) या Post Craduates (स्नातकोत्तर) को "Degree Holder and Technical Personnel Card" देना न भूलिए। याद रहे कि कार्ड देने से पहले प्रगणक ने उसमें कोड नं० का इन्द्राज किया हो व कुछ समय के बाद यह भरा हुआ कार्ड ऐसे व्यक्तियों से वापिस लेना है।

**8. जनगणना के उपरान्त प्रगणक**—(1) अपने ब्लाक में स्थित प्रत्येक जनगणना गांव से सम्बन्धित निम्नलिखित सामग्री अपने सुपरवाईजर को 3 मार्च, 1971 की शाम को देना:—

(क) भारी हुई व्यक्तिगत पर्चियों के पैड़।

(ख) भरे हुए जनसंख्या रिकार्ड्स के पैड।

(ग) भरे हुए प्रगणक के दैनिक पोस्टिंग स्टेटमैन्टस (पुरुष/स्त्री)।

(घ) भरा हुआ प्रगणक का गोश्वारा (गोश्वारे)।

(ङ) भरे हुए Degree Holder Technical and Personnel Card

(च) नजरी नक्शा/नक्शे।

(2) प्रगणक अपने ब्लाक के लिए तैयार की गई संक्षिप्त मकान सूची की सहायता से उसकी दूसरी प्रति को शुद्ध करके संक्षिप्त मकान सूची की दोनों प्रतियां भी अपने सुपरवाईजर को सौंप देगा।

अलग अलग जनगणना गांवों/वार्डज का सारा रिकार्ड अलग अलग धागों से बांधा जाएगा व फिर इन सारे बण्डलों को एक और सूतली से इकट्ठे बांध दिया जाएगा। नीचे हुए खाली पैड, फार्म, इत्यादि भी प्रगणक अपने सुपरवाईजर को अलग बण्डल बना कर सौंप देगा।

9. प्रत्येक प्रगणक व सुपरवाईजर को ट्रेनिंग व जनगणना के समय किसी प्रकार की कठिनाई आदि हो तो वह उस कठिनाई के बारे में एक नोट बनाएगा और अपने चार्ज आफिसर को सौंप देगा। किसी प्रकार की दिलचस्प बात का सामना करना पड़े तो उसको भी वह इस नोट में शामिल करेगा। चार्ज आफिसर ऐसे तमाम नोटों को अलग से "जनगणना परिचालन निर्देशक" हिमाचल प्रदेश" शिमला—5, के कार्यालय को भेज देगा।

10. **केवल सुपरवाईजर के लिए विशेष हिदायतें**—(क) प्रत्येक सुपरवाईजर अपने सर्कल में नियुक्त प्रगणकों को ट्रेनिंग में सहायता देगा व उनकी कार्य में किसी प्रकार की कठिनाई होने पर उनकी पूरी पूरी सहायता करेगा। जनगणना अवधि में सुपरवाईजर को प्रगणक से कहीं अधिक घूमना पड़ेगा क्योंकि उनको अपने सर्कल में नियुक्त सारे प्रगणकों के कार्य का निरीक्षण करना होगा व सुनिश्चित करना होगा कि सारे के सारे प्रगणक सारा कार्य सुचारू रूप से व कुशल ढंग से कर रहे हैं।

(ख) सुपरवाईजर अपने प्रगणकों को नियुक्ति के उपरान्त संक्षिप्त मकान सूची तैयार करने में सहायता देगा। इसकी दो प्रतियां तैयार होंगी जिनमें से एक की सहायता से प्रगणक जनगणना करेगा व दूसरी जनगणना समाप्त होने तक सुपरवाईजर अपने पास रखेगा, तदोपरान्त यह दूसरी प्रति भी प्रगणक को सौंप दी जाएगी ताकि वह इसमें शुद्धियां करे व शेष ब्यौरा भरे। बाद में सारे रिकार्ड के साथ प्रगणक दोनों प्रतियां सुपरवाईज़र को सौंप देगा।

(ग) सुपरवाईजर संक्षिप्त मकान सूची, जनसंख्या रिकार्ड, प्रगणक का दैनिक पोस्टिंग स्टेटमैंट (पुरुष/स्त्री) और प्रगणक का गोश्वारा में हस्ताक्षर करने से पहले उसकी शत प्रतिशत (100 Percent) चैकिंग करेगा।

(घ) चैकिंग व हस्ताक्षर करने के उपरान्त सुपरवाईज़र अपने सर्कल से सम्बन्धित सारे रिकार्ड को जो कि जनगणना गाँव/वार्ड के अनुसार बण्डलों में बन्धा होगा व फिर जनगणना ब्लाकों के अनुसार बड़े बण्डलों में बन्धा होगा, अपने सर्कल का एक बड़ा बण्डल बना कर अपने चार्ज आफिसर को 4 मार्च, 1971 को सौंप देगा। चार्ज आफिसर सुपरवाईजर को इस सामग्री की रसीद देगा।

(ङ) अपने सर्कल के बचे हुए अलग अलग प्रकार के फार्म अलग अलग इकट्ठा करके एक बण्डल बना कर सुपरवाईजर अपने चार्ज आफिसर को सम्भाल देगा।

## परिशिष्ट-I

प्रगणक को कई व्यक्ति ऐसे मिलेंगे जो अपनी आयु सही सही नहीं बता सकेंगे। उन्हें सही आयु बता सकने में सहायता करनी होगी। अगर सीधे तौर से उनसे सही आयु का पता नहीं लगा सकें तो ऐतिहासिक (त्वारिखी) घटनाओं का हवाला देकर उनकी स्मरणशक्ति जगानी होगी। इसके लिए ऐसे अवसरों और घटनाओं के तैयार किये स्थानीय कैलण्डर का उपयोग करना होगा। ऐसे कैलण्डर नीचे दिये गये हैं।

