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CENSUS OF INDIA 1971

SERIES 17

PUNJAB

PART VIII-A

ADMINISTRATION REPORT—ENUMERATION

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of the Indian Administrative Service
Director of Census Operations
Punjab

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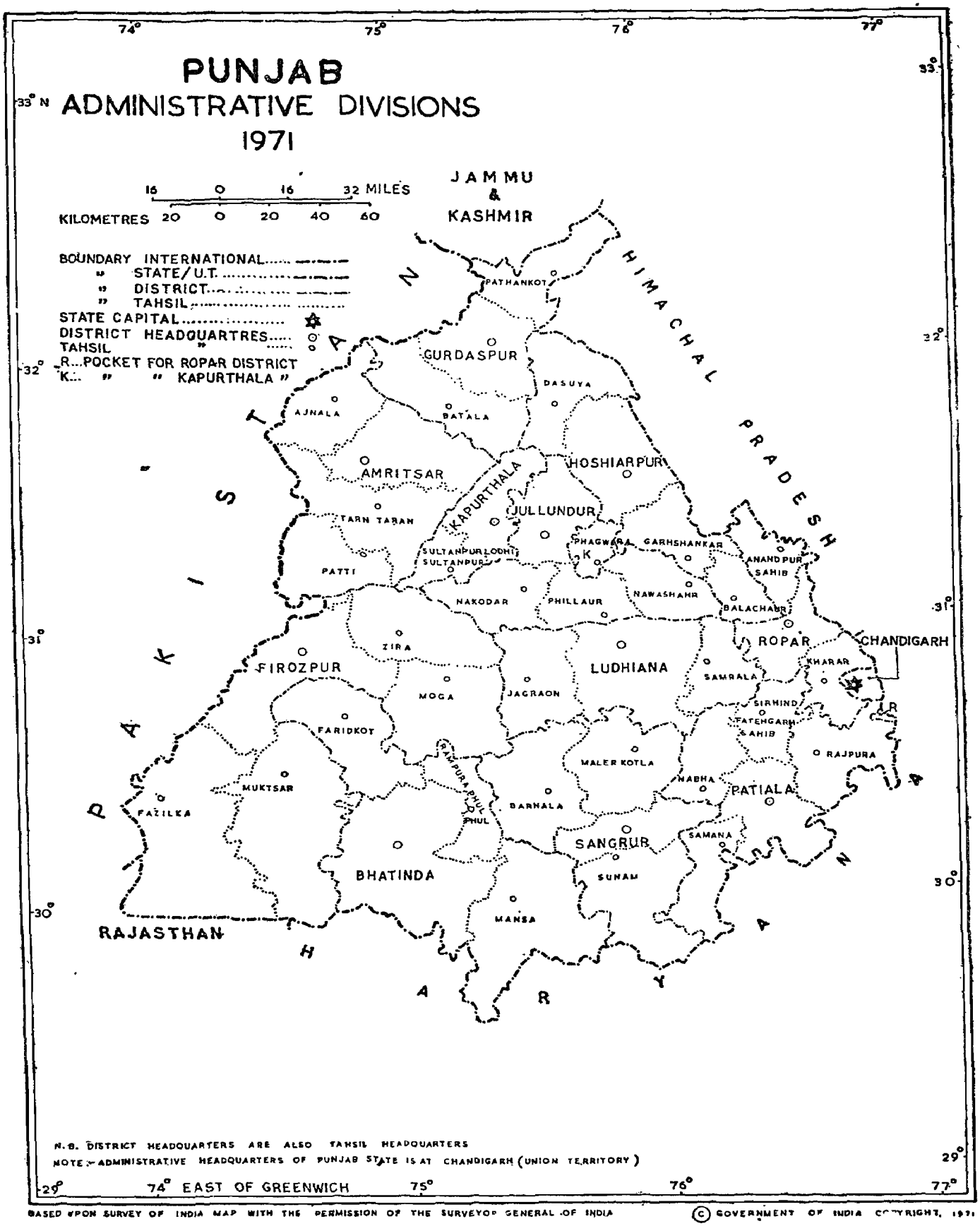
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SECTION 1

GENERAL INTRODUCTORY

I was on leave, when on a certain day in October, 1968 I received a telephone call at my house from Mr. H. S. Kwatra that the Registrar General, India, wanted to see me. Mr. Kwatra, I learnt later on, was at that time working as Deputy Superintendent of Census Operations to which post he was appointed in June, 1968. On meetng the Registrar General of India, it was a question of touch and go. The Registrar General made the offer to take me as Superintendent of Census Operations, and I accepted it. With the forceful and convincing arguments couched in simple flawless language highlighting the national importance of census taking put forward by the Registrar General, it was impossible to decline. There was no dislocation involved for me, as the Head Office was fixed up at Chandigarh where I was already residing. However, it was not without some trepidation that I took over charge of the post of Superintendent of Census Operations with effect from the forenoon of 15th November, 1968. The very sight of the huge number of Census volumes lying in the shelves in my office, and in practically all the rooms of the office building, would have swept even a most voracious reader off his feet, and I for one, was greatly alarmed. However, the name of my predecessor printed on the title page of every Census volume relating to 1961 Census of Punjab as its author, took away my initial shock to some extent, and I looked forward to being dubbed an author myself of equal number of books one day. I little realised, though, at that time the complicated nature of the job and the challenge it threw. For a person who has never worried his head about statistics in his life before, it requires any amount of perseverance, vast study and constant hard work to keep pace with the latest thinking on Census in the Office of the Registrar General, India, in New Delhi. It is, therefore, absolutely essential for a raw hand embarking on a career in the Census Organisation to be in perfect mental and physical health. That the job is fascinating and rewarding with an air of independence about it, cannot be questioned. Today, while I am writing this report, I do not regret the decision I took back in October, 1968 to be Superintendent of Census Operations for Punjab.

2. The State Government informed all the Administrative Secretaries, Heads of Departments and Deputy Commissioners etc. in the State about my appointment as Superintendent of Census Operations. The Government further impressed upon them the need for giving unstinted co-operation to me in conducting the Census Operations in the State as part of the nation-wide programme. I was authorised by the State Government to deal direct with the Heads of Departments etc. in this matter. A copy of the letter issued by the State Government is given at Appendix XVIII. 3(i) to this Report. This letter had the desired effect, and I got full co-operation from the Heads of Departments during the census operations.

3. Ever since the conduct of census operations in the country, Heads of Census Offices in the States were designated as Superintendents of Census Operations. On the same analogy, I was also appointed as Superintendent of Census Operations, Punjab, in the first instance. It was always felt that the designation of "Superintendent" was not commensurate with the status of the officer, and the incumbent of the post was not given due recognition and respect by the subordinate staff and officers of other departments to which he is entitled as Head of Department. The need for the change of designation was felt during 1951 and 1961 Censuses as well, but it could not be effected as it involved the amendment of the Census Act by the Parliament. The interesting observations made by my predecessor in this respect are reproduced below :—

> "One point which must be mentioned at the outset relates to the designation of the post of Superintendent of Census Operations. The term does not convey fully the high responsible duties which the incumbent of the post has to perform. In order that the Superintendent commands the respect and attention which his position and duties entitle him to, it is most necessary that his post should be designated as 'Commissioner of Census'. This will elicit more ready response to the letters issued by him to different offices and his personal discussions.

To illustrate the inapt nature of the present designation, I might mention that soon after my appointment, I was faced with inquiries from numerous friends as to how it came about that I was transferred from the post of Economic Adviser to Government to that of a 'Superintendent' : they took it as a case of demotion. Some time later, an inquiry was received from a Government office, in connection with my having endorsed a document, whether I was a gazetted officer. My Deputy Superintendent described a funny incident of the Chowkidar of a Rest House not letting him in, saying that the Rest House was meant for 'officers' and not for Deputy Superintendents'.

The suggestion to change the designation was discussed at length in the first Conference of State Superintendents, where it was pointed out that the designation being mentioned specifically in the Census Act required amendment of the Act, for changing the designation. The matter does not seem to have been pursued vigorously. It is hoped that the Registrar General would initiate timely action before the next census."

4. There was a unanimous demand by my colleagues all over the country for change in designation and it was forcefully raised at the conference of Superintendents of Census Operations held at Delhi in May, 1969 which was inaugurated by the Hon'ble Home Minister, Government of India. The happy result of this uproar was the eventual announcement of change in designation to that of 'Director' in the case of 'Superintendent' and 'Deputy Director' in the case of 'Deputy Superintendent' in August and October, 1969, respectively. But the appendage of Superintendent could not be given up altogether as the Act provides for the appointment of Census Superintendent and without an amendment this could not be dropped. By an executive order the Census Superintendent came to be known as Director, Census Operations-cum-*ex officio* Superintendent of Census Operations, the latter for purposes of the act.

5. Up to the 1961 Census, the office of the Superintendent of Census Operations used to be set up only a year or so before the actual Census count started, and used to be closed down after two or three years of the operations. The records etc. used to be handed over to the State Government for preservation and utilization during the next census. I was, however, lucky to have a nucleus of experienced staff, most of whom had been working since the last Census, and, therefore, the continuity of thought and action was maintained. A statement giving the number of posts on my taking over as Superintendent of Census Operations, Punjab on 15th November, 1968 is given at Appendix I(1) to this Report. A statement in respect of additional staff in position after 15th November, 1968 in my organisation is at Appendix I(2). I was saved the botheration of having to set up a new office from a scratch, which my predecessors had to do at an interval of every 10 years. But there was a little set-back, as the Punjab State was reorganised in November, 1966, and the office of the Superintendent of Census Operations, Punjab was split up into three separate offices, i.e., for Punjab, Haryana and Union Territory of Chandigarh. The staff was also allocated to these three offices, and in this way I was deprived of almost half of the experienced staff. Anyhow, this loss was covered up later on by fresh appointments and training.

6. There was considerable backlog of the 1961 Census work due to reorganisation of the State of Punjab. Almost all the Census tables prepared during the 1961 Census had to be trifurcated and separate figures for Punjab, Haryana, Union Territory of Chandigarh and areas transferred to Himachal Pradesh had to be worked out by my staff. The Main Report of 1961 Census was also under print, and some of my staff members remained busy in checking proof of this Report and its final printing. The work relating to trifurcation of tables was voluminous and I had to approach the Registrar General, India, for sanction of additional posts for this job. Though the work of 1961 Census hampered to some extent the work relating to preparatory measures for the 1971 Census, yet, it gave me an idea of the work involved in the preparation of census tables and printing of census reports, and I gained useful experience on this account. My Deputy, Shri H. S. Kwatra, handled all this work zealously and successfully after his appointment in June, 1968.

7. The staff of this Organisation has been continuing on temporary basis since its very inception. As this organisation is now to continue on a more or less permanent basis it is gratifying that steps have already been initiated by the Registrar-General, India, to declare the staff quasi-permanent/permanent. Better service conditions are bound to attract better personnel to this organisation, which can be an asset and give an incentive to temporary hands in addition to maintaining continuity of thought in various programmes undertaken by the Directorate.

SECTION 2

INITIAL PREPARATORY MEASURES

But for the exhaustive pre-census guideline circular No. 1 [D. O. letter No. 37/10/68-RG, dated the 12th December, 1968 reproduced as Appendix II(1)] brought out by the Registrar General, India—just at a time when we were procrastinating as to what initial steps had to be taken for preparing ourselves for this mammoth operation, planning and preparations for the 1971 Census could have been smudged with factual inaccuracies and organisational hazards. The circular was comprehensive, thought provoking and served as a beaconlight for almost all the problems that were being anticipated by us in launching on the operation. Styling on this, we took meticulous care to incorporate Registrar General's invaluable tips in our circular letters with which we garnished the raw, freshly recruited census hierarchy. In short, we owe a good part of our success in preparing ourselves for this challenging task to the valuable guidelines spelt out in this well-timed circular.

2. When I took over the strings, a considerable amount of compilation and formulation of first draft census schedules had been done. The first draft schedules for the 1971 Census of India had been evolved at a Seminar held in Delhi in May, 1967 and instructions for filling the various schedules had been drafted in the office of the Registrar General, India. My predecessor, Shri R. L. Anand, had conducted the first pre-test in the field on the basis of the schedules thus evolved. At the 1971 Census it was proposed to go in for sampling so as to trigger off a familiarisation campaign for certain schedules and also with a view to facilitating quicker tabulation of data from the schedules canvassed in about 10 per cent of sample blocks. Coupled with a rigorous deployment of specially trained enumerators, we gathered more accurate and sophisticated data, from the sample areas. We had broadly classified the schedules into two categories i.e. (i) those to be canvassed in all areas other than the sample areas and (ii) those to be canvassed in areas falling in that sample. The first category was to cover the following:

(i) (a) Houselist;

(b) Manufacturing Establishment Schedule.