### जिला चम्बा

| क्रमांक | घटनाओं का विवरण | घटना का समय |
|---|---|---|
| 1 | 2 | 3 |
| 1. | राजा श्री सिंह के राज्य काल में मेजर जनरल बलेयर रीड़ को पौलिटीकल सुपरिन्टेंडेन्ट बनाना | 1863 |
| 2. | चम्बा शहर में डाकखाना खुलना | 1863 |
| 3. | चम्बा रियासत के जंगलात को अंग्रेजी शासन द्वारा 11 साल के ठेके पर लेना | 1864 |
| 4. | चम्बा रैजीडैन्सी हाउस का बनना | 1870 |
| 5. | जन्डेरी घाट डलहौजी में राजा के महलों का बनाना | 1870 |
| 6. | राजा श्री सिंह का 32 साल की आयु में देहान्त | 1870 |
| 7. | राजा गोपाल सिंह का गद्दी पर बैठना | 1870 |
| 8. | लार्ड मेओ गवर्नर जनरल (मुल्की लाट) का चम्बा का दौरा | 1871 |
| 9. | राजा गोपाल सिंह का गद्दी से अलग होना | 1873 |
| 10. | राजा श्याम सिंह का गद्दी पर बैठना | 1873 |
| 11. | मियां अवतार सिंह का वजीर बनाना | 1873 |
| 12. | गवर्नर पंजाब (पंजाब लाट) सर हैनरी डैविस का चम्बा का दौरा | 1874 |
| 13. | मिस्टर आर० टी० वैरनी को मेजर जनरल बलेयर की जगह लगाना | 1877 |
| 14. | आर० टी० वरनी साहब का दौरा | 1878 |
| 15. | मार्शल हाल का महलों में बनाना | 1879 |
| 16. | राजा श्याम सिंह को जम्मू-कश्मीर महाराजा की पोती के साथ शादी | 1883 |
| 17. | श्री दिवान चन्द का वजीर बनना | 1884 |
| 18. | श्याम सिंह अस्पताल का बनना | 1891 |
| 19. | चम्बा रियास्त में 200 जवानों की फौज रखना और चौगान मैदान का बढ़ाना | 1892 |
| 20. | रावी दरिया में पहली बाढ़ और उससे पुल का बह जाना | 1894 |
| 21. | वजीर गोविन्द चन्द का वजारत से अलग होना | 1898 |
| 22. | श्री भूरी सिंह का चम्बा स्टेट का प्रधान मन्त्री नियुक्त होना | 1898 |
| 23. | मूल्की लाट कर्जन का चम्बा का दौरा | 1900 |
| 24. | श्री भूरीसिंह का राजा श्याम सिंह की जगह गद्दी पर बैठना | 1904 |
| २५. | कांगड़ा का भूचाल | 1905 |
| 26. | भूरी सिंह म्यूजियम के भवन का बनना | 1905 |
| 27. | राजा श्याम सिंह की मृत्यु | 1905 |
| 28. | पंजाब सरकार का जंगलात को चम्बा रियास्त को वापस देना | 1906 |
| 29. | चम्बा बिजली घर का बनना | 1908-10 |
| 30. | राजा राम सिंह का राम कोट की देई से विवाह | 1912 |
| 31. | विश्व का प्रथम युद्ध और चम्बा ने रंगरूट और फौज की सहायता | 1914 |
| 32. | राजा भूरी सिंह का देहान्त | 1916 |
| 33. | पशुओं बिमारी का फैलना | 1920 |
| 34. | चम्बा शहर के निचले बाजार में दो बड़े अग्निकांड | 1922-23 |
| 35. | राजा लक्ष्मण सिंह का जन्म | 1924 |
| 36 | राजा राम सिंह की मृत्यु और राजा लक्ष्मण सिंह का गद्दी पर बैठना | 1935 |
| 37. | चम्बा शहर के ऊपरी भाग में दो अग्निकांड | 1937-38 |
| 38. | दूसरा विश्व युद्ध | 1939 |
| 39. | राजा लक्ष्मण सिंह का विवाह | 1944 |
| 40. | सबसे भारी बर्फबारी | 1945 |
| 41. | पशुओं में बिमारी का फैलना | 1945 |
| 42. | राजा लक्ष्मण सिंह को इखत्यारात मिलना | 1945 |
| 43. | भारत को स्वतंत्रता मिलना | 1947 |
| 44. | बनीखेत की मोटर रोड का बनना | 1943-47 |
| 45. | हिमाचल प्रदेश का बनना | 1948 |
| 46. | रावी दरिया में भारी बाढ़ कारण मुहल्ला वतबालकारी का बह जाना | 1950 |
| 47. | नियमित रूप में बन्दोबस्त का शुरू होना | 1951 |
| 48. | भारत का प्रथम आम चुनाव | 1952 |
| 49. | प्रधान मन्त्री पण्डित जवाहर नेहरू का चम्बा का दौरा | 1954 |
| 50. | रावी दरिया में भारी बाढ़ के कारण मुहल्ला ततवानी, सीतलपुर तथा मन्दिर का बह जाना | 1955 |
| 51. | चौगान बाजार में भारी आग लगना | 1955 |
| 52. | लक्ष्मी नारायण मन्दिर चम्बा में आग लगना | 1957 |
| 53. | भारत का दूसरा आम चुनाव | 195 |
| 54. | चम्बा में राजकीय महाविद्यालय का खुलान | 1958 |

| क्रमांक | घटनाओं का विवरण | घटना का समय |
|---|---|---|
| 1 | 2 | 3 |
| 55. | चम्बा में चलता फिरता पुस्तकालय खुलना | 1959 |
| 56. | चीन का भारत पर आक्रमण | 1962 |
| 57. | प्रधान मन्त्री पंडित जवाहर लाल नेहरू की मृत्यु | 1964 |
| 58. | पाकिस्तान का भारत पर आक्रमण | 1965 |
| 59. | प्रधान मंत्री लालबहादुर शास्त्री की मृत्यु | 1966 |
| 60. | पंजाब का पुनर्गठन तथा पंजाब के पहाड़ी क्षेत्रों का हिमाचल प्रदेश में विलय । | 1966 |
| | **जिला कांगड़ा** | |
| 1. | कांगड़ा का भूचाल | 1905 |
| 2. | बन्दोबस्त माल | 1910-18 |
| 3. | प्रथम विश्व युद्ध | 1914 |
| 4. | पलेग का फैलना | 1909-25 |
| 5. | दूसरा विश्व युद्ध | 1939 |
| 6. | नूरपुर के राजा गगन सिंह की मृत्यु | 1940 |
| 7. | भारत को स्वतन्त्रता मिलना | 1947 |
| 8. | भारत के पहले आम चुनाव | 1952 |
| 9. | पालमपुर शहर में आग का लगना | 1954 |
| 10. | भारी वर्षा के कारण, कांगड़ा जिला में कई स्थानों पर बाढ़ | 1955 |
| 11. | राज्यों का पुनर्गठन—पैप्सू का पंजाब में मिलना | 1955 |
| 12. | भारत के दूसरे आम चुनाव | 1957 |
| 13. | कांगड़ा में चकबन्दी | 1951-62 |
| 14. | हमीरपुर में डिग्री कालेज का खुलना | 1959 |
| 15. | गोआ दमन तथा दिव का पुर्तगाली शासन से स्वतन्त्र होना | 1961 |
| 16. | अष्टग्रही | 1962 |
| 17. | चीन का भारत पर आक्रमण | 1962 |
| 18. | प्रधानमन्त्री पंडित जवाहरलाल नेहरू का देहान्त | 1964 |
| 19. | पाकिस्तान का भारत पर आक्रमण | 1965 |
| 20. | प्रधान मंत्री श्री लाल बहादुर शास्त्री का देहान्त | 1966 |
| 21. | पंजाब का पुनर्गठन तथा कांगड़ा का हिमाचल में विलय | 1966 |
| 22. | ब्रिगेड बाजार योल में आग की घटना | 1967 |
| 23. | राजा नदौन का देहान्त | 1969 |
| 24. | मनुष्य की चांद पर विजय | 1969 |
| | **पालमपुर तहसील** | |
| 1. | पालमपुर में नगर पालिका (एन०ए०सी) की स्थापना | 1904 |
| 2. | कांगड़ा का भूचाल | 1905 |
| 3. | बन्दोबस्त माल | 1910-18 |
| 4. | प्रथम विश्व युद्ध | 1914 |
| 5 | पालमपुर में पुलिस स्टेशन की स्थापना | 1919 |
| 6. | नगर पालिका (एन०ए०सी०) का टाउन कमेटी में बदलना | 1922 |
| 7. | लड़कों का मिशन हाई स्कूल बनना | 1923 |
| 8. | लड़कियों का मिशन हाई स्कूल बनना | 1925 |
| 9. | पालमपुर में भर्ती कार्यालय की स्थापना | 1939 |
| 10 | द्वितीय विश्व युद्ध | 1939 |
| 11. | अलाहलाल में सैनिक कैम्प की स्थापना | 1941 |
| 12. | पालमपुर में सैनिक कैम्प की स्थापना | 1941 |
| 13. | पालमपुर में लक्ष्मी थियेटर की स्थापना | 1952 |
| 14. | बैजनाथ में अध्यापकों के शिक्षण स्कूल की स्थापना | 1954 |
| 15. | पालमपुर में आग का लगना | 1954 |
| 16. | पालमपुर की टाऊन कमेटी का म्यूनिसिपल कमेटी में बदलना | 1955 |
| 17. | भारी वर्षा तथा बाढ़ का आना | 1955 |
| 18. | भारत के दूसरे आम चुनाव | 1957 |
| 19. | म्युनिसिपल पुस्तकालय की स्थापना | 1957 |
| 20. | पालमपुर तहसील का सब-डिविजन में बदलना | 1958 |
| 21. | चकबन्दी | 1958-62 |
| 22. | बैजनाथ में गोस्वामी गनेश दत्त डिग्री कालेज की स्थापना | 1962 |
| 23. | पालमपुर में निम्नलिखित कार्यालयों की स्थापना :— | |
| | (क) उप-निर्देशक,कृषि | 1962 |
| | (ख) उप-निर्देशक, उद्योग | 1962 |
| | (ग) उप-निर्देशक, पशुपालन | 1962 |
| | (घ) उप-निर्देशक, फिशरीज़ | 1963 |
| 24. | पंजाब राज्य पुनर्गठन तथा कांगड़ा ज़िला का हिमाचल प्रदेश में विलय | 1966 |
| 25. | पालमपुर में कृषि महाविद्यालय की स्थापना | 1966 |
| 26. | इंडो-जर्मन प्रोजैक्ट का आरम्भ | 1967 |
| 27. | टूरिस्ट बंगालो का बनना | 1968 |
| 28. | डी०ए०वी० कन्या महाविद्यालय की स्थापना | 1970 |
| 29. | म्यूनिसिपल पार्क की स्थापना | 1970 |
| | **जिला मण्डी** (करसोग व सुन्दरनगर को छोड़ कर). | |
| 1. | मुल्की लाट एलगिन का मण्डी आना | 1863 |
| 2. | मण्डी भांवला सड़क का बनना | 1881 |
| 3. | दरिया व्यास पर मण्डी में पुल लगना | 1887 |
| 4. | राजा विजय सैन की गद्दी | 1891 |
| 5. | सरकाघाट में श्री संसार चन्द द्वारा पहली दुकान बनाना | 1898 |
| 6. | मण्डी घट्टा मोटर सड़क | 1900 |
| 7. | राजा विजय सैन की मृत्यु | 1902 |
| 8. | कांगड़ा का मशहूर भूचाल | 1905 |
| 9. | दरबार हाल मण्डी का बनना | 1906 |
| 10. | सरकाघाट में पहला प्राईमरी स्कूल | 1910 |
| 11. | मण्डी रियासत में पहला बंदोबस्त माल का आरम्भ होना | 1911 |

| क्रमांक | घटनाओं का विवरण | घटना का समय |
|---|---|---|
| 1 | 2 | 3 |
| 12. | राजा भवानी सैन की मृत्यु | 1912 |
| 13. | राजा जोगिन्द्र सैन का गद्दी पर बैठना | 1913 |
| 14. | प्रथम विश्व युद्ध | 1914 |
| 15. | सरकाघाट तहसील का बनना | 1916 |
| 16. | सुकैती पुल का बनना | 1920-21 |
| 17. | मण्डी कुल्लू रोड का निर्माण कार्य | 1920-21 |
| 18. | बैजनाथ से जोगिन्द्रनगर तक रेलवे लाइन का बनना | 1929 |
| 19. | जोगिन्द्रनगर बिजली घर का निर्माण | 1926-31 |
| 20. | टैक्निकल स्कूल मण्डी का खुलना | 1938 |
| 21. | दूसरा विश्व युद्ध | 1939 |
| 22. | भारत का स्वतंत्र होना | 1947 |
| 23. | हिमाचल प्रदेश का बनना | 1948 |
| 24. | भारत का पहला आम चुनाव | 1952 |
| 25. | ब्यास सतलुज लिंक कार्य पंडोह व खियूरी में काम शुरू होना | 1962-63 |
| 26. | मण्डी जिला में जर्मन पैकेज प्रोग्राम का आरम्भ होना | 1962-63 |
| 27. | चीन का भारत पर आक्रमण | 1962 |
| 28. | प्रधान मंत्री पंडित जवाहर लाल नेहरू की मृत्यु | 1964 |
| 29. | भारत पर पाकिस्तान का आक्रमण | 1965 |
| 30. | प्रधान मंत्री लाल बहादुर शास्त्री की मृत्यु | 1966 |
| 31. | पंजाब पुनर्गठन—पहाड़ी क्षेत्रों का हिमाचल प्रदेश में मिलना | 1966 |
| 32. | मण्डी शहर में कुसुम थियेटर का चालू होना | 1967-68 |
| 33. | मण्डी से कोटली-तुंगल मोटर रोड़ का चालू होना | 1967-68 |
| 34. | औट पनारसा से नाऊ पनाऊ मोटर रोड का चालू होना | 1969-70 |
| 35. | मण्डी जिला के मुख्य कार्यालय में नया न्यायालय भवन तैयार होना। | 1969-70 |
| 36. | मनुष्य की चांद पर विजय | 1969 |

### कर सोग-सुन्दरनगर (रियास्त सुकेत)

| | | |
|---|---|---|
| 1. | राजा विक्रम सैन की मृत्यु | 1838 |
| 2. | राजा उग्रसैन की मृत्यु | 1876 |
| 3. | राजा दुस्कत निहादन सैन की गद्दी | 1879 |
| 4. | सुन्दरनगर में डाक-तार घर का खुलना | 1900 |
| 5. | कांगड़ा का भूचाल | 1905 |
| 6. | राजा भीमसैन का सुकेत में गद्दी पर बैठना | 1907 |
| 7. | डैहर पुल का खुलना | 1914 |
| 8. | प्रथम विश्व युद्ध | 1914 |
| 9. | दोफा जंगल में आग लगना | 1919 |
| 10. | राजा लक्षमण सैन सुकेत की ताजपोशी | 1919 |
| 11. | अकाल | 1921 |
| 12. | करसोग का माल बन्दोबस्त | 1924-25 |
| 13. | सुकेत में राज विद्रोह (गदर) | 1924 |
| 14. | दूसरा विश्व युद्ध | 1939 |
| 15. | भारी बर्फबारी | 1945 |
| 16. | भारत का स्वतंत्र होना | 1947 |
| 17. | सुकेत सत्याग्रह | 1948 |
| 18. | हिमाचल प्रदेश का बनना | 1948 |
| 19. | भारत का पहला आम चुनाव | 1952 |
| 20. | सुन्दरनगर में पौलीटैक्निक कालेज का खुलना | 1960 |
| 21. | सुन्दरनगर में भारी वर्षा से बाढ़ का आना | 1960 |
| 22. | ब्यास सतलुज लिंक प्रोजैक्ट कार्य पंडोह व खियूरी में काम का चालू होना | 1962-63 |
| 23. | सुन्दरनगर में तहसील भवन का निर्माण | 1962 |
| 24. | मण्डी जिला में जर्मन पैकेज प्रोग्राम का आरम्भ होना | 1962-63 |
| 25. | चीन का भारत पर आक्रमण | 1962 |
| 26. | प्रधान मंत्री पंडित जवाहर लाल नेहरू की मृत्यु | 1964 |
| 27. | पाकिस्तान का भारत पर आक्रमण | 1965 |
| 28. | सुन्दरनगर तहसील में दूसरा बन्दोबस्त माल | 1965 |
| 29. | प्रधान मंत्री श्री लाल बहादुर शास्त्री की मृत्यु | 1966 |
| 30. | पंजाब पुनर्गठन तथा पंजाब के पहाड़ी इलाकों का हिमाचल में मिलना। | 1966 |
| 31. | मनुष्य की चांद पर विजय | 1969 |

### जिला कुल्लू

| | | |
|---|---|---|
| 1. | पहला बन्दोबस्त माल | 1868 |
| 2. | दूसरा बन्दोबस्त माल | 1891-92 |
| 3. | कांगड़ा का भूचाल | 1905 |
| 4. | तीसरा बन्दोबस्त माल | 1911-12 |
| 5. | प्रथम विश्व युद्ध | 1914 |
| 6. | कुल्लू में बस सेवा का आरम्भ होना | 1926 |
| 7. | दूसरा विश्व युद्ध | 1939 |
| 8. | भारी बर्फबारी | 1945 |
| 9. | भारत का स्वतन्त्र होना | 1947 |
| 10. | चौथा बन्दोबस्त माल | 1945-52 |
| 11. | कुल्लू में भारी बाढ़ | 1950 |
| 12. | भारत का पहला आम चुनाव | 1952 |
| 13. | चीन का भारत पर आक्रमण | 1962 |
| 14. | कुल्लू का अलग जिला बनना | 1963 |

| क्रमांक | घटनाओं का विवरण | घटना का समय |
|---|---|---|
| 1 | 2 | 3 |
| 15. | प्रधान मन्त्री पंडित जवाहर लाल नेहरू की मृत्यु | 1964 |
| 16. | पाकिस्तान का भारत पर आक्रमण | 1965 |
| 17. | प्रधान मन्त्री लाल बहादुर शास्त्री की मृत्यु | 1966 |
| 18. | पंजाब का पुनर्गठन—कुल्लू का हिमाचल में मिलना | 1966 |
| 19. | मनुष्य की चान्द पर विजय | 1969 |