(ii) Individual Slip.

The second category i.e., those to be canvassed in sample areas were to cover :

(i) (a) Special Houselist;

(b) Manufacturing Establishment Schedule.

(ii) Household Schedule.

(iii) Individual Slip.

3. It was stipulated that roughly half the schedules should be pre-tested in rural areas and the rest in urban areas. Further we prescribed that rural units of whole villages or segments of large villages could be selected so that each unit covered approximately about 500 to 1,000 persons. The rural units were in turn redistributed, such that different representative regions of the State were covered. As regards urban areas, segments of towns each covering about 100 to 150 households were selected. To curtail error, we picked sample areas from towns of various class sizes and functional types, and to correctly estimate the validity of special schedules, we chose better educated and knowledgeable enumerators. We fixed their minimum educational qualification at Matriculation and a good number of graduates were also appointed. An extensive training programme reinforced them before they were thrown into the field.

The houselisting was required to be completed a week in advance of the pre-test enumeration and the pre-test enumeration was required to be completed in 19 days with a revisional round for three days. We planned it so, that pre-test enumeration did not coincide in all the units. This was to enable the Superintendent of Census Operations to supervise the work personally in different regions and to give him an opportunity to acquaint himself first hand with the problems involved. It was indicated that the pre-test should be completed before the end of November, 1967.

4. The objectives of the pre-test were visualised as listed below :—

(i) To judge the time that each Enumerator will take for enumerating (a) each

person, and (b) each household so that the optimum workload can be decided.

(ii) To assess the urban and rural differentials in the time taken for canvassing the schedules.

(iii) To assess the quality of enumeration by Enumerators of different levels of education and of either sex.

(iv) To see if the concepts adopted in the Census are easily understood by the Enumerator and are capable of being put across to the persons enumerated.

(v) Has it been possible to canvass the Fertility Schedule successfully ? If there are any difficulties noticed, what are they ?

(vi) To judge the clarity of the instructions.

(vii) Have the specimen Individual Slips with typical answers given in the instructions helped the Enumerator ? Is it necessary to give more specimens ?

(viii) To judge the suitability of the formats.

(ix) How far the Enumerator is able to post the Statements and Abstracts prescribed correctly and if the formats are helpful in working out the totals correctly ?

5. Patterned on the instructions referred to in the preceding paragraph, the first pretest in this State commenced on the 13th November, 1967 and was completed between 5th to 8th December, 1967. Each Enumerator conducted pre-test in two blocks. The pre-test covered 6 Enumerators' Blocks in Haryana and 6 in Punjab. Of these, four blocks were treated as sample areas, and in two of these four blocks, extensive fertility questionnaire was canvassed, and in the other half, the simplified fertility questionnaire was attempted. The blocks selected for the pre-test were as shown in the table below :

TABLE

Serial No.	Place	District	Tahsil	Code No.	Population	Remarks
1	2	3	4	5	6	7
		Rural				
1	Boharwala	Amritsar	Ajnala	2/1/271	372	PUNJAB
2	Mangatwala	Ferozepur	Muktsar	3/5/134	457	
3	Kunail	Hoshiarpur	Garhshankar	5/3/364	397	
4	Kanoi	Sangrur	Sangrur	9/3/46	743	
5	Mamidi	Ambala	Jagadhri	12/3/218	453	HARYANA
6	Dingar Majra	Karnal	Karnal	13/3/24	969	
7	Kukranwali	Hissar	Fatehbad	15/2/34	1,677	
8	Akbarpur Nangal	Mahendragarh	Mahendragarh	16/2/69	737	
		Urban				
1	Moga (Ward VIII Block 3)	Ferozepur		3/VI/3	744	PUNJAB
2	Nabha (Ward VIII Block 3)	Patiala		10/X/3	652	
3	Kaithal (Ward VII Block 6)	Karnal		13/III/6	604	HARYANA
4	Sirsa (Ward VII Block 6)	Hissar		15/V/6	782	

6. Comments on the approved draft questionnaires based on the first pre-test by my predecessor are embodied in Appendix II(2). It will be rewarding for my successor to glance through these comments to have the necessary background about the evolution of the census questionnaires, concepts and definitions. A copy, each of the various schedules, which were pre-tested is reproduced at Appendix II(3). These were :

(i) (a) Houselist,

(b) Manufacturing Establishment Schedule,

(ii) Individual Slip,

(iii) Special Houselist for Sample Areas,

(iv) Manufacturing Establishment Schedule for special areas,

(v) Household Schedule.

7. The first pre-tests conducted by my predecessor were aided by a marginal support from the State Government. This was done intentionally to circumvent publicity, for any semblance of a census could have sparked off a communal campaign, tainting our figures with strong overtones of factual flaws—such was the complexion of political situation, which was changing colours faster than a chameleon. Hence, a wiser choice was made in carrying on the campaign unobtrusively with our departmental work-force.

8. The tentative draft schedules had undergone slight changes as a result of a series of meetings, conferences and discussions with the experts, various departments and academic bodies. In particular, the Conference on the First Pre-test of the 1971 Census questionnaires held from 23rd to 27th January, 1968 in New Delhi was of great importance—the record of proceedings of which is available in the form of a brochure in our organisation at Chandigarh. My successor would do well to glance through it. The results of these pre-tests in different States were discussed at this Conference where the representatives of Central Statistical Organisation, Directorate of National Sample Survey, Army's Statistical Organisation, Council of Scientific & Industrial Research, and the National Buildings Organisation were present.

9. The second pre-tests of Census schedules were started in Punjab on 19th March, 1969 and completed on 6th April, 1969. These were tested in 5 villages (one block in each village) and in two towns (four blocks in each town) i.e. all told in 13 blocks, partly by our own Assistant Compilers, and partly by Patwaris/teachers. Out of these 13 blocks, six were ordinary blocks and seven sample blocks. Two separate agencies were utilised to have comparable results in the field trials. It was considered that our own staff could appreciate better the difficulties to be ecountered by the actual Enumerators in the field and especially in the interpretation of census concepts, definitions and instructions. A training Seminar for two days was organised on the 7-8 March, 1969 at Rupar for the Enumerators/Supervisors. The Seminar was addressed by the Superintendent of Census Operations on the opening day. Training in great depth was imparted by the Deputy Superintendent of Census Operations (Hqs.) and Tabulation Officers. Census schedules in Punjabi were locally printed and were canvassed in Punjabi script by the Enumerators, unlike at the first pre-test when these were canvassed in English. Instructions to the Enumerators for filling in the schedules were cyclostyled in Punjabi and a copy thereof was supplied to each Enumerator/Supervisor. A revisional round was also organised from 7th April, 1969 to 9th April, 1969 in all the blocks. The Enumerators and Supervisors were later invited to Chandigarh and a seminar was held on the 15th-16th April, 1969 to review their difficulties and analyse their reactions in the pre-testing of schedules and application of concepts and definitions. On the basis of these discussions, a report on the results of the second pre-test was drafted and submitted to the Registrar General, India, a copy of which is reproduced at Appendix II(4). The results of the second pre-test were discussed at the all-India Conference of the Superintendents of Census Operations held in Vigyan Bhawan, New Delhi from 16th to 21st May, 1969. The Registrar General appreciated the efforts of various Superintendents and their staff in conducting the second pre-test in a most well informed manner. He further observed :

" In spite of various difficulties, the Census Superintendents performed this task with tremendous zeal and energy and at any rate fulfilled the objective of the pre-test." The Conference considered in great depth the view points of various Superintendents of Census Operations bearing on the census questionnaires. The general consensus was that questions on family planning, fertility and under-employment should not be pursued through a quick operation like Census as the Enumerators in the field trial had not been able to do full justice to these for a number of reasons. Shri Pitambar Pant, Member of the Planning Commission, who attended this Conference raised a number of issues regarding

the advisability of collecting information on certain points through the census type operation, which were :—

(i) The desirability of canvassing information on housing amenities along with houselisting itself ;

(ii) The desirability or otherwise of proceeding with comprehensive fertility survey on the basis of sample households, when there was clear evidence that information collected without probing questions and without the help of trained and experienced Investigators was likely to be unreliable; and

(iii) The desirability or otherwise of attempting an estimate of the number of unemployed by sample questions of the type included in the Individual Slip.

In his opinion, the reduction of some items such as age of house, material of floor, and the inclusion of information on water supply, electricity, and privy in the household would balance the data for a more constructive report. He further remarked, that as the programme of tabulation did not seem to include any tables on housing which corelated the data on the household characteristics, the Household Form did not appear relevant to the production of housing tables. Moreover, he expressed that if data on current fertility could be obtained by adding just two additional questions in the Individual Slip for all currently married women—(i) age at marriage; and (ii) children born to them during the last year, then the present comprehensive fertility schedule in the Household Form could be dispensed with. Elaborating on the theme he pointed out that there were no significant tables in the provisional Tabulation Programme which made use of household characteristics as distinct from individual characteristics of the members of the household. As such, according to him, it did not appear necessary to spend time and energy on collecting information on households. He, therefore, suggested that canvassing of a separate Household Form could as well be given up. As a consequence of the important issues surfaced by Shri Pitambar Pant, the finalisation of the census questionnaires was deferred to a meeting of the Planning Commission which was held on May 24, 1969. Late Professor D. R. Gadgil, Deputy Chairman of the Planning Commission reiterated at this meeting that it would be meaningless to attain information on the age of the house, as not only would the data be undependable but also misleading. It was also difficult to assess how the data on material of floor, wall and roof could be combined to give an indication of the quality of the structure. Other factors, such as the existence or non-existence of plinths, as in Poona, might be quite important. He accordingly suggested that the houses could be classified into a few simple categories. Shri Asok Mitra explained the basis of classifications in the 1961 Census and observed that for ecological studies, material of the roof may be an important information. This he believed was an indicator of change in levels of living over a period of time. This discussion finally moluded it into a decision, writing off, the age of a house and housing amenities as unsolicited data. However, it was decided that information on material of wall and of roof may be collected at the houselisting stage and their classification into broad categories considered at the tabulation stage. Finally it was agreed that collection of data in 1971 Census from the Houselist similar to 1961 Census may help to show changes over the decade.

10. Another decision was precipitated, that information on the blind and deaf and all physically handicapped persons, need not be computed at the Population Census, as a whirlwind operation of this kind could not really have accommodated the liberal time needed for delving deep into the state and condition of maimed and crippled.

11. On the issue of collection of data on fertility rate, Shri B. P. Patel outlined a simplistic approach, rather than a cumbersome questionnaire broaching facts as diverse as family planning. His suggestion extended to the usage of two pertinent questions—the age at marriage and number of children born. Propounding quite on the same lines, Prof. Lehri expressed unflinching scepticism regarding the collection of a valid fertility rate data from a quick paced census operation. However, he was not opposed to the idea of gathering information on this subject as long as it was restricted to the two basic questions, the answers to which were to be registered on Individual Slip rather than the Household Form.

12. A genuine concurrence on the futility of a comprehensive fertility schedule led to its knock out from the Household Form. Making exist in a similar fashion as a result of taxing deliberations was Question No. 9—relating to under-employment. Relatively unscathed, Question 14 on educational level found a simplified version in the Form, in view of the difficulty experienced by Enumerators in distinguishing general and technical levels of education. The Population Record in the present Household Form to be completed in sample areas, was suggested

to be retained as it would help to generate tables on household composition, besides its serving as a frame for Post Enumeration Check and other such future surveys.

13. The classification of individuals as workers or non-workers also came up for detailed consideration. The reference period proposed for the 1971 Census was one week for regular work, and last working season for seasonal work. For regular work, an individual was to be classified as a worker if he had put in gainful work on any one day of the previous week. For seasonal work, an individual was proposed to be classified as worker if he had put in regularly at least half normal day's work during the major part of the last working season. At the 1961 Census, the reference period for regular work was a fortnight and for seasonal work a person was deemed a worker if he had put in at least one work-hour a day during the major part of the working season. The latter concept—of 1961, tended to inflate the working class as persons generating non-productive work, like house-wives, students etc. Reasoning in quite the same fashion, the concept of half a day's normal work proposed for 1971 Census for seasonal work was unrealistic. While the reference period of one week was adequate for regular work, a gap existed between the working and the non-working class as all those dangled in between whose activity earned them neither classification. Certain activities such as cultivation, agricultural labour, etc., are not carried out throughout the year. Therefore, a person enumerated should be asked to state what his main activity was and even if he was not engaged in that activity during the reference period of one week, if he had done so in the course of the last one year, that should be treated as his main activity. In the case of persons who were basically occupied as house workers, students, rent receivers, etc., they should be classified as such for their main activity. If they are also engaged in some economic activity, though obviously not to the same extent as full time workers, it should be registered under the head of secondary work. This aspect could also be stated for the working class as a great number of them were involved in more than one subsidiary occupation.