**जिला बिलासपुर**

| | | |
|---|---|---|
| 1. | राजा जगत चन्द की मृत्यु | 1860 |
| 2. | राजा हीरा चन्द की मृत्यु | 1882 |
| 3. | बिलासपुर में पहली ऐलोपैथिक डिस्पैन्सरी का खुलना | 1886 |
| 4. | राजा प्रभर चन्द की राजगद्दी | 1888 |
| 5. | पहला माल बन्दोबस्त | 1905-08 |
| 6. | कांगड़ा का भूचाल | 1905 |
| 7. | पहले हाई स्कूल का खुलना | 1913 |
| 8. | प्रथम विश्व युद्ध | 1914 |
| 9. | दूसरा माल बन्दोबस्त | 192 -32 |
| 10. | दूसरा विश्व युद्ध | 1939 |
| 11. | ग्राम गेहरवीं के सिपाही भण्डारी का दूसरे विश्व युद्ध में विक्टोरिया क्रास का जीतना | 1939-45 |
| 12. | भारत का स्वतन्त्र होना | 1947 |
| 13. | हिमाचल प्रदेश का बनना | 1948 |
| 14. | बिलासपुर का पार्ट सी स्टेट में बदलना | 1948 |
| 15. | भाखड़ा बांध के निर्माण कार्य का आरम्भ | 1952 |
| 16. | भारत का पहला आम चुनाव | 1952 |
| 17. | बिलासपुर में पहला सामुदायिक विकास खण्ड योजना का उद्घाटन | 1952 |
| 18. | बिलासपुर का हिमाचल में मिलना | 1954 |
| 19. | गोविन्द सागर झील में पानी का एकत्रित होना | 1958 |
| 20. | नये बिलासपुर शहर के निर्माण कार्य का उद्घाटन | 1959 |
| 21. | बिलासपुर में विद्युत कार्य का उद्घाटन | 1959 |
| 22. | विश्व के दूसरे सब ऊंचे कन्दरौर पुल का निर्माण | 1959 |
| 23. | इन्टर कालेज का डिग्री कालेज में परिवर्तन | 1959 |
| 24. | देवली के स्थान पर सब से बड़ी मिर्र कार्य हैचरी का उद्घाटन | 1960 |
| 25. | भारत पर चीन का आक्रमण | 1962 |
| 26. | प्रधान मन्त्री पंडित जवाहर लाल नेहरू की मृत्यु | 1964 |
| 27. | पाकिस्तान का भारत पर आक्रमण | 1965 |
| 28. | प्रधान मन्त्री श्री लाल बहादुर शास्त्री की मृत्यु | 1966 |
| 29. | मनुष्य की चांद पर विजय | 1969 |

**जिला महासू**
**तहसील अर्की**

| क्रमांक | घटनाओं का विवरण | घटना का समय |
|---|---|---|
| 1 | 2 | 3 |
| 1. | अकाल | 1900 |
| 2. | कांगड़ा का भूचाल | 1905 |
| 3. | प्रथम विश्व युद्ध | 1914 |
| 4. | अर्की में बगावत | 1922 |
| 5. | दूसरा विश्व युद्ध | 1939 |
| 6. | भारत का स्वतन्त्र होना | 1947 |
| 7. | हिमाचल प्रदेश का बनना | 1948 |
| 8. | चीन का भारत पर आक्रमण | 1962 |
| 9. | डा० राजेन्द्र प्रसाद की मृत्यु | 1963 |
| 10. | पंडित जवाहर लाल नेहरू की मृत्यु | 1964 |
| 11. | भारत पर पाकिस्तान का आक्रमण | 1965 |
| 12. | ताशकन्द सम्मेलन | 1966 |
| 13. | लाल बहादुर शास्त्री की मृत्यु | 1966 |
| 14. | विशाल हिमाचल प्रदेश का बनना | 1966 |
| 15. | श्रीमती इन्दरा गांधी का प्रधान मन्त्री बनना | 1969 |
| 16. | मनुष्य की चान्द पर विजय | |

**उप-तहसील सूनी**

| | | |
|---|---|---|
| 1. | राजा दुर्गा सिंह का गद्दी पर बैठना | 1875 |
| 2. | तत्तापानी पुल का बनना | 1890 |
| 3. | अकाल | 1900 |
| 4. | कांगड़ा का भूचाल | 1905 |
| 5. | भज्जी जंगलात का बन्दोबस्त | 1907 |
| 6. | चाबा बिजली घर का बनना | 1910 |
| 7. | दिल्ली दरबार | 1911 |
| 8. | प्रथम विश्व युद्ध | 1914-18 |
| 9. | भज्जी रियासत का बन्दोबस्त | 1922 |
| 10. | राणा बीर पाल सिंह का विवाह | 1925 |
| 11. | दूसरा विश्व युद्ध | 1939 |
| 12. | राणा रामचन्द्रपाल सिंह का गद्दी पर बैठना | 1940 |
| 13. | बड़ी बर्फबारी | 1945 |
| 14. | भारत का स्वतन्त्र होना | 1947 |
| 15. | हिमाचल प्रदेश का बनना | 1948 |
| 16. | शिमला तत्तापानी बस-सेवा कार्यारम्भ | 1955 |
| 17. | सूनी में विद्युतिकरण | 1960 |
| 18. | सूनी पुल निर्माण आरम्भ | 1961 |
| 19. | सूनी हायर सकैण्डरी स्कूल का खुलना | 1961 |
| 20. | खेग प्राईमरी स्कूल की स्थापना | 1961 |
| 21. | पल्याड़ में मशीनों का लगना | 1964 |
| 22. | डी० जी० बी० आर० रोड़ निर्माण आरम्भ | 1967 |
| 23. | हिवण प्राईमरी स्कूल की स्थापना | 1969 |
| 24. | बनूना स्कूल का हाई स्कूल में परिवर्तित होना | 1970 |

## उप-तहसील कुमारसैन

| क्रमांक | घटनाओं का विवरण | घटना का समय |
|---|---|---|
| 1 | 2 | 3 |
| 1. | बड़ा गांव (शांगरी) का शनचा मेला शुरू | 1874 |
| 2. | प्राईमरी स्कूल कुमारसैन का खुलना | 1881 |
| 3. | नारकण्डा में डाक बंगले का बनना | 1890 |
| 4. | बड़ा गांव (शांगरी) में भुण्डा यज्ञ | 1898 |
| 5. | राणा विद्याधर सिंह कुमारसैन का पहला विवाह | 1901 |
| 6. | कांगड़ा का भूचाल | 1905 |
| 7. | राजा रघुवीर सिंह (शांगरी) का जन्म | 1910 |
| 8. | कोटगढ़ में सत्यानन्द स्टोक्स का आगमन | 1910 |
| 9. | राणा हीरा सिंह कुमारसैन की मृत्यु | 1914 |
| 10. | प्रथम विश्व युद्ध | 1914 |
| 11. | इन्फलूंजा का फैलना | 1914 |
| 12. | राणा विद्याधर सिंह कुमारसैन की गद्दी | 1917 |
| 13. | शांगरी क्षेत्र में अकाल | 1921 |
| 14. | शांगरी में प्राइमरी स्कूल का खुलना | 1922 |
| 15. | राजा रघुवीर सिंह (शांगरी) की शादी | 1927 |
| 16. | इलाका शांगरी, कोटगढ़ और कुमारसैन में पशुओं का मरना | 1928-29 |
| 17. | कुमारसैन रियासत में दफ्तर का जलना | 1938 |
| 18. | दूसरा विश्व युद्ध | 1939 |
| 19. | कोटगढ़ में शमाघला मेले का आरम्भ होना | 1945 |
| 20. | श्री सत्यानन्द स्टोक्स की मृत्यु | 1945 |
| 21. | भारत का स्वतन्त्र होना | 1947 |
| 22. | हिमाचल प्रदेश का बनना | 1948 |
| 23. | भारत के पहले आम चुनाव | 1952 |
| 24. | भारत के दूसरे आम चुनाव | 1957 |
| 25. | चीन का भारत पर आक्रमण | 1962 |
| 26. | प्रधान मन्त्री पंडित जवाहरलाल नेहरू की मृत्यु | 1964 |
| 27. | पाकिस्तान का भारत पर आक्रमण | 1965 |
| 28. | प्रधान मन्त्री श्री लालबहादुर शास्त्री की मृत्यु | 1966 |
| 29. | मनुष्य की चान्द पर विजय | 1969 |

## तहसील रामपुर

| | | |
|---|---|---|
| 1. | बन्दोबस्त माल डिप्टी श्यामलाल ने शुरू किया | 1855 |
| 2. | टीका रघुनाथ सिंह की शादी मण्डी से | 1885 |
| 3. | बुशहर रियास्त का पहला बन्दोबस्त माल | 1890-92 |
| 4. | कांगड़ा का भूचाल | 1905 |
| 5. | टीका गढ़वाल को राजा बुशहर ने गोद लिया | 1909 |
| 6. | रामपुर बाजार में आग लगना | 1910 |
| 7. | राजा पद्म सिंह की ताजपोशी (गद्दी) | 1914 |
| 8. | अढ़ाल में मिडल स्कूल का खुलना | 1913 |

| क्रमांक | घटनाओं का विवरण | घटना का समय |
|---|---|---|
| 1. | 2 | 3 |
| 9. | बन्दोबस्त माल | 1913-14 |
| 10. | प्रथम विश्व युद्ध | 1914 |
| 11. | इन्फलूंजा | 1915 |
| 12. | जग भूण्डा मंझोली | 1923 |
| 13. | जग भूण्डा शोली | 1923 |
| 14. | जग भूण्डा खड़ाण | 1924 |
| 15. | जग भूण्डा डणसा | 1926 |
| 16. | चीन का तरमीमी बन्दोबस्त माल | 1926 |
| 17. | जग भूण्डा शोली | 1928 |
| 18. | जग भूण्डा देवठी | 1928 |
| 19. | परगना भम्बूराय की शान्त | 1928 |
| 20. | रामपुर बाजार में दोबारा आग लगना | 1930 |
| 21. | राजा बीरभद्रा सिंह का जन्म | 1934 |
| 22. | देवी साहिबा चन्दालिया कोठी वाली का हंगरंग वादी का आखिरी दौरा | 1935 |
| 23. | शान्त जदोग परगना पन्द्रा-बिश | 1936 |
| 24. | जग भूण्डा खड़ाण | 1938 |
| 25. | शान्त परगना बठोलीगढ़ | 1939 |
| 26. | दूसरा विश्व युद्ध | 1939 |
| 27. | जग भूण्डा दत्तनगर | 1940 |
| 28. | शाण्त गूम्मा परगना सुरखीगढ़ | 1945 |
| 29. | देई साहिबा की शादी मांसवाल को | 1946 |
| 30. | राजा पद्म सिंह की मृत्यु | 1947 |
| 31. | भारत का स्वतन्त्र होना | 1947 |
| 32. | हिमाचल प्रदेश का बनना | 1948 |
| 33. | कोआपरेटिव सोसाइटी का दनावली में खुलना | 1954 |
| 34. | पंचायत का खुलना | 1954 |
| 35. | खड़ाहन में पुलों का खुलना (निर्माण) | 1956 |
| 36. | मिडल स्कूल ननखरी का खुलना | 1956 |
| 37. | डिस्पैंसरी ननखरी का खुलना | 1958 |
| 38. | दस्तकारी स्कूल (सीना, बुनना) का खुलना (नावली) | 1959 |
| 39. | अड्डू में पुलों का निर्माण | 1960 |
| 40. | शिला में पुलों का निर्माण | 1960 |
| 41. | बर्फ का गिरना | 1961 |

### हल्का 2 खुनी पनोली

| | | |
|---|---|---|
| 42. | पंचायत का खुलना | 1954 |
| 43. | डिस्पैंसरी का खुलना | 1948 |
| 44. | पैदल रास्तों का बनना | 1958 |
| 45. | मिडल स्कूल खुनी का खुलना | 1959 |
| 46. | दस्तकारी स्कूल का खुलना | 1960 |
| 47. | कोआपरेटिव सोसाइटी का खुलना | 1960 |

हल्का 3 शाकला

| क्रमांक | घटनाओं का विवरण | घटना का समय |
|---|---|---|
| 1 | 2 | 3 |
| 48. | जिले का बनना | 1949 |
| 49. | डिस्पैंसरी का खुलना | 1954 |
| 50. | पंचायत का बनना | 19.4 |
| 51. | कोआपरेटिव सोसाइटी का खुलना | 1960 |

हल्का 4 मझोली

| | | |
|---|---|---|
| 52. | मौजा मझोली में पैदल रास्तों का बनना | 1958 |
| 53. | पंचायत का खुलना | 1954 |
| 54. | कोआपरेटिव सोसाइटी का बनना | 1957 |
| 55. | मझेवटी में पुल का निर्माण | 1957 |
| 56. | भडोली में आग लगना | 1960 |

हल्का 5 बाहली

| | | |
|---|---|---|
| 57. | नेहरा में डिस्पैंसरी का खुलना | 1953 |
| 58. | कोआपरेटिव सोसाइटी बाहली का खुलना | 1954 |
| 59. | कुरनू पुल का निर्माण | 1958 |
| 60. | डिवैल्पमेंट कमिश्नर का बाहली तक दौरा | 1960 |
| 61. | दलोग में गलेशियर से मकानों का गिरना, माली व जानी नुकसान | 1961 |

हल्का 6 कुमसु

| | | |
|---|---|---|
| 62. | मोटर सड़क भैरा खड से नोगड़ी तक 10 मील का बनना | 1951-52 |
| 63. | नोगड़ी खड के पुल का बनना | 1951-52 |
| 64. | सरकारी फार्म दत्तनगर का खुलना | 1952-53 |
| 65. | ग्राम पंचायत दत्तनगर का खुलना | 1952- 3 |
| 66. | पैदल रोड नोगड़ी से बाहली का बनना | 1956-57 |

हल्का 7 तकलेच

| | | |
|---|---|---|
| 67. | मिडल स्कूल तकलेच का खुलना | 1960 |

हल्का 8 दलेठ

| | | |
|---|---|---|
| 68. | पंचायत का खुलना | 1954 |
| 69. | पुलों का बनना | 1961 |