14. The entire mechanics of the census preparations was thus geared to these mighty discussions and their ensuing viewpoints. Many a profitable, census weathened, rule and line have been marked for the persons and years to follow.

SECTION 3

FIRST CENSUS CONFERENCE—MAY, 1969

The First Conference of the State Superintendents of Census Operations held at Vigyan Bhawan, New Delhi, from 16th May to 21st May, 1969 deliberated on the following points :—

(i) Results of the second pre-test of census schedules ;

(ii) Finalisation of the census schedules and procedures ;

(iii) Adoption of a working calendar for the 1971 Census Operations ;

(iv) Finalisation of sampling procedures at enumeration and tabulation stages ;

(v) Printing of schedules and instructions;

(vi) Preparation of District Census Handbooks ;

(vii) Implementation of a Permanent House-numbering Scheme ;

(viii) Honoraria to Enumerators ;

(ix) Preparation of jurisdictional maps ;

(x) Publicity measures ;

(xi) Adoption of the Standard Urban Area concept ; and

(xii) Adoption of location code.

The Conference was attended by the Director as well as the Deputy Director, Census Operations (Hqs.). The confluence of census-takers, the elucidation of viewpoints and their implications ; the examination of schemes; the thrashing of ideas and plans into constructive decisions, drummed in our minds, fresh to the vagaries of the census work, a tailored perspective of the prodding of ensuing working schedules—formal initiation into the realm of census.

2. The following were the salient decisions :—

(i) The Family Planning Schedule in the Household Form should be dropped because it was difficult to canvass such a schedule as revealed at the Second Pre-tests of schedules.

(ii) Some difficulty had been experienced in collecting data about ever-married women and as such it was decided that it should be restricted to the currently married women.

(iii) The data on the children—born dead—might not be collected.

(iv) The concept of 'Town Group' adopted at the 1961 Census was replaced by that of 'Standard Urban Area' (S.U.A.). Each core town of 50,000 + population was to be taken as nucleus of the S.U.A. Its growth, functional, economic, and social links were to be studied and area demarcated in terms of entire units i.e., towns and villages.

(v) The code in rural areas would have four elements separated by an oblique stroke. The first element would represent the district number, the second the tahsil number, the third the village number, and the fourh will be Enumerator's Block number given inside brackets. The urban location code would also have four elements representing district number, town number, ward, mohalla or street number and the Enumerator's Block number. Number allotted to a town was to be in a Roman figure and the towns were to be serialised for each district separately.

(vi) The agency for enumeration would be the same as that at the 1961 Census viz., the village officials, teachers, officials of the local bodies and officials of the State Governments and Union Government Departments.

(vii) The unit for census in rural area should be the village or the revenue mouza.

(viii) Printing of schedules and instructions in different regional languages would

be done centrally by the CCP&S's office. Printing of instruction booklets, in different languages, would be entrusted to the State Printing Presses except for those in English, Hindi, Urdu and Punjabi which were to be composed and printed by Government of India Presses.

(ix) Honorarium to the enumeration agency was to be suitably increased. (There was unanimity among the Census Superintendents that the honorarium granted to Enumerators and Supervisors at the 1961 Census and also at the pretest of 1971 Census was inadequate and they strongly felt that it would grind the operation to a virtual halt if the amount was not suitably enhanced).

(x) A tentative census calendar was adopted at the Conference for completion of various time-bound phases of census operations.

(xi) Sampling was to be conducted only at the tabulation stage because area sampling was unnecessary owing to the dropping of the Household Form.

3. A notion that bound the delegates into a consensus was the overbearing pressure of collection of subsidiary data on that of essential demographic information, the possibility of a decline in accuracy and quality of figures. The census in that stride could transform into an omnibus operation, instead of a sound and systematic operation concentrated more on the accuracy of the basic data, its quick compilation and publication. It is quite evident that users of data put unproportionately large demands on census for collection of information purporting to meet their requirements. It was, therefore, considered fit to resist such corrosive pressures. A direct implication of this was a fresh look for the census schedules which were then evolved on a new footing at the Conference i.e., Houselist, Establishment Schedule, Individual Slip and the Household Form. A special meeting of the Planning Commission was accordingly held on May 24, 1969, to consider the 1971 Census programme presided over by late Prof. D. R. Gadgil, Deputy Chairman, Planning Commission. As a result of the deliberations of this meeting, the following decisions were taken :

Houselist :

(i) Simple housing data, akin to that of 1961 Census to be collected through the Houselist. The age of the house to be eliminated from the Houselist and information on the material of floor for the census house not to be collected.

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

Household Form :

(iii) The comprehensive fertility schedule was not to be canvassed. Two items of information viz., age at marriage and fertility rate of currently married women to be obtained in the Individual Slip.

(iv) The Family Planning Schedule to be eliminated.

(v) The housing amenities schedule to be dropped.

(vi) Population Record to be prepared in sample areas by copying the relevant particulars of the members of each household from the Individual Slips by the Enumerators.

Individual Slip :

(vii) Question on Nationality (Q. No. 9) and Under-employment (Q. No. 19) to be done with. Against Q. 14 only the highest educational qualification was to be ascertained, instead of putting the onus on Enumerator to distinguish the general and technical education levels.

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

(ix) Each person should be categorised with respect to his/her main activity as reported by him.

(x) Persons who were essentially students, house workers and rent receivers, etc., were to be classified accordingly for their main activity. Any gainful activity these individuals may not have put on the scale of full time workers should be shown under secondary work.

(xi) Census data may or may not provide data on under or unemployment as such.

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

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

The Registrar General's D.O. letter No. 9/3/69-CTU, dated 27th May, 1969, explaining the resultant changes is reproduced at Appendix III.

4. The census procedures were further discussed at a Seminar of Directors of Census Operations at Darjeeling in September, 1969 as some of the State Directors were not in position in May, 1969 or had then only recently joined the Organisation. It turned out to be a very useful programme inasmuch as we got a magnificent opportunity to familiarise ourselves with all the census concepts, definitions and the mechanism to be evolved for initiation and completion of field operations.

5. The schedules as finally adopted were :

(i) Houselist ;

(ii) Establishment Schedule ;

(iii) Individual Slip; and

(iv) Population Record.

These schedules, the 'Instructions to Enumerators' and their translation into Punjabi are reproduced at Annexure I. As a result of changes in schedules, concepts etc. it became operationally easier for the Enumerators to conduct houselisting and actual Census Count. The schedules as finally adopted were certainly an improvement on the ones pre-tested for the second time in the field. But for the pre-testing of schedules in the field it may not have been easier to chop off certain questions, which could not be suitably dealt with at a quick operation like the Census.

SECTION 4

1971 CENSUS CALENDAR (PUNJAB)

A mammoth operation like the human Census can succeed, besides other pre-requisites, if each stage of the operation is well-planned and executed carefully according to a pre-set programme. It is an operation in which no risk about its timely completion can be taken for the simple reason that it is undertaken once in ten years, involving usually more than a quarter of the personnel of the State Government. We were accordingly advised by the Registrar General to draw up a census calendar, indicating the various stages of the operation and the target dates for completion of each stage. It was drawn up after taking into consideration minutest details and implications concerning each stage in the two main phases of the 'operation census'—(i) houselisting and (ii) actual enumeration. Despite all the meticulous care, we had to make constant reviews of the time schedules and progress of various stages as there was an inevitable gap between planning and implementation at different points of time owing to a variety of changing circumstances, at times even beyond our control. It is fairly rewarding/satisfying that despite all the unforeseen difficulties that had to be encountered, we were able to complete successfully the main operation by the 3rd April, 1971, which was in no small measure due to formulation and assiduous implementation of the Census Calendar.

2. The census calendar initially drawn up had to be revised because we were (i) unable to stick to the target dates fixed for the completion of the houselisting operation and (ii) filled-in houselists and establishment schedules could not be received at Chandigarh by the target dates from the field agency owing to the emergence of a law and order problem in the State during January—February, 1970, in the wake of agitation centring on counter-claims on Chandigarh by the contending States of Punjab and Haryana. A revised census calendar was accordingly evolved and sent *vide* our circular No. XVI to all the District Census Officers—appendix IV—Part B. We could not stick to the revised census calendar even because we were required to adjust our time schedule at the eleventh hour to suit the dates fixed for the mid-term poll to the Lok Sabha in February, 1971. We were required to postpone the census count by about one month. The new census enumeration dates were fixed as from 10th March to 31st March, 1971, with the revisional round from 1st to 3rd April, 1971.

3. Preparation of the census calendar has been a very fruitful exercise in planning and execution of various stages of the operation and this item of work should be followed more vigorously and carefully at the ensuing censuses. It is suggested that each stage of the operation should be reviewed twice a month by the Director himself so as to ensure completion of every phase by the targeted dates.

SECTION 5

TRAINING SEMINARS

For the first time in the history of Indian Census, Training Seminars-cum-Inservice Training were arranged on the eve of the 1971 Census. It was considered essential by the Registrar General that officers taking census in States should develop a working knowledge of statistics, sampling and demography by participating in such programmes. The first programme was organised at Bangalore from July 15 to August 1, 1969. It was attended by 30 Deputy Directors of Census Operations and Assistant Directors of Census Operations in position at that time: Shri H. S. Kwatra, Deputy Director of Census Operations was deputed from Punjab to this course. This course was followed by a Seminar of one week's duration in September, 1969 at Darjeeling for the benefit of Directors Census Operations. The last course for the benefit of Tabulation Officers was held for two weeks in November, 1969 at Chandigarh and Shri M. L. Sharma, Tabulation Officer attended this course. These Seminars-cum-Training Courses proved extremely useful in arming the higher echelons of census hierarchy with working knowledge to deal with various kinds of problems connected with census-taking, use of sampling in census-taking and tabulation, demography and statistical analysis of census data for report writing. We were able to control and supervise tabulation and compilation work in the Organisation more effectively after participation in these in-service training programmes and we commend such programmes for adoption at the 1981 Census more vigorously. Officers taken on deputation from the main stream of administration stand to gain very much from such programmes, to undertake a work, which has become highly sophisticated over the decades.

SECTION 6

BUILDING UP OF THE STRENGTH OF OFFICERS AND STAFF IN THE STATE CENSUS DIRECTORATE—CLERICAL ASSISTANCE TO DISTRICTS

At the time (15th November, 1968) of my assumption of duties as Superintendent of Census Operations, Punjab, the remanant kernel of the work force, shrunken and clipped since the 1961 Census was as shown in Appendix I(2), in addition to which there were seven posts of Assistant Compilers under the Sample Census Project, a post of Tabulation Officer and one of Deputy Superintendent of Census Operations (Hqs.) Nevertheless the process of a build-up of the organisation had been set afoot four-five months earlier by Shri H. S. Kwatra. The post of the Superintendent of Census Operations fell vacant at the end of February, 1968 and in the intervening period Shri K. K. Chakravorty, Central Tabulation Officer worked as *ex officio* Superintendent of Census Operations from 1st March, 1968 to 16th April, 1968 and Shri J. S. Bhutani, PCS., as Deputy Superintendent of Census Operations from 17th April, 1968 to 18th May, 1968. On the contrary, the Superintendents of Census Operations in all other States, leaving aside Punjab and Jammu & Kashmir, were relieved much earlier though Deputy Superintendents/Assistant Superintendents, were retained during the inter-censal period for completion of reports and for the up-keep of a gossamer Centre-State relations.

2. A post of Statistical Assistant in the scale of Rs. 210—425 was created by the Registrar General *vide* his letter No. 2/135/68-RG, dated 4th December, 1968 for help in the special population survey of Abohar, Amritsar and Moga towns. Shri D. P. Jain, Computor was appointed against this post on 5th June, 1968.

3. Four posts of Assistant Compilers were also sanctioned for three months to enable us to carry out the trifurcation of numerous tables as a follow-up of the trifurcation of the composite Punjab State on linguistic basis on 1st November, 1966 *vide* Registrar General's letter No. 9/7/67-CTU., dated 26th April, 1969.