**तहसील रोहड़ू**

| | | |
|---|---|---|
| 1. | बन्दोबस्त माल डिप्टी श्यामलाल ने शुरू किया | 1855 |
| 2. | टीका रघुनाथ सिंह की शादी मण्डी से | 1885 |
| 3. | बुशहर रियासत का पहला बन्दोबस्त माल | 1890-92 |
| 4. | कांगड़ा का भूचाल | 1905 |
| 5. | टीका गढ़वाल को राजा बुशहर का गोद लेना | 1909 |
| 6. | रामपुर बाजार में आग लगना | 1910 |

| क्रमांक | घटनाओं का विवरण | घटना का समय |
|---|---|---|
| 1 | 2 | 3 |
| 7. | राजा पद्म सिंह की ताजपोशी (गद्दी) | 1914 |
| 8. | अढ़ाल में मिडल स्कूल का खुलना | 1913 |
| 9. | बन्दोबस्त माल | 1913-14 |
| 10. | प्रथम विश्व युद्ध | 1914 |
| 11. | इन्फलून्जा | 1915 |
| 12. | जग भूण्डा मझोली | 1923 |
| 13. | जग भूण्डा शोली | 1923 |
| 14. | जग भूण्डा खडाण | 1924 |
| 15. | जग भूण्डा डणसा | 1926 |
| 16. | चीनी का तरमीमी बन्दोबस्त माल | 1926 |
| 17. | जग भूण्डा शोली | 1928 |
| 18. | जग भूण्डा देवठी | 1928 |
| 19. | परगना भाम्बूराय की शान्त | 1928 |
| 20. | रामपुर बाजार में दोबारा आग का लगना | 1930 |
| 21. | राजा बीर भद्रा सिंह का जन्म | 1934 |
| 22. | देवी माहिबा चंदालिया कोठी वाली का हंगरंग वादी का आखिरी दौरा | 1935 |
| 23. | जग भूण्डा नन्डला | 1936 |
| 24. | शान्त जदोग परगना पंद्रह बीश | 1936 |
| 25. | जग भूण्डा कुलगांव | 1937 |
| 26 | जग भूण्डा खड़ाण | 1938 |
| 27. | शान्त परगना बठोली गढ़ | 1939 |
| 28. | द्वितीय विश्व युद्ध | 1939 |
| 29. | जग भूण्डा सपैल | 19.0 |
| 30. | जग भूण्डा दत्तनगर | 1940 |
| 31. | शान्त गूमा परगना सुरखीगढ़ | 1945 |
| 32. | देई साहिबा की शादी मांसवाल को | 1946 |
| 33. | राजा पद्म सिंह की मृत्यु | 1947 |
| 34. | भारत को स्वतन्त्रता मिलना | 1947 |
| 35. | हिमाचल प्रदेश का बनना | 1948 |
| 36. | भारत का गणतन्त्र होना | 1950 |
| 37. | अढ़ाल में हाई स्कूल का खुलना | 1950 |
| 38. | टिक्कर में हाई स्कूल खुलना | 1958 |
| 39. | जग भूण्डा पुजारली समरेटी | 1961 |
| 40. | जांगला में हाई स्कूल का खुलना | 1961 |
| 41. | रोहड़ू में बस का आना | 1961 |
| 42. | चीन का भारत पर आक्रमण | 1962 |
| 43. | समौली पुल का निर्माण | 1964 |
| 44. | पाकिस्तान का भारत पर आक्रमण | 1965 |
| 45. | डोडरा क्वार में हाई स्कूल का खुलना | 19.6 |
| 46. | विशाल हिमाचल प्रदेश का बनना | 1966 |
| 47. | रोहड़ू बाजार में आग लगना | 1967 |

| क्रमांक | घटनाओं का विवरण | घटना का समय |
|---|---|---|
| 1 | 2 | 3 |
| 48. | जग भूण्डा कूई | 1967 |
| 49. | चढ़गांव में हाई स्कूल का खुलना | 1968 |
| 50. | चढ़गांव से बस का आना | 969 |
| | **तहसील जुब्बल** | |
| 1. | बन्दोबस्त रावी पुंदर | 1901 |
| 2. | कांगड़ा का भूचाल | 1905 |
| 3. | दयोरा जुब्बल में 30 बिस्तरों वाले अस्पताल का खुलना | 1908 |
| 4. | राणा भगत चन्द की गद्दी | 1911 |
| 5. | बन्दोबस्त जंगलात | 1915 |
| 6. | ताप और ज्वर की बिमारियों का फैलना | 1920 |
| 7. | भारी वरसात और बाढ़ का आना जिससे बहुत नुकसान होना तथा जल विद्युत पलांट की दयोरा में स्थापना | 1927 |
| 8. | राजा जुब्बल का संसार का दौरा | 1933 |
| 9. | राजा भगत चन्द जुब्बल की सिल्वर जुवली | 1935 |
| 10. | चौपाल तहसील में हैजा फैलना | 1938 |
| 11. | राजा भगत चन्द द्वारा गद्दी का छोड़ना | 1946 |
| 12 | लोक प्रिय सरकार का बनना | 1947 |
| 13. | जुब्बल में पशु चिकित्सालय का खुलना | 1951 |
| 14. | मोटर सड़क बनना | 1954 |
| 15. | जुब्बल से हाटकोटी सड़क का चालू होना | 1956-57 |
| 16. | जुब्बल में विद्युत सब-डिविजन का खुलना | 1959 |
| 17. | हाई स्कूल जुब्बल का माडल तकनीकी हायर सैकेण्डरी स्कूल में बदलना | 1959 |
| 18. | सार्वजनिक विभाग के डिविजन का जुब्बल में खुलना | 1960 |
| 19. | पुराने जुब्बल में भगत चन्द पब्लिक स्कूल का खुलना | 1968 |
| 20. | गर्ल्ज स्कूल का हाई स्कूल में परिवर्तित करना | 1968 |
| 21. | वर्तमान अस्पताल का 41 बिस्तरों वाले हस्पताल में परिवर्तित करना तथा एक नई शाखा का खुलना | 1968 |
| 22. | जुब्बल के राजमहल का आग लगने से राख हो जाना | 1969 |
| | **उप-तहसील जूब्बल कोटखाई** | |
| 1. | राजा भगवान सिंह का राजपाट अंग्रेजों को सौंपना | 1828 |
| 2. | कोटखाई का पहला बन्दोबस्त | 1882 |
| 3. | कोटखाई प्राइमरी स्कूल भवन का बनना | 1892 |
| 4. | कोटखाई स्कूल के छात्रावास का बनना | 1899 |
| 5. | कोटखाई में अस्पताल का खुलना | 1899 |
| 6. | कांगड़ा का भूचाल | 1905 |
| 7. | पुड़ग में प्राइमरी स्कूल का खुलना | 1912 |
| 8. | प्रथम विश्व युद्ध | 1914 |
| 9. | कोटखाई का दूसरा बन्दोबस्त माल | 1915-16 |
| 10. | खनेटी के ठाकुर अमोग चन्द को गद्दी से उतारा जाना | 1925 |
| 11. | कुमारसैन का बन्दोबस्त माल | 192 |
| 12. | खनेटी का बन्दोबस्त माल | 1928-29 |
| 13. | क्यारी प्राइमरी स्कूल के भवन का निर्माण | 1929 |
| 14. | कोटखाई में नई तहसील के भवन का निर्माण | 1936 |
| 15. | कुमारसैन में सरकारी दफतर का जलना | 1938 |
| 16. | द्वितीय विश्व युद्ध | 1939 |
| 17. | शबाल मेले की लड़ाई ग्राम च्योर व ग्राम टाहू | 1943 |
| 18. | भारी बर्फबारी | 1945 |
| 19. | भारत को स्वतन्त्रता मिलना | 1947 |
| 20. | हिमाचल प्रदेश का बनना | 1948 |
| 21. | कोटखाई में गर्ल्ज हाई स्कूल का खुलना | 1957 |
| 22. | चीन का भारत पर आक्रमण | 1962 |
| 23. | कोटखाई तहसील यूनियन के भवन का बनना | 1964 |
| 24. | कोटखाई में स्टेट बैंक का खुलना | 1965 |
| 25. | पाकिस्तान का भारत पर आक्रमण | 1965 |
| 26. | विशाल हिमाचल प्रदेश का बनना | 1966 |
| | **तहसील ठियोग** | |
| 1. | राणा जगराज सिंह का गोरखों के साथ लड़ाई लड़ना | 1878 |
| 2. | देवी का मन्दिर धार गांव में बनना | 1886 |
| 3. | रिशी की फांसी | 1899 |
| 4. | ठियोग में लोगों की बगावत | 1901 |
| 5. | राणा अतर सिंह बलसन की गद्दी | 1901 |
| 6. | कांगड़ा का भूचाल | 1905 |
| 7. | छैला पुल का बनना | 1910 |
| 8. | रियास्त में बन्दोबस्त माल | 1910-11 |
| 9. | प्रथम विश्व युद्ध | 1914 |
| 10. | धूपड़ में बन्दोबस्त माल | 1917-18 |
| 11. | ठियोग में बन्दबोस्त माल | 1928-29 |
| 12. | राणा रपा बहादुर सिंह की गद्दी | 1936 |
| 13. | ठाकुर कर्म चन्द ठियोग की गद्दी | 1936 |
| 14. | राणा कुमारसैन की मृत्यु | 19.8 |
| 15. | ठाकुर धूपड़ को गोली से मारना | 1939 |

| क्रमांक | घटनाओं का विवरण | घटना का समय |
|---|---|---|
| 1 | 2 | 3 |
| 16. | द्वितीय विश्व युद्ध | 1939 |
| 17. | मत्याना में अस्पताल का खुलना | 1942-43 |
| 18. | हिन्दुस्तान-तिब्बत रोड़ पर मोटर का चलना | 1943 |
| 19. | भारी बर्फबारी | 1945 |
| 20. | भारत का स्वतन्त्र होना | 1947 |
| 21. | हिमाचल प्रदेश का बनना | 1948 |
| 22. | भारतीय संविधान का लागू होना | 1950 |
| 23. | पहला आम चुनाव | 1952 |
| 24. | चीन का भारत पर आक्रमण | 1962 |
| 25. | अति विष्णु महायज्ञ देवरी घाट | 1962 |
| 26. | भारी बर्फबारी | 1964 |
| 27. | प्रधान मन्त्री पंडित जवाहर लाल नेहरू की मृत्यु | 1964 |
| 28. | प्रधान मन्त्री श्री लाल बहादुर शास्त्री की मृत्यु | 1966 |
| 29. | चौथा आम चुनाव | 1967 |
| 30. | मनुष्य की चान्द पर विजय | 1669 |

**तहसील कसुम्पटी**

| | | |
|---|---|---|
| 1. | चिरोट पानी पम्प का चालू होना | 1882 |
| 2. | कांगड़ा का भूचाल | 1905 |
| 3. | कालका-शिमला रेलगाड़ी का चलना | 1912 |
| 4. | चाबा में बिजली के कार्य का शुरू होना | 1912 |
| 5. | अशनी खड का पुल | 1912 |
| 6. | प्रथम विश्व युद्ध | 1914 |
| 7. | बन्दोबस्त माल कोटी स्टेट बिहारी लाल द्वारा | 1915-16 |
| 8. | राणा हरी सिंह का धामी का बन्दोबस्त माल | 1915-16 |
| 9. | मियां दुर्गा सिंह का कियोंथल स्टेट का बन्दोबस्त माल | 1915-16 |
| 10. | धामी गोली काण्ड | 1939 |
| 11. | द्वितीय विश्व युद्ध | 1939 |
| 12. | भारत को स्वतन्त्रता मिलना | 1947 |
| 13. | हिमाचल प्रदेश का बनना | 1948 |
| 14. | भारतीय संविधान की स्थापना | 1950 |
| 15. | स्नोडन अस्पताल, शिमला का नव-निर्माण | 1960-61 |
| 16. | चीन का भारत पर आक्रमण | 1962 |
| 17. | प्रधान मन्त्री पंडित जवाहर लाल नेहरू की मृत्यु | 1964 |
| 18. | पाकिस्तान का भारत पर आक्रमण | 1965 |
| 19. | बलदेयां में आल-इण्डिया रेडियो स्टेशन, शिमला का नव-निर्माण | 1970 |

**तहसील सोलन**

| | | |
|---|---|---|
| 1. | सोलन में शराब का कारखाना चलना | 1855 |
| 2. | राजा दुर्गा सिंह साहिब सोलन का जन्म | 1901 |
| 3. | रेलवे लाईन का तैयार होना | 1905 |
| 4. | कुठार के राणा श्री कृष्ण चन्द का जन्म | 1905 |
| 5. | कांगड़ा का भूचाल | 1905 |
| 6. | बघाट स्टेट का बन्दोबस्त माल | 1910 |
| 7. | चण्डी का बन्दोबस्त माल | 1911 |
| 8. | महारानी शारदा कुमारी कुठार की नैपाल में शादी | 1911 |
| 9. | प्रथम विश्व युद्ध | 1914 |
| 10. | कृष्णगढ़ में प्राइमरी स्कूल का खुलना | 1917 |
| 11. | जगजीत नगर का बनना | 1920 |
| 12. | पट्टा में प्राईमरी स्कूल का खुलना | 1929 |
| 13. | महलोग के राणा दुर्गा चन्द की मृत्यु | 1930 |
| 14. | ठाकुर जगजीत चन्द कुठार वाले की मृत्यु | 1931 |
| 15. | सोलन में बिजली का आना | 1934 |
| 16. | द्वितीय विश्व युद्ध | 1939 |
| 17. | देवठी में राजा दुर्गा सिंह साहिब का अस्पताल का खोलना | 1942 |
| 18. | रानी साहिबा बघाट की मृत्यु | 1944 |
| 19. | भारी बर्फबारी | 1945 |
| 20. | भारत को स्वतन्त्रता मिलना | 1947 |
| 21. | हिमाचल प्रदेश का बनना | 1948 |
| 22. | भारत का गणतन्त्र होना | 1950 |
| 23. | भारत के पहले आम चुनाव | 1952 |
| 24. | भारत के दूसरे आम चुनाव | 1957 |
| 25. | सोलन राजगढ़ सड़क का खुलना | 1959-60 |
| 26. | अष्ठ ग्रही | 1962 |
| 27. | चीन का भारत पर आक्रमण | 1962 |
| 28 | प्रधान मन्त्री पंडित जवाहर लाल नेहरू की मृत्यु | 1964 |
| 29. | पाकिस्तान का भारत पर आक्रमण | 1965 |
| 30. | सोलन सुबाठू सड़क का खुलना | 1965 |
| 31. | प्रधान मन्त्री श्री लाल बहादुर शास्त्री की मृत्यु | 1966 |
| 32. | बरोटीवाला सोलन सड़क का खुलना | 1968 |
| 33. | मनुष्य की चान्द पर विजय | 1969 |

**जिला शिमला**

| | | |
|---|---|---|
| 1. | भारत के कमाण्डर-इन-चीफ का शिमला का पहला दौरा | 1825 |
| 2. | भारत के नवर्नर जनरल का शिमला का पहला दौरा | 1827 |
| 3. | सनावर में लारेन्स स्कूल का खुलना | 1847 |
| 4. | शिमला में नगर-निगम का बनना | 1851 |
| 5. | सोलन में सोलन ब्रूरी की स्थापना | 1855 |
| 6. | कालका-शिमला सड़क का निर्माण | 1856 |
| 7. | शिमला में बिशप काटन स्कूल का खुलना | 1868 |