4. Two posts of Deputy Superintendents of Census Operations to man the Regional Tabulation Offices were approved by the Registrar General with effect from 1st October, 1968, *vide* his letter No. F. 28/135/69-Pub. I, dated 25th August, 1969. Shri S. S. Giani, PCS, took over as Deputy Superintendent of Census Operations on 10th December, 1969 at Jullundur and Shri D. K. Jain, PCS, on 12th December, 1969 at Patiala. To begin with, they were entrusted with the final stages of the houselisting operation and later with the formulation of Census Enumerators' Blocks on the basis of the houselisting population (blockwise) and the training of the enumeration agency for actual census count till they could be deployed on a whole time basis in the Regional Tabulation Offices from May, 1971. In addition, one post of Deputy Director of Census Operations for the Urban Tabulation Office was sanctioned by the Registrar General, with effect from 15th June, 1970 *vide* his letter No. 2/5/70/-RG(Ad. I), dated 2nd June, 1970. The appointee, Shri Piare Lal Bhagat, PCS, took over at Amritsar on 6th October, 1970 and carried through the training programme of actual census enumeration in Amritsar and Gurdaspur districts. A junior scale Stenographer and a peon were allotted to each Regional Deputy Director of Census Operations as their personal staff. However, process of the induction of senior officers from their State cadre to the organisation pulverised our initial surges to streamline our working channels, well before the 1971 Census., Weakened by our low bargaining power we stood helplessly to the rebutals of senior State Service officials who shrugged off our proposals as ludicrous. With little to offer in terms of monetary or fringe benefits we had to succumb to the nominations convenient to the State Government. More than often, candidates totally unsuitable for census work were put up by the State Government and, therefore, choice if any, was woefully inadequate. There is to begin with a fallacy widely prevalent in the ranks of senior officers of the State Service that census type of work is for none but the "rejected and incompetent". A census job looked at from the constricted window of their notions does not represent petty bureaucratic power and hence the derisive attitude. There is no measure in their minds for the provoking challenge to the intellect that a census operation or report writing could invigorate. Pitted against such a situation, though unfounded belief, we need enough purchasing worth with which to attract the most seasoned minds. If, nothing else, the least we could do to propogate the worth of our census jobs is to protect the salaries and other benefits of officers to

be drawn from the State cadre. Another instance of unlucrative conditions—at the 1971 Census, the special of Rs. 100 per mensem drawn by our Deputy Director Census Operations (Hqs.) in the Punjab Government as Under-Secretary was not protected unlike at the 1961 when special pays of officers on deputation were protected. This happened despite the two requisite certificates were furnished by the Punjab Government at the request of the Union Ministry of Finance. It is a fact that an officer of over 10 years service stands to gain nothing for diverting as they say from the main-stream as after the completion of 10 years an equivalent allowance of Rs. 100 is compounded to their salaries. On the other hand they would have to forego a house-rent allowance of 7½ per cent (now 12½ per cent) given to them by the State Government and which is not admissible to them under the Government of India rules. In the circumstances it was only after the Ministry of Home agreed *vide* letter No. 28/90/68-Pub. I, dated 3rd December, 1968 to give a special pay of Rs. 150 in addition to the grade pay from time to time under the parent service of the officers on deputation that we were able to get the requisite number of officers from the State Civil cadre. As already mentioned by getting this special pay of Rs. 150 the officers concerned were deprived of the special pays that they were getting in the State Government.

5. We were unable to get a Junior Scale Stenographer in the scale of Rs. 130—300 for the Deputy Director (Hqs) despite our best efforts. We thus approached the Registrar General, India for creation of post of a Senior Scale Stenographer and this was agreed to by the Registrar General *vide* his letter No. 3/14/69-RG, dated 1st April, 1969. Again, one post of Accountant-cum-Cashier was created by the Registrar General in lieu of one post of U.D.C. to cope with the increase in accounts work and other matters. Another post of Assistant was also created.

6. The staff created for implementation of the preparatory measures for the 1971 Census was sanctioned from time to time and the position of this staff after 15th November, 1968 is given in Appendix I(3).

7. Our State was one of the seventeen States where a Coding & Punching Cell was established for processing of Houselists and Establishment Schedules and later for processing of question 16(d) of the Individual Slip, Degree Holders and Technical Personnel Cards etc. No separate post of Deputy Director was sanctioned for this Cell. The Deputy Director (Hqs) was placed incharge of the Cell in addition to his other duties. The staff sanctioned for this Cell *vide* Registrar General's letter No. 4/29/70-RG(Ad. I), dated 24th March, 1970 is given in the statement at Appendix VI(1). This Cell started functioning from about the middle of May, 1970. Shri G. S. Pabla, Tabulation Officer worked in this Cell assisted by Shri Charan Singh, Senior Technical Assistant. S/Shri R. L. Verma and Vishwa Mittar, Computors, were promoted as Statistical Assistants and two other posts of Statistical Assistant were manned by direct recruits, who had some practical experience with the Economic and Statistical Adviser to Government, Punjab. Once again, we made enormous efforts to secure experienced hands from various organisations of the State Government but we could not attract them with our terms and conditions; the grade of a Statistical Assistant in the Punjab Government is Rs. 300—600 against our grade of Rs. 210—425. In the result we had necessarily to promote two of our Computors as Statistical Assistants even though they had not put in three years as Computors; this condition had to be relaxed as a special case. In our opinion departmental officials with long experience in census prove better than direct inexperienced recruits.

8. The post of Daftri was utilised for about three months and thereafter it was kept in abeyance in the interest of economy.

9. A post of Computor and three posts of Assistant Compilers, reserved for Scheduled Castes, could not be filled up though we tapped all the possible sources. We decided to leave these posts vacant as a measure of economy.

10. A post of Assistant Director, Census Operations (Technical) and 9 posts of Computors were created by the Registrar General, India, *vide* his letter No. 2/7/70-RG(Ad. I), dated 1st September, 1970, and 4/35/70-RG(Ad. I), dated 27th August, 1970, respectively in connection with implementation of schemes under the Registration, Promotion, Methodological Research and Population Studies, under the Plan Scheme. A joint Selection Committee with the representative (Shri Khanna) of the Director, Health Services was set up to make recruitment against these 9 posts of Computors. They were placed at the disposal of the Director, Health Services for the Sample Registration Scheme and they were paid under the Plan Scheme "L—Registration, Promotion, Methodological Research and Population Studies". The post of Assistant Director (Technical) could not be filled as the subject was under correspondence between the Registrar General, India and the Union Public Service Commission.

11. A post of Office Superintendent in the scale of Rs. 325—15—475—EB—20—575 was created by the Registrar General *vide* his letter No. 3/13/69-Ad. I(Pt.), dated the 21st July, 1970. Prior

to this, we had one post of Head Assistant in the grade of Rs. 350—475. Shri J. S. Dillawary, Assistant Section Officer in the Punjab Civil Secretariat was taken on deputation against the post of Head Assistant with effect from 17th August, 1968 and was later appointed against the new post of Office Superintendent. He was no doubt given a 20 per cent deputation allowance on his basic pay in the parent grade but it was not any more remunerative as a limit on his total emoluments, which could not exceed the maximum of the scale of the post of Head Assistant plus deputation allowance, deprived him of the benefit. He was, therefore, keen on repatriation to his parent department. Even when he was placed in the pay grade of Office Superintendent later, he stood to gain almost nothing monetarily. In fact, we had to encounter formidable difficulties in taking suitable officials from the Punjab Government because their pay grades stood revised upwards and it was futile to hope that anyone would opt for Census writhing in lower scales of pay. Shri J. S. Dillawary, unfortunately was taken ill with arithritis in the midst of the 'operation census' (October, 1970) and he had to proceed on medical leave for four months which upset our work quite appreciably. In his place, we were able to get Shri Sarb Mohan Singh Khosla, only an assistant in the Punjab Secretariat. We could not attract any Assistant Section Officer because of higher pay scale of Rs. 350—650 attached to that post. Another Class II (non-gazetted) post given to us was of an Investigator in the scale of Rs. 325—575. Shri G. S. Pabla, seniormost Tabulation Officer, was appointed against this post on an ad-hoc basis by the Registrar General vide his letter No. 4/40/70/RG (Ad. I), dated 1st January, 1971 for six months, this post being within the purview of the Union Public Service Commission. Shri G. S. Gill was appointed as an Investigator (Geography) for the work connected with the Census Atlas and preparation of other maps for building of the census frame for the 1971 Census. He was later promoted as Tabulation Officer but the Map section continued to draw on his skill. Shri Charan Singh, Economic Investigator (Social Studies) was taken on transfer from the Social Studies Division of the office of the Registrar General, India on 22nd November, 1968. He was promoted as Senior Technical Assistant, with effect from 26th August, 1970 for the Coding and Punching Cell in view of his past experience in the Census. We allocated him for urban studies at the 1971 Census as soon as he was relieved from the Coding & Punching Cell after having processed the Houselists and Establishment Schedules.

12. The oft-repeated request of the State Superintendents of Census Operations from decade to decade for a change in their designation was conceded on the eve of the 1971 Census with the persistent efforts of our Registrar General, India, and the relevant notification was issued *vide* No. 1/1/69-Ad. II, dated 29th August, 1969 by the Ministry of Home Affairs, whereby the Superintendents of Census Operations currently appointed (or to be appointed) were redesignated as Directors of Census Operations and *ex officio* Superintendents of Census Operations. Similarly, the Deputy Superintendents of Census Operations/Assistant Superintendents of Census Operations were redesignated as Deputy Director of Census Operations/Assistant Director of Census Operations with effect from 1st October, 1969 *vide* Registrar General's letter No. 1/1/69/RG (Ad. II), dated 26th March, 1970. A change in the designation was conceived cardinally with an objective to eliminate the ineffective and low-ring odour of the term "Superintendent" and to replace with psychologically weighty term "Director" in the overall interest of the 'Operation Census'.

13. The houselisting operation, virtually being a census of housing and establishments, was a fore-runner to the actual census count, a year later, unlike at the 1961 Census, when there was hardly any gap between the two operations. We have the tradition in this country of conducting these operations with the voluntary and close cooperation of the State Departments since the latter have vested interests in census count. Bearing in mind the flood of census work, the posts as indicated in Appendix VI(2) were sanctioned at our instance by the Secretary to Government, Punjab, Local Government Department. An Assistant in the office of each Deputy Commissioner and one each for the cities of Jullundur, Ludhiana, Amritsar and Patiala was sanctioned. A clerk at each district headquarters, and one clerk at each tahsil headquarters, and 8 clerks, 2 each for Jullundur and Ludhiana Cities and 4 for Amritsar City were allotted. Eleven temporary posts of Peons, one for each district headquarters, were sanctioned. It was further laid down in the Punjab Government memorandum No. 10889-CI(ASO-2)-69/44, dated 14th October, 1969 that the incumbents of these posts would be entitled to such allowances as may be sanctioned by the Punjab Government for their staff from time to time. This expenditure was met in full by the Government of India and was debited to the Census Grant under the Central Head "39—Miscellaneous Social Service Organisation, B—Enumeration". The staff posted for this work was not to be considered as on deputation and hence no special pay was allowed. The Deputy Commissioners were advised to appoint them from amongst the best available staff in their offices. The District Census Officers were declared as Drawing and

Disbursing Officers for this staff. This arrangement was more fluid than the one at the 1961 Census.

14. Deputy Commissioners were requested by us to nominate one of their State Civil Service Officer at district headquarters for work connected with the Census and to designate that officer as District Census Officer. These officers were required to devote time to census work in addition to their normal duties at district headquarters as like that of General Assistant, District Development & Panchayat Officer, Executive Magistrate, etc. These officers had to be in position for more than two years at the 1971 Census, unlike at the 1961 Census, because the houselisting operation at the 1971 Census was started a year in advance of the final phase of census count in March, 1971. It has been decided to give an honorarium of Rs. 500 to the District Census Officers for both houselisting and census count. They have shown great resentment for having been given only Rs. 500 when at the 1961 Census they were given a Special Pay of Rs. 75 per month.

15. Our Regional Deputy Directors were unable to get qualified Junior Scale Stenographers and had to manage with typists. No one was willing to come on deputation either from the Punjab or Haryana Governments as the pay scales of Junior Scale Stenographers there are a lot better. Besides, the market value of experienced stenographers was soaring high.

SECTION 7

TOURING

An operation of the magnitude of Census, for which census functionaries, whose number runs into thousands, have to be trained and assigned various jobs for specified areas in each District, demands extensive touring by the State Superintendents and their Deputies. The State Superintendent has to keep himself fully informed of all activities connected with Census in each and every part of the State, and this object can be achieved only by his personal contact with the officials concerned, while it is not possible for him to visit every pocket in his jurisdiction, he is assisted in this task by the Deputy Superintendents and other senior officials from the Directorate. After all it is not possible to settle all local problems by correspondence and issuing of circulars alone.

2. As a result of the reorganisation of the State of Punjab in November, 1966, the office of the Superintendent of Census Operations, Punjab was trifurcated into the offices of Superintendents of Census Operations, Punjab, Haryana and Union Territory of Chandigarh. To begin with I had to share the Office Car with the Superintendent of Census Operations, Haryana for 15 days in a month and, therefore, the touring was limited during this period. It was only in the month of September, 1970 that a separate Staff Car was provided to me which was exclusively at my disposal.

3. The actual Census Enumeration was done from the 10th to 31st March, 1971, for which over 25,000 enumerators and supervisors had to be trained. Prior to this, Houselisting Operation was conducted in the State in the month of February, 1970, for which training was imparted to an equal number of enumerators and supervisors from November, 1969 to the end of January, 1970. I had to undertake lot of touring to supervise the training programme and to address personally training classes at various places. I was actively assisted in this by my Deputy, Mr. H. S. Kwatra.

4. The details of tours undertaken by me month by month are as under :

July, 1969 :

I visited the districts of Sangrur, Bhatinda, Amritsar and Hoshiarpur when Permanent Housenumbering Scheme was discussed with the District Census Officers. The schedules for preparing Town and Village Directories were also discussed in detail with the concerned officials to remove doubts. Appointment of Charge Officers for Houselisting Operation and actual Census Count was also discussed and the Deputy Commissioners in each of the districts were personally contacted in order to impress upon them the great national responsibility which rested on their shoulders for the successful conduct of both the operations.

August, 1969 :

With a view to accelerate the preparatory work for the 1971 Census and to speed up implementation of the Permanent Housenumbering Scheme, I visited the districts of Kapurthala, Jullundur and Patiala. The District Census Officer, Jullundur had been transferred as a result of which the census work was not making any headway. I took up the matter with the Deputy Commissioner for the appointment of an experienced officer without delay, and on my request the new incumbent appointed was the officer who had worked as Charge Officer at the time of the 1961 Census. During this visit to Jullundur I also contacted the Director of Land Records in order to get the area figures. Besides, I also visited the office of the Administrator and the Executive Officer of the Municipal Committee, Jullundur. At Patiala, the Deputy Commissioner was requested to put some experienced hands at the disposal of the District Census Officer for clerical assistance which was to be available from the 1st November, 1969. Similarly the Deputy Commissioner, Kapurthala was requested to feel his responsibility and to render all possible assistance in the successful conclusion of all the operations connected with Census.

September, 1969 :

I attended the Census Seminar at Darjeeling.

October, 1969 :

No touring could be possible in this month as I was busy in making arrangements for the Conference of District Census Officers to be held at Chandigarh.

November, 1969 :

Amritsar and Jullundur districts were visited by me during this month where I contacted the Deputy Commissioners and reviewed the progress of census work. The District Census Officer, Amritsar pointed out that the Block Development & Panchayat Officers of the district were not co-operating in the matter of placing orders for housenumbering plates in respect of their blocks. The matter was taken up with the Deputy Commissioner who promised to call a meeting of all these officers to impress upon them the absolute necessity of implementing the Housenumbering Scheme in their Blocks.

December, 1969 :

I visited Bhatinda, Patiala and Ferozepur to impart training to the District Census Officers and the Charge Officers in connection with the Houselisting Operation. Jullundur and Patiala districts were also visited for the same purpose. Some places in the outlying tahsils of Ferozepur district were also visited to observe and supervise the training of enumerators and supervisors being imparted by the District Census Officer and the Charge Officers. In all the meetings addressed by me at various places, the concepts and definitions in connection with the Houselisting Operation were explained.

January, 1970 :

I visited Amritsar and Jullundur districts to supervise the training of enumerators and supervisors. I again visited Jullundur and Patiala districts and had meetings with the Deputy Superintendents of Census Operations to review the training given to the enumerators and supervisors for canvassing the Houselist and Establishment Schedules.

February, 1970 :

I visited Jullundur and Patiala in order to review the training given to the enumeration agency in respect of the Houselisting Operation.

The Registrar General, India paid a visit to Punjab from the 24th to 26th February, 1970 and I and my Deputy Mr. Kwatra accompanied him to Ropar, Jullundur and Amritsar where he saw the fieldwork of Enumerators and Supervisors engaged in the Houselisting Operation.

March, 1970 :

I visited Banur, Rajpura, Nabha, Malerkotla and Sangrur to check the filled in Houselist and Establishment Schedules. For the same purpose, I visited Khanna, Samrala, Ludhiana, Gurdaspur and Amritsar. By and large, I was satisfied with the work done by the enumerators and supervisors.

April to September, 1970 :

As we had already completed the Houselisting Operation and were making preparations for the actual Census Count, no touring was undertaken by me during this period.

October, 1970 :

I imparted training to Charge Officers for the actual Census Count at Patiala, Sangrur, Bhatinda, Ludhiana, Gurdaspur and Ferozepur. Attendance at all these places was satisfactory and the various concepts and definitions were explained to Charge Officers and they were given training for filling up of the Individual Slip, Population Record, Enumerator's Daily Posting Statement, Enumerator's Abstract and Abridged Houselist.

November, 1970 :

Training was imparted by me to the Charge Officers at Kapurthala, Fatehgarh Churian, Tibbar (in Gurdaspur district) and held discussions relating to formation of Census Enumeration Blocks at Pathankot.

January, 1971 :

I visited Patiala and Jullundur during this month and held discussions with the Deputy Commissioners and the Deputy Directors of Census Operations for setting up of Regional Tabulation Offices. I also visited Rayya and Baba Bakala in Amritsar district and supervised the 4th round of training of enumerators and supervisors.

February, 1971 :

I visited Ferozepur and Abohar and held discussions with the Sub-Divisional Officer (Civil), Fazilka and District Census Officer, Ferozepur regarding Census Count in the sensitive areas of this district. I also visited village Khairpur and met a deputation. I held discussions at Patiala with the Vice-Chancellor of the Punjabi University regarding postponement of examinations so that the teacher-enumerators could be free to do the census work during the actual Census Count. The building for setting up of the Regional Tabulation Office at Patiala was also inspected.

March, 1971 :

Accompanied by the Registrar General, India, I visited Fazilka and Abohar in Ferozepur district. The Registrar General, India personally watched the progress of enumeration from 14th to 16th March in these sensitive areas and was fully satisfied with the performance of the task force.

During this month I also visited Pathankot, Gurdaspur, Amritsar and Ropar to see the Census Count in progress.

April, 1971 :

I visited the Directorate of Map Publication, Survey of India, Dehra Dun to procure topographical sheets of Punjab areas.

5. As Punjab is a small State and all the places are easily accessible by road, no need was ever felt to travel by air in connection with census work. I undertook touring in the Office Car generally unaccompanied by my personal staff. The Deputy Superintendents were also required to undertake lot of touring, and wherever possible they arranged their tours along with the District Census Officers. Mostly, however, they performed their journeys in public vehicles, as it was administratively inconvenient for the District Officers to coincide their tours with those of the Deputy Superintendents. However, the office car was made available to the Deputy Director (Hqs.) for undertaking extensive touring during the two main phases of the Census Operation, particularly for supervision of the training programme fixed up for the enumeration agency. The State Government was requested to provide vehicles to the District Census Officers for touring purposes during the actual enumeration period, but somehow our proposal did not find favour with them. They, however, issued instructions to all the Deputy Commissioners to arrange their tours in such a way that the District Census Officers could also accompany them. Our Regional Deputy Directors will certainly show better results if they are provided with independent transport in the crucial period for imparting training to the enumeration agency and during the period of actual census enumeration. Services of the Indian Air Force were not required for arranging sorties for census work.

No difficulties were experienced in meeting the travelling allowance claims and the work progressed smoothly.

SECTION 8

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

The Registrar General in consultation with the Chief Controller of Printing & Stationery, New Delhi, decided that the census schedules and 'Instruction booklets' in various regional languages would be printed at the Central Government Presses. Artpulls of various schedules were furnished by the State Directors to the Regirtrar General's office for onward submission to the Chief Controller of Printing & Stationery, who prepared the blocks in accordance for printing at the Ring Road Press, New Delhi, and other Regional Printing Presses. Similarly, the 'Instruction Booklets' in English and Hindi for the Punjab State were printed at the regional printing presses. However, those in the Punjabi script were printed at the Union Territory, Chandigarh Press as a time-saving measure. This does not imply that we did not receive the census schedules, forms, instruction books etc. well in time for each phase of the 'operation census'. In fact, the Registrar General's office bundled out prompt despatches, making redistribution an easy, hustle-free operation for us. Likewise, printing of other minor items like Town and Village Registers, Census Training Registers, Guidelines to Supervisors, Desk Charts for Charge Officers, Briefs for Supervisors, Abbreviation Cards for Enumerators and Roll-up blackboards, the local Union Territory Press rolled out an equally flawless job for us. Except for a negligibly small item of work, we did not farm out any work to a private press during the 'operation census'. In establishing a close-knit relationship with the Union Territory Press, through the good offices of Shri Gurpartap Singh Srao, we pressed time into our service instead of being pressed by time, in that we circumvented the cumbersome and delaying negotiations with private printers.

2. The census schedules etc. were finalised at the first Conference of Directors of Census Operations in New Delhi in May, 1969. Thereafter, the Director of Languages, Punjab, had these translated into Punjabi script. We owe a great appreciation to him for a lavishly helpful hand in the completion of task entrusted to him by us. Simplicity in translation at the cost of its intended meaning is of primary importance because the language used therein has to be clearly understood by the Enumerators, who are, by and large, humble primary school teachers or patwaris. Therefore, we insisted on 'easy to flow' translations for the forms and schedules.

3. The method for estimation of our total requirements for various schedules etc., (both for training and actual use) is spelt out in the note at Appendix VIII(1) circulated by the Registrar General to all the Census Directors,—*vide* his letter No. 9/1/69-CTU, dated 4th February, 1969. At Appendix VIII (2) is the list showing number of Houselisting schedules supplied by the Registrar General's office. At the 1961 Census, printing of census schedules in various languages in the Punjab State was :

English	.. 6 per cent
Hindi	.. 31 per cent
Urdu	.. 34 per cent
Punjabi	.. 29 per cent

In the wake of 10 years later as the aftermath of a reorganisation and a split of the Punjab State, Punjabi dominated the paradigm of languages chosen for printing of forms—logically so as Punjabi was upgraded as the official language of the State. In consequence, there was a spurt in the demand for printing of schedules in the Punjabi language. A greater part of prominence enveloping Punjabi had been stolen from Urdu which, in popularity and usage, was making as quick an exit as the Urdu—conversant employees. We accordingly fixed the percentage of different languages as follows for printing of houselisting schedules :

Punjabi	.. 85 per cent
Hindi	.. 10 per cent
English	.. 5 per cent

Further, our findings at the houselisting operation pointed to a fresh reshuffle in the percentages as the demand for the census schedules in Hindi was waning but for those in English and Punjabi, it showed an upward trend. The revised schedule for census count materials in various languages is shown below :

Punjabi	.. 82½ per cent
English	.. 15 per cent
Hindi	.. 2½ per cent

4. The instruction booklets in Hindi and English were not readily accepted by the enumeration agency and for that reason, a sizeable

number of these could not be distributed. There was an increased demand for these booklets in the Punjabi script. Our estimates for printing these booklets in different languages, therefore, proved somewhat unrealistic. To meet the resultant shortage of the booklets in Punjabi, we had to issue instructions to withdraw all such booklets from the reserve staff and besides one booklet was to be shared between two enumerators in adjacent blocks if they could not manage separately with the booklets in English or Hindi. To collect information from column 10 in the Houselist Form, each enumerator was to be supplied the list of scheduled castes/scheduled tribes notified by the Punjab State. We accordingly ordered 25,000 copies of this list to the Union Territory Press, Chandigarh, and distributed these to the enumeration agency. It would have been more convenient if this list could have been stitched to the instruction booklet. It was done later at the time of the census count. Distribution of houselist forms, establishment schedules and instruction booklets to various districts is shown in the statement at Appendix VIII (3). We began despatching this material from Chandigarh by passenger train on 28th November, 1969. Even this entailed delays and subsequently we parcelled the packs by private goods carriers and in certain urgent cases, we sent special couriers. We could not charter special trucks as the quantity for each destination was much too small. Separate packages of training and actual houselisting materials were made and labels tagged on each package showing the inventory. We distributed 10 houselists and 4 establishment schedules per urban houselisting block and 8 houselists and 2 establishment schedules per rural houselisting block which were to be filled in duplicate. To absorb any shortage due to normal wastage and to build up a comfortable reserve at district headquarters, an extra 10 per cent material was supplied to each district. Despite our counter-measures, additional demands for these froms contnuied to pour in from districts to the last moment because some over-enthusiastic officials piled up reserves even at the charge level. We promptly commissioned the Government Press at Chandigarh to print the additional 7000 houselist forms and 4000 establishment schedules. Further, to ensure proper maintenance and safe handling of filled-up schedules, the file covers in duplicate were supplied by us for each houselisting block. This arrangement ensured the safe transit of various schedules from the blocks to the headquarters.

5. The Registrar General's office worked out our requirements for individual slips on the basis of an estimated population of 1.51 crores for the Punjab State. Our own estimated houselisting population had worked out to 1.32 crores and, therefore, we did not request for extra individual slips etc.

6. The number of individual slip pads, instruction booklets for filling up the individual slip in various languages, as supplied to us by the Registrar General, is given in the statement at Appendix VIII (4). We worked out our requirements on chargewise basis and despatched these as shown in Appendix VIII (5) by special trucks to districts. This guaranteed a timely arrival and prevented any losses in transit. Our staff travelled in the trucks and unloaded the census material intact at district headquarters between 28th December, 1970 and 10th January, 1971. The Charge Officers had been intimated by the District Census Officers to arrange for the collection of material from them as soon as the contents were deposited at the district headquarters. Labels, showing the inventory of materials packaged, were tagged to each package to avoid any false claims or confusion at the charge level. The Charge Officers were instructed to issue these schedules etc. to the enumeration agency before the 20th January, 1971 but later as the census count had to be postponed by about a month, revised instructions were given to hold back the material till the 15th February, 1971. It was obviously risky to branch out responsibility for these valuable materials among nearly 25,000 enumerators.

SECTION 9

PROCUREMENT OF MAPS

One of the essential aids in organising a complete and successful Census is to have up-to-date jurisdictional maps for each State, district, tehsil, town/city. With this end in view, the Additional Registrar General, India,—*vide* his circular letter No. 23/3/67-Map, dated the 5th May, 1967 advised all the Superintendents/Deputy Superintendents of Census Operations to initiate the preliminary action for the procurement and up-to-dating of these jurisdictional maps so that the inter-censal period may be usefully utilized for carving out of census blocks on the basis of up-to-date jurisdictional maps for various administrative units. We took up this matter with the State Government,—*vide* our letter No. Census-Pb. 68[3320, dated the 20th January, 1968 and requested them for issuing of instructions to all the Deputy Commissioners in the State for giving us assistance in the preparation and up-to-dating of the jurisdictional maps.

2. We inherited jurisdictional maps of various administrative units from the 1961 Census but owing to the reorganisation of the composite Punjab State in 1966 and subsequent changes thereafter in district and tehsil boundaries, these maps required to be completely overhauled and up-to-dated in a large number of units. A new State of Haryana was carved out of the existing Punjab State and some tehsils/parts of tehsils were transferred to Himachal Pradesh. In addition to this, a separate Union Territory of Chandigarh was created. We, therefore, sent all the district, tehsil and town/city maps to the authorities concerned for making necessary corrections and up-to-dating. In this connection we also highlighted to the State Government that they should not give effect to any changes of administrative boundaries of any units after 31st December, 1969 in the light of the instructions given to the State Governments by the Ministry of Home Affairs,—*vide* their circular letter No. 28/66/68-PUB. I, dated 15th April, 1968. It was brought to the notice of all the authorities concerned that these maps were of great importance to us for determining the location code number of each unit which would facilitate the allotment of jurisdictions to Census Officers in a systematic way without overlapping or omission to ensure complete coverage. In particular, the following specific instructions were given on the subject to the authorities concerned:

(i) Village boundaries, if not marked on the map, should be shown properly in red ink in the map.

(ii) If any village is left out, it should be included in the map at the proper place.

(iii) Changes in jurisdiction or transfer of village which had occurred after 1961 should be shown in the maps.

(iv) Area under the jurisdiction of Municipalities or urban town should be clearly demarcated by hatchlines so that even if a part of the village area is under the town, it should be known to the Census Officer for ensuring complete coverage

(v) If the changes to be brought about were many, a fresh map of the tehsil/town should be got prepared.

(vi) If the jurisdiction of the Municipality covered more than one village or parts of a village, there should be a clear dividing line between the urban jurisdiction and the rural jurisdiction.

3. Despite our persistent efforts with the revenue agency over the months, we could not get this job completed. Strangely enough, a number of Tehsildars did not hesitate in giving false certificates on the maps to the effect that they had checked up these and had found them correct in all respects. We noticed in a number of tehsils that the villages shown in the maps were either missing in the list of villages or some villages had been shown more than once in the same map. There were discrepancies in hadbust numbers also which they did not care to rectify. They did not even care to check up the boundaries of the villages and some spaces were shown blank and without plotting any village therein. Further, the physical condition of these maps was found to be far from satisfactory. We accordingly returned these maps to the Tehsildars with a further request to rectify the patent errors and mistakes committed by them in making these up-to-date. Unfortunately, we did not get the necessary response even after our second effort. We had accordingly to send our own staff to various districts and tehsils for making the maps up-to-date etc. on the spot.

We found that the maps were not at all satisfactory. We accordingly decided that these maps should be redrawn on a scientific basis in our Map Section. Maps for 38 tehsils and 11 districts of the State were thus redrawn up in the Map Section and we took all necessary measures to ensure that the villages shown in these maps tallied 100 per cent with the list of villages certified to be correct by the Deputy Commissioners/Tehsildars. At the 1961 Census, code numbers to villages were allotted by the Tehsildars and unfortunately this experience had not proved very helpful inasmuch as there were certain omissions and duplications and code numbers were not allotted systematically. We accordingly allotted code numbers to villages at headquarters according to the method evolved by the Registrar General except in case of a few tehsils where our staff did not follow meticulously this method. Before actual census enumeration, we had to draw up these maps once again because the Punjab Government reorganised on 1st April, 1970 nine districts and seventeen tehsils which affected almost the entire State. As there were inter-tehsil transfers of villages, code numbers allotted at the time of houselisting got disturbed in the process. In a large number of tehsils, we had, therefore, to reallot code numbers to villages. The readers should not, therefore, get a surprise if he finds two different code numbers allotted by us to villages at the time of the houselisting operation and actual census count.

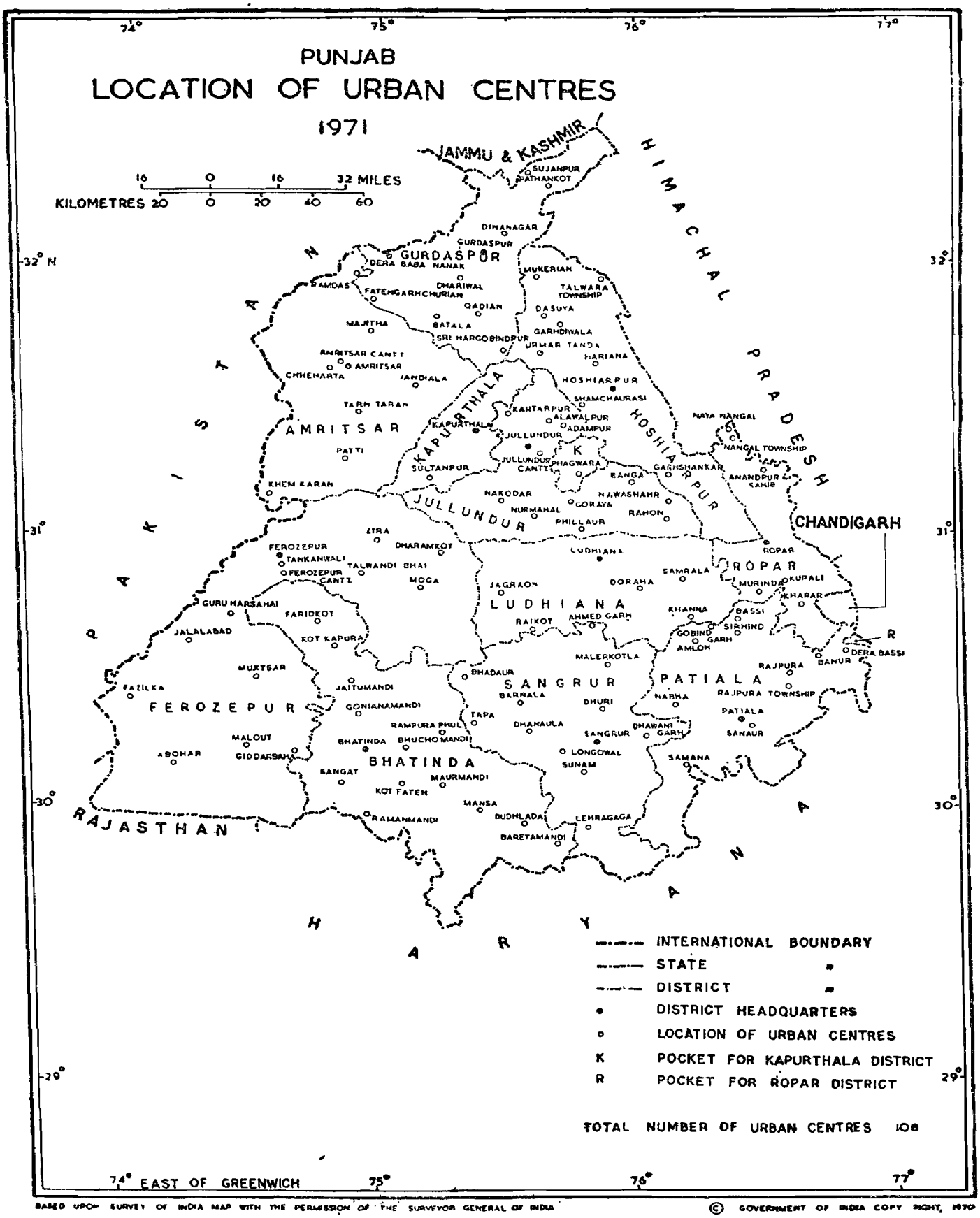
4. We had to engage two Draftsmen on a temporary basis for the completion of these maps in time for census enumeration. At the 1961 Census, the district maps were prepared either on 1" to 4 miles or 1" to 2 miles scale and tehsil maps either on 1" to 2 miles or 1" to 1 mile scale. For the 1971 Census we have prepared tehsil maps on 1" to 1 mile basis and district maps on 1" to 4 miles scale. Inter-tehsil and inter-district irregularities in boundaries were also removed at this stage by taking help of the State Survey Department. The maps were also up-to-dated to show the latest position of roads etc.

5. After completion of these maps in June, 1970, we were again caught in the whirlwind of further inter-tehsil transfer of villages (14 villages from tehsil Ludhiana were transferred to tehsil Jagraon and 5 villages from tehsil Jagraon to tehsil Ludhiana). We had to redraw up the tehsil maps of Jagraon and Ludhiana tehsils and reallot code numbers. The district map for Ludhiana was also suitably corrected and redrawn. All this happened despite the clear instructions from the Central Government that State Governments should avoid making any changes in the administrative boundaries of territorial units for at least a period of one year before the census count to enable the demarcation of the census jurisdictions, mapping out of areas and fixing the responsibilities of Census Officers. The matter was accordingly taken up at the level of the Deputy Home Minister, Government of India, with the then Chief Minister, Punjab (Shri Parkash Singh Badal), drawing latter's attention to the onerous difficulties the census staff was experiencing in the Punjab State as a result of the rapid territorial changes of various administrative units in the Punjab State. This letter had a salutary effect and the State Government did not make any further changes—the letter is reproduced at appendix IX. We also prepared afresh the base map of the State showing district and tehsil boundaries with the help and concurrence of the Survey Department, Dehra Dun.

6. Our Map Section was not adequately staffed. To begin with, we had only Shri Gurmit Singh Gill, Investigator (Geography) and an Artist for his help. Later, we gave him an Assistant Compiler, who was M.A. (Geography). Shri Gill was promoted as Tabulation Officer from 26th August, 1970 and he was succeeded by Shri Sobha Ram, M.A. (Geography) who unfortunately did not have any proficiency in cartography. In the circumstances, Shri Gill continued to supervise the Map Section in addition to his normal duties as a Tabulation Officer. We have since asked for additional staff for the preparation of the Atlas and for other maps to be inserted in various census publications. The ferro-printing machine was received on 9th April, 1970 and a special tracing table was got manufactured locally in October, 1970.

7. It was decided at the all India level that the area figures at the State and District levels would be supplied by the Surveyor General, India to the Central Statistical Organisation and the latter in turn would supply these figures to the Registrar General, India. We were supplied these area figures by the Registrar General in good time for inclusion in our publication Paper I and Supplement to Paper I in April-May, 1971, immediately after the compilation of provisional population totals. Area figures at the tehsil and village levels have been collected by us from (i) the Director of Land Records, Punjab and (ii) the Tehsildars directly and for towns from the Local Bodies concerned. The totals of the tehsil area figures do not generally agree with the district area figures supplied by the Surveyor General, India because the two agencies have two different techniques for measurement of

areas. The Survey Department calculates area figures mathematically by quadrilaterals of 15′ of latitude by 15′ of longitude for the whole of country, and within this framework area figures for districts are calculated from topographical maps, making no allowance for slopes, etc. The State agency, on the other hand, proceeds along the land surface measuring it bit by bit. The discrepancies are due also to the time lag in the intimation of the changes in boundary alignments by the State Government to the Surveyor General. In the recent past there have been many cases of jurisdictional changes in boundaries of districts and tensils in our State.



BASED UPON SURVEY OF INDIA MAP WITH THE PERMISSION OF THE SURVEYOR GENERAL OF INDIA
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SECTION 10

ADMINISTRATIVE UNITS FOR ENUMERA TION AND PRESENTATION OF CENSUS DATA—RECOGNITION OF TOWNS—LOCATION CODE.

A unit chosen for the census enumeration was a village or a revenue mouza, as recognised by the district administration. A provision for major hamlets with a population of 500+was made inasmuch as figures were bracketed along with the total population of the village comprising hamlets. Logically, the consolidated population figures alone have been provided in the Primary Census Abstract. For the urban areas, the census unit was principally the town, although data were collected on the basis of census blocks contained in each ward in a town. Thus, according to a census tradition, the data were divided by rural and urban, i.e., separately for city, non-city urban and rural. Primary Census Abstract was compiled separately for each village, town/city and then categorised tehsilwise/districtwise.

2. The definition of an urban area accepted for the 1971 Census was essentially on the footlines of the one in 1961 Census. It marked out an urban area thus :

(a) All places with a Municipality, Corporation or Cantonment or a Notified Town area;

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

(i) a minimum population of 5,000;

(ii) at least 75 per cent of the male working population was non-agricultural;

(iii) a density of population of at least 390 per sq. km.

In consultation with the Deputy Commissioners, it was decided to delete the following three towns from the list of places treated as towns at the 1961 Census as these (three) places were no longer administered as Municipal Committee areas :—

(i) Dhilwan (Kapurthala District);

(ii) Narot Jaimal Singh (Gurdaspur District); and

(iii) Payal (Ludhiana District).

On the other hand, Talwara Township was added to the list as it had been declared as a Notified Area Committee. It was further decided to treat Goraya in Phillaur Tahsil of Jullunur District as a town; as for all practical purposes it fulfilled the criteria prescribed for a town although not being administered by a Municipal Committee. The net number thereafter in the Punjab State was 108 towns against 109 at the 1961 Census. We obtained concurrence of the Punjab Government to treat these 108 places as towns for the Census. A list of the towns is contained in the chart showing location code allotted to towns on pages 27—29. A map showing location of urban centres in the Punjab is given on facing page.

Urban Agglomerations

3. In addition to the data on population of these 108 towns, we shall also be presenting data fur urban agglomerations at the 1971 Census. With this fresh concept of 'urban agglomeration', the 'town group' and 'sub-urban areas' or 'non-municipal areas' concepts have been abandoned at the 1971 Census. An 'urban agglomeration' forms a contiguous urban spread constituting a town and its adjoining urban outgrowths or two or more physically contiguous towns connected by well-recognised urban growths, in any of such towns. In the 'town group' concept, it was not always the continuous urban units that formed such a group. Sometimes, urban units severed by uninhabited regions were bunched into a single unit. This evoked a strong disapproval and, therefore, this concept of 'town group' was abandoned at the 1971 Census. We will thus be presenting data on 'urban agglomerations' instead of on 'town groups' in our census reports. A list of the 'urban agglomerations' recognised at the 1971 Census is at Appendix X.1.

Standard Urban Area

4. The area constituting an urban agglomeration is subject to change from census to census depending on the spread of boundaries of the statutory core urban unit and the continuous urban outgrowths. A broad-based notion of Standard Urban Area adopted at the 1971 Census will accommodate such changes, the bound of a large town spreading well beyond the urban limits and creeping into rural areas which are

expected to done the garb of urbanisation in the next two decades. In brief, the Standard Urban Area may be defined : "as the projected growth area of a city or town in 1991, accounting for not only the towns and villages which would merge but also the intervening areas officially urban". The essentials of 'Standard Urban Area', are :—

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

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

(iii) the probabilities are that this entire area will get fully urbanised in a period of 2-3 decades.

By making out such Standard Urban Areas, meaningful demographic study can be conducted over a sizable period of two-three decades. All towns with a population of 50,000+ have been delineated as Standard Urban Areas around the following core towns in the Punjab State by the State Town Planning Organisation in consultation with the Punjab Census Directorate and under the overall guidance of the Central Town and Country Planning Organisation :

District	*Area (core town)*
Amritsar	1. Amritsar
Bhatinda	2. Bhatinda
Ferozepur	3. Abohar
	4. Ferozepur
	5. Moga
Gurdaspur	6. Batala
	7. Pathankot
Hoshiarpur	8. Hoshiarpur
Jullundur	9. Jullundur
Kapurthala	10. Phagwara
Ludhiana	11. Ludhiana
Patiala	12. Patiala

Location code

5. At the first Conference of Directors Census Operations in May, 1969, detailed discussions took place on the evolution of a location code on a uniform basis. It was pointed out that at the 1961 Census arbitrary local variations were made by the field staff in the allotment of code numbers. The Enumerators' numbers, for instance, had been introduced into the location code which caused a jumble in the location of slips to the corresponding villages, at the tabulation stage. To write off a similar contingency, the following system was adopted on a uniform basis at the 1971 Census :

The code in rural areas had four elements separated by an oblique stroke. The first element represented the district number; the second tahsil number; the third village; and the fourth, enumerator's block number, inside brackets. For example, "3/2/56 (62)". Here, figure '3' stands for district, '2' for tahsil, '56' for the village and '(62)' for the enumerator's block number. Similarly, the urban location code comprised four elements, representing district, town, ward, mohalla or street, and the enumerator's block number. The number allotted to a town was to be in Roman figures so as to distinguish it from the rural code numbers. All towns were serialised separately for each district. Likewise, all the enumerators' blocks within a town were allotted a separate series of numbers. Thus, a sample urban location code read as follows :

"4/II/6/(28)".

Here '4' stands for the district, 'II' stands for the town, '6' for the ward and '(28)' for the block. All the districts and tahsils in the State were numbered in order of contiguity. The villages of a tahsil in turn were marked by a separate series of numbers. In the allocation, a pre-determined order was followed beginning from the north-west point of a tahsil and winding along the geographical contiguity down to the tahsil's south-east point. The enumerators' blocks too were serialised in a sequence of changes in a manner akin to that of a tahsil or town. In short, each rural or urban charge had its individual series of numbers for enumerators' blocks so that census data could be presented for the lowest unit, if need be. Moreover, this system of numbering disentangled the location code, coding a simple unencumbered easy-to-flow progressions. The location code evolved

for districts, tahsils and towns at the 1971 Census is reproduced below :—

District	Code No.	Name of Tahsil	Code No.	Name of Town	Code No.
1	2	3	4	5	6
1. Gurdaspur	1	Pathankot	1	Sujanpur	I
				Pathankot	II
		Gurdaspur	2	Dinanagar	III
				Gurdaspur	IV
				Dhariwal	V
		Batala	3	Dera Baba Nanak	VI
				Fatehgarh Churian	VII
				Batala	VIII
				Qadian	IX
				Sri Hargobindpur	X
2. Amritsar	2	Ajnala	1	Ramdas	I
		Amritsar	2	Majitha	II
				Chheharta	III
				Amritsar	IV
				Amritsar Cantt.	V
				Jandiala	VI
		Tarn Taran	3	Tarn Taran	VII
		Patti	4	Khem Karan	VIII
				Patti	IX
3. Ferozepur	3	Ferozepur	1	Ferozepur	I
				Ferozepur Cantt.	II
				Tankanwali	III
				Talwandi Bhai	IV
				Guru Harsahai	V
		Fazilka	2	Jalalabad	VI
				Fazilka	VII
				Abohar	VIII
		Muktsar	3	Muktsar	IX
				Malout	X
				Giddarbaha	XI
		Moga	4	Moga	XII
		Zira	5	Zira	XIII
				Dharamkot	XIV
4. Ludhiana	4	Jagraon	1	Jagraon	I
				Raikot	II
		Ludhiana	2	Ludhiana	III
				Doraha	IV
		Samrala	3	Samrala	V
				Khanna	VI

District	Code No.	Name of Tahsil	Code No.	Name of Town	Code No.
1	2	3	4	5	6
5. Jullundur	5	Nawashahr	1	Barga	I
				Nawashahr	II
				Rahon	III
		Phillaur	2	Nurmahal	IV
				Phillaur	V
				Goraya	VI
		Nakodar	3	Nakodar	VII
		Jullundur	4	Kartarpur	VIII
				Alawalpur	IX
				Adampur	X
				Jullundur	XI
				Jullundur Cantt.	XII
6. Kapurthala	6	Kapurthala	1	Kapurthala	I
		Sultanpur Lodhi	2	Sultanpur	II
		Phagwara	3	Phagwara	III
7. Hoshiarpur	7	Dasuya	1	Talwara Township	I
				Mukerian	II
				Dasuya	III
				Urmar Tanda	IV
		Hoshiarpur	2	Garhdiwala	V
				Hariana	VI
				Shamchaurasi	VII
				Hoshiarpur	VIII
		Garhshankar	3	Garhshankar	IX
		Balachaur	4	—	—
8. Rupar	8	Anandpur Sahib	1	Naya Nangal	I
				Nangal Township	II
				Anandpur Sahib	III
		Rupar	2	Rupar	IV
				Morinda	V
		Kharar	3	Kurali	VI
				Kharar	VII
9. Patiala	9	Fatehgarh Sahib	1	Bassi	I
				Sirhind	II
		Rajpura	2	Dera Bassi	III
				Banur	IV
				Rajpura	V
				Rajpura Township	VI
		Patiala	3	Patiala	VII
				Sanaur	VIII

District	Code No.	Name of Tahsil	Code No.	Name of Town	Code No.
1	2	3	4	5	6
		Samana	4	Samana	IX
		Nabha	5	Nabha	X
				Amloh	XI
				Gobindgarh	XII
10. Sangrur	10	Malerkotla	1	Ahmedgarh	I
				Malerkotla	II
				Dhuri	III
		Sangrur	2	Longowal	IV
				Sangrur	V
				Bhawanigarh	VI
		Sunam	3	Sunam	VII
				Lehragaga	VIII
		Barnala	4	Tapa	IX
				Bhadaur	X
				Barnala	XI
				Dhanaula	XII
11. Bhatinda	11	Faridkot	1	Faridkot	I
				Kot Kapura	II
				Jaitumandi	III
		Bhatinda	2	Gonianamandi	IV
				Bhatinda	V
				Bhucho Mandi	VI
				Kot Fateh	VII
				Ramanmandi	VIII
				Sangat	IX
				Maurmandi	X
		Rampura Phul	3	Rampura Phul	XI
		Mansa	4	Mansa	XII
				Budhlada	XIII
				Baretamandi	XIV

The code numbers allotted to villages (tahsilwise) are given in the District Census Handbooks.

6. The household number was shown separately in the space provided within square brackets in the individual slip. This number was normally the same as marked on the census house during the housenumbering operation. But if more than one household was found living in the same census house, then the two households were classified/bracketed into (a) and (b) after the census house number e.g., "3 (2) (a)" and "3(2)(b)". Here '3' is the building number, '(2)' the census house number and '(a)' and '(b)' the household numbers. In the case of institutional houses, in addition to the household number, the word 'INST' was written and for the houseless household the appellation 'O' was used.

7. We did not, at the 1971 Census, entrust the Tahsildars to allot code numbers to villages as at the previous census they had mucked up the coding inordinately. The Census Directorate allotted the codes in strict conformity with

the instructions from the Registrar-General's office. Geographical contiguity was maintained in allotting code numbers to villages from one end to the other in a tahsil. We did not adopt the revenue *hadbust* numbers as the third element in the location code because there could be two or more villages bearing the same *hadbust* number which would have caused confusion in sorting out the slips at the tabulation stage.

Village and Town Registers

8. Village and Town Registers were required to be filled in in the prescribed manner by the Charge Officer concerned for each tahsil and town in the State. The principal objective being a total coverage of all census units and avoidance of any duplication. Complete lists of villages showing *hadbust* and code numbers, tahsilwise, were prepared at the Census Directorate in consultation with the Deputy Commissioners and were later on circulated to the Tahsildars for their incorporation in the Charge Registers of the tahsils. The formats of the Village and Town Register are reproduced at Appendix X.2. Detailed instructions to fill in various columns of these registers were issued,—*vide* our circular letter No. Census-Pb. 69/4701. dated 29th September, 1969 (Census Circular No. 3).

9. Our Charge Officers had to compile separately these Registers for the houselisting and census count operations because the enumerators' blocks had to be recarved for the actual census count on the basis of the population recorded in the houselisting blocks. A certificate was obtained from each Tahsildar that omissions and duplications had been carefully avoided and as a further check the tahsil lists were examined and tallied with the records in the State Reorganisation Department. A similar certificate was obtained from the Secretaries of Municipal Committees. The town maps had been uptodated earlier and comparison of lists with these took care of an omission or a stray duplication. In some towns, our headquarters staff was mobilised to conduct sample surveys to check the quality of this work.

SECTION 11

ENUMERATION AGENCY

Unlike at the 1961 Census, the formation of an enumeration agency for the 1971 Census, was much too arduous and challenging. Guided by a decision at an all-India level, to recruit Enumerators from solely the ranks of volunteers, we parked ourselves at the wrong side of the bargaining end. With an offer of a feeble remunerative honorarium which could have at best covered the out-of-pocket expenses, there was not, to start with, much of a force that we could muster. Somehow, to draw out the necessary numbers we badgered the Heads of Departments with frantic letters to nominate members of their staff, but as soon as they picked up any one he started raising a facade of resistence or non-availability, the underlying objection being the paltry honorarium. Failing to prevail upon, with our letters, we made a dash to the district headquarters and hung around the district heads to convince and cajole them into a positive commitment. Once we transmuted our anxiety into their liability, the volunteers started incoming with better speed. Confronted with a challenge like this in the '70s we are tempted to quote what H. Beverley, the first Superintendent of Census of Bihar/Bengal had to say in 1872 about this task :

> "It was believed that by picking out one or more persons in each village and by vesting them with a certain official importance, they would be sufficiently gratified at the distinction shown them to undertake the duty of enumeration without any further prospect of reward. The experiment undoubtedly was a hazardous one but the event has proved that the anticipations of Government on this score were not unfounded. The office of enumerator has for the most part been sought after and coveted, many of those who were passed over or rejected having represented the circumstances to the District Officer as a grievance. The sunnads of appointment will probably long be treasured by those who are fortunate enough to possess them, and they will doubtless be handed down to posterity as heirlooms in the possessor's family."

2. Heading in our list of priorities for the induction of volunteers, were the primary school teachers, for they amply displayed their ability and edge over others in the pre-test of census schedules. The District Census Officers, on our directive, therefore, recruited for the houselisting operation 13,696 teachers out of a total of 20,575 Enumerators—the rest being village officials—3,045, from other government departments and local administrations 1,903, and from other sources 1,931. Similarly, at the actual census count, out of a total of 20,440 Enumerators, 13,785 were teachers, 2,423 village officials, 2,890 from other government departments and local administrations and 1,342 from all other sources. District-wise break-up of Enumerators is given at Appendix XI. (1). In the appointment of Supervisors too for the houselisting and census count, teachers formed a greater part of the core. Out of a total of 4,445 Supervisors for houselisting, 3,171 were teachers and out of 4,513 Supervisors for census count, 3,328 were teachers. District-wise break-up of Supervisors is given at Appendix XI(2). In urban areas also, teachers dominated the frontline of enumeration agency followed by local bodies' officials and staff of various State and Central Government Departments. We restricted the selection of teachers to government institutions as we could have exerted little administrative control on teachers from private institutions. Placing our choice in Government school teachers proved judicious for the good work they put in, the only exception being teachers who were doing private tuitions outside school hours or who were preparing for higher examinations.

3. Housenumbering under the Permanent Housenumbering Scheme, which incorporated the use of metallic plates, was carried out in 1969 and 1970 in this State. Patwaris were assigned to this job in villages and the Secretaries of Municipal Committees in towns. The help of Block Development and Panchayat Officers was taken for the actual affixation of plates, in some of the development blocks, on the basis of notional maps showing house numbers, prepared by the patwaris. These very house numbers and blocks under this Scheme (Permanent Housenumbering) were used to formulate a plan of houselisting and census

enumeration blocks. As houselisting was completed in February-March, 1970, and census count was done in March, 1971—there was a gap of about one year between these two operations. On the other hand there was hardly any noticeable gap between the affixation of housenumbering plates and houselisting. But despite that the staff employed for houselisting was largely from the rank of teachers who had not performed any job under the Permanent Housenumbering Scheme. Similarly, the task force engaged for houselisting could not be utilised in its entirity for actual census count as there was a gap of one year between the two operations. As a consequence, we had to issue appointment orders of the enumeration agency separately for the houselisting and census count operations. Nevertheless, our District Census Officers kept a tag on all those who had participated in houselisting and later in March, 1971, were actually utilised as far as possible for census enumeration. An obvious bane of this procedural flaw—one year gap—was duplication of work, wasteful employment of the enumeration agency and, above all, an overburdened training schedule. All those trained for the houselisting operation had to grind through the mill again for the census count 1971. It, not only diverted efforts of many, but unnecessarily spurned on the tempo of work.

4. There was no occasion to pursue a prosecution to the hilt under the penal provisions of the Census Act. In fact, our instructions to the district officers were : that they should get the Census through as far as possible without resorting to the penal provisions of the Act. We had advised them that if there were any recalcitrant elements in the enumeration agency, they should issue them a simple show-cause notice under the provisions of the Census Act and if that kind of a threat did not succeed, they should get into touch with the Head of Department concerned, if need be, through the State Director of Census Operations. Our policy in following a judicious mixture of appeal to good sense and threat of prosecution, worked miracles in every tough situation. However, in some of the cases, the district heads of departments had to initiate disciplinary action against some of the staff who showed indifference to census work by either not attending the training classes or by not canvassing the schedules properly and in time.

SECTION 12

HOUSENUMBERING AND HOUSELISTING

An effort was made by my predecessor at the 1961 Census to arrange for affixation of metallic plates on houses according to a systematic housenumbering scheme but it could not be implemented owing to shortage of time and lack of funds. Our Deputy Director (Hqs), H. S. Kwatra who came on the scene in June, 1968, took up in all earnestness the Scheme of Permanent Housenumbering with the Punjab Government. He pleaded with the State Government that there was no systematic numbering of houses anywhere in the State and that a number of State and Central Government Departments, who were required to utilize house numbers for various purposes, put their own numbers in a haphazard manner on houses on *ad hoc* basis; and obviously the utility of such an unsystematic housenumbering was of doubtful value. He was able to convince the State Government that it was necessary to have a uniform system of housenumbering on a permanent basis so that there may be only one permanent number allotted to each house and that the practice of putting multiple numbers on houses should be abolished. The Punjab Government agreed to constitute a State Co-ordination Committee for implementation of this Scheme. On this Committee, all the Departments concerned were represented :

(1) Local Government Department.

(2) Revenue Department.

(3) Electricity Department.

(4) Food and Supplies Department.

(5) Excise and Taxation Department.

(6) Development and Panchayats Department.

(7) Elections Department.

(8) Defence Department (Government of India).

(9) Posts and Telegraphs Department (Government of India).

The first three meetings of this Committee were held on the 13th August, 1968, 16th September, 1968, and 16th October, 1968, before I took over in the Census Directorate in November, 1968. The fourth meeting was held on the 16th December, 1968. This Committee took the following decisions :—

(i) The State Government should follow the All-India policy in this important matter and render all necessary assistance for its implementation.

(ii) The Manual on Permanent Housenumbering Scheme, as circulated by the Registrar General to various State Governments, should be got printed in the regional language and sent to all the Deputy Commissioners, Presidents, Municipal Committees, Block Development and Panchayat Officers, Tahsildars, etc., for implementation of the Scheme on a uniform pattern.

(iii) Metallic housenumbering plates should be got affixed on every structure after evolving a systematic housenumbering plan for each town and village.

(iv) All State Government Departments concerned with the Scheme should be required to make financial contribution towards implementation of the Scheme. The Government of India should also be requested, through the Registrar General, India, to make matching financial contribution. On the basis of the total estimated cost, the following apportionment was suggested :

	Rupees (in lacs)
(a) Central Government ...	2.00
(b) Local Government Department (Punjab) ...	0.80
(c) Development and Panchayats Department (Punjab) ...	3.20
(d) Elections Department (Punjab) ...	3.68
(e) Excise and Taxation Department (Punjab) ...	0.32
Total ...	10.00

(v) The Director, Census Operations, Punjab, who as Convenor, steered and co-ordinated this Scheme, was requested to organise purchase of metallic housenumbering plates by inviting tenders at the State level so that benefit of competitive rates could be passed on to various would be indentors.

2. The State Finance Department was approached by all the Department concerned for allocation of the requisite funds for the Scheme on the ground that it would be economical in the long run to have metallic plates once for all instead of having to provide funds to these Departments from time to time to have temporary numbers painted in colour on *ad hoc* basis. The effort to secure funds dragged on for about a year, but ultimately no funds could be sanctioned by the State Government. In the intervening period, however, the State Census Organization was able to persuade the local authorities (Municipal Committees) to raise necessary funds for this Scheme out of their own resources. We are glad to record that by and large we received good response from the local authorities with the active assistance of the Deputy Commissioners. We were also lucky in that a token subsidy of Rs. 35,000 was given to the Punjab Government in December, 1969, for the implementation of this Scheme, by the National Buildings Organisation, Ministry of Works, Housing and Urban Development, Government of India. This amount was disbursed by the State Government, on our advice, before the close of the financial year in March, 1970 to sixty-five of the Municipal Committees on the pre-condition that the amount of subsidy to any local body shall not exceed 25 per cent of the cost of number plates actually affixed on the houses out of their own funds.

3. With a view to ensuring speedy implementation of the Scheme, the Secretary to Government Punjab, Local Government Department was requested by us to issue a letter to all the Deputy Commissioners in the State—copy of the letter at Appendix XVIII 4(i). The Deputy Commissioners were requested to form District Co-ordination Committees for the implementation of the Scheme. They were further advised to ask the Sub-Divisional Officers (Civil) to form similar Co-ordination Committees at the sub-divisional level. The Executive Officers/Secretaries, Municipal Committees were made responsible for the introduction and maintenance of the proposed permanent system of housenumbering in their local areas. For the rural areas, village panchayats were made responsible for the introduction and maintenance of this Scheme and the Patwaris were asked to draw up notional maps of villages and to allot numbers to various structures on the maps according to the approved pattern, and to get the plates affixed on houses. Another circular letter Appendix XVIII 4(ii) was issued by the State Local Government Department to all the Presidents/Executive Officers of the Municipal Committees advising them for speedy implementation of this Scheme and a suggestion was made that where the Committees would decide to bear the cost on the purchase of metallic plates, etc., the Government would consider it a fit charge under section 32(L) of the Punjab Municipal Act, 1911. A similar circular letter was issued by the State Revenue Department to all the Deputy Commissioners (Appendix XVIII (4(iii) to make available to the Census Directorate the revenue agency for the implementation of this Scheme in the villages. They were specifically exhorted that success of the Scheme would depend on the initiative and leadership