| क्रमांक | घटनाओं का विवरण | घटना का समय |
|---|---|---|
| 1 | 2 | 3 |
| 8. | शिमला में पहली बार पंजाब सरकार के कार्यालयों का आना | 1871 |
| 9. | शिमला में रिपन अस्पताल का खुलना | 1885 |
| 10. | कालका में शिमला के लिए पहली रेलगाड़ी का चलना | 1912 |
| 11. | क़ांगड़ा का भूचाल | 1905 |
| 12. | तहसील कण्डाघाट में माल बन्दोबस्त | 1908 |
| 13 | शिमला में विद्युत का आना | 1913 |
| 14. | प्रथम विश्व युद्ध | 1914 |
| 15. | लेडी रीडिंग अस्पताल का खुलना | 1924 |
| 16. | नालागढ़ में बन्दोबस्त माल | 1926-27 |
| 17. | पटियाला के महाराजा भूपिंदर सिंह की मृत्यु | 1938 |
| 18. | कण्डाघाट में स्कूल का खुलना | 1938 |
| 19. | दूसरा विश्व युद्ध | 1939 |
| 20. | भारत छोड़ो आन्दोलन | 1942 |
| 21. | नालागढ़ के राजा जोगिन्द्र सिंह की मृत्यु | 1945 |
| 22. | शिमला में भारी बर्फबारी | 1945 |
| 23. | भारत का स्वतन्त्र होना | 1947 |
| 24. | पंप्सू राज्य का बनना | 1958 |
| 25. | कसौली सुबाठू का पैप्सू राज्य से पंजाब राज्य में मिलना | 1950 |
| 2 . | पहले आम चुनाव | 1952 |
| 27. | कण्डाघाट सब-डिविजन का बनना | 1953 |
| 28. | पैप्सू का पंजाब में मिलना | 1956 |
| 29. | हिमाचल प्रदेश सक्रिटेरियेट का जलना | 1957 |
| 30. | पंडित जवाहर लाल नेहरू का चैल का पहला दौरा | 1958 |
| 31. | कण्डाघाट सब-डिविजन का पटियाला जिला से शिमला जिला में मिलना | 1959 |
| 32. | नालागढ़-सब-डिविजन का पटियाला जिला से अम्बाला जिला में मिलना | 1959 |
| 33. | अष्ट ग्रही | 1962 |
| 34. | चीन का भारत पर आक्रमण | 1962 |
| 35. | प्रधान मन्त्री पंडित जवाहर लाल नेहरू की मृत्यु | 1964 |
| 36. | पाकिस्तान का भारत पर आक्रमण | 1965 |
| 37. | प्रधान मन्त्री लाल बहादुर शास्त्री की मृत्यु | 1966 |
| 38. | पंजाब का पुनर्गठन—शिमला, नालागढ़ का हिमाचल में मिलना | 1966 |
| 39. | मनुष्य की चान्द पर विजय | 1969 |

## जिला सिरमौर

| क्रमांक | घटनाओं का विवरण | घटना का समय |
|---|---|---|
| 1 | 2 | 3 |
| 1. | महाराजा शमशेर प्रकाश का गद्दी पर बैठना | 1856 |
| 2. | हिन्दुस्तान का पहला स्वतन्त्रता संग्राम | 1857 |
| 3. | महाराजा सुरेन्द्र विक्रम प्रकाश का जन्म | 1867 |
| 4. | नाहन में पहली डिस्पैंसरी का खुलना | 1872 |
| 5. | नाहन फाउण्डरी का चालू होना | 1872 |
| 6 | पहला बन्दोबस्त माल | 1878 |
| 7. | टिक्का सुरेन्द्र प्रकाश की शादी | 1872 |
| 8. | जिला बोर्ड सिरमौर का बनना | 1884 |
| 9. | राजकुमार विक्रम सिंह की शादी | 1855 |
| 10. | वृज राज हाथी की मृत्यु | 1885 |
| 11. | नाहन में हाई स्कूल का खुलना | 1887 |
| 12. | नाहन नगर पालिका का बनना | 1887 |
| 13. | दूसरा बन्दोबस्त माल | 1887 |
| 14. | महाराज अमर प्रकाश का जन्म | 1887 |
| 15. | महाराजा शमशेर प्रकाश की मृत्यु | 1898 |
| 16. | महाराजा सुरेन्द्र विक्रम प्रकाश का गद्दी पर बैठना | 1898 |
| 17. | कांगड़ा का भूचाल | 1905 |
| 18. | महाराजा सुरेन्द्र विक्रम प्रकाश की मृत्यु | 1905 |
| 19. | महाराजा अमर प्रकाश की शादी | 1910 |
| 20. | महाराजा अमर प्रकाश का गद्दी पर बैठना | 1911 |
| 21. | महाराजा राजेन्द्र प्रकाश का जन्म | 1913 |
| 22. | प्रथम विश्व युद्ध | 1914 |
| 23. | बाढ़ का आना | 1924 |
| 24. | महाराजा अमर प्रकाश की मृत्यु | 1933 |
| 25. | महाराजा राजेन्द्र प्रकाश की राज गद्दी | 1933 |
| 26. | दूसरा विश्व युद्ध | 1939 |
| 27. | भारत छोड़ो आन्दोलन | 1942 |
| 28. | पझौता विद्रोह | 1943 |
| 29. | भारी बर्फबारी | 1945 |
| 30. | भारत का स्वतन्त्र होना | 1947 |
| 31. | हिमाचल प्रदेश का बनना | 1948 |
| 32. | प्रथम आम चुनाव | 1952 |
| 33. | पांवटा व नाहन तहसीलों में चकबन्दी का होना | 1955-62 |
| 34. | द्वितीय आम चुनाव | 1957 |
| 35. | गोआ, दमन व दिव उप-दीपों का स्वतन्त्र करवाना | 1961 |
| 36. | अष्ट ग्रही | 1962 |
| 37. | चीन का भारत पर आक्रमण | 1962 |
| 38. | पंडित जवाहर लाल नेहरू की मृत्यु | 1964 |
| 39. | महाराजा राजेन्द्र प्रकाश की मृत्यु | 1964 |
| 40. | पाकिस्तान का भारत पर आक्रमण | 1965 |
| 41. | श्री लाल बहादुर शास्त्री की मृत्यु | 1966 |
| 42. | मनुष्य की चान्द पर विजय | 1969 |

Annexure-IV
Sl. No. 1

APPENDIX-I

To be prepared at Charge evel

1971 Census Provisional Totals

Name of the Charge ..... ..... .. Name of the District.....

| Code No. and Name of Village of Town. | Enumerator's Block No. | POPULATION | | | LITERATURES | | |
|---|---|---|---|---|---|---|---|
| | | Males | Females | Total | Males | Females | Total |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |

Annexure-II
Sl. No. 2

APPENDIX II

To be prepared at Charge Level

1971 Census Provisional Totals-Supplement C.

Name of the Charge..... Code No.....

Name of the Distriet ... . ..... Code No..... .

| Code No. and Name of the Vielage/ Town, | Enumerator's Block No. | No. of residential Houses. | Total No. of House-holds. | No. of Institutional Households. | No. of Houseless Households. |
|---|---|---|---|---|---|
| 1 | 2 | 3 | 4 | 5 | 6 |
| | | | | | |
| | | | | | |
| | | | | | |

Annexure IV
Sl. No. 3

## APPENDIX-III

**To be prepared at Charge Level**

### 1971 CENSUS PROVISIONAL TOTALS-SUPPLEMENTS-A

Name of Charge ..... Code No. .....

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

| Code No. and Name of the Village/Town. | Males | | Population | Scheduled castes. | Scheduled Tribes | Literates |
|---|---|---|---|---|---|---|
| | Enumerators Block No. | Sex | | | | |
| x | 3 | 1 | | y | 4 | 5 |
| | | | | | | |
| | | | | | | |
| | | | | | | |

| Illiterates | MAIN ACTIVITY | | | | Non-workers | Houseless population | Institutional population |
|---|---|---|---|---|---|---|---|
| | Cultivatos | Agricultural Labourers | Household industry | Others worker | | | |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |

Annexure-V
Sl. No. 4

APPENDIX-IV

To be prepared at Charge Level

1971 CENSUS PROVISIONAL TOTALS—SUPPLEMENT-A

Name of Charge .....  Code No.....

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

| FEMALES | | | | | | |
|---|---|---|---|---|---|---|
| Code No. and Name of the Village/ Town. | Enumerator Block No. | Sex | Popolation | Scheduled Castes. | Scheduled Tribes. | Literates. |
| x | y | 1 | 2 | 3 | 4 | 5 |
| | | | | | | |
| | | | | | | |
| | | | | | | |

| Illiterates. | MAIN ACTIVITY | | | | Non-workers | Houseless population | Institutional population. |
|---|---|---|---|---|---|---|---|
| | Cultivators. | Agricultural Labourers. | Household industry. | Other worker | | | |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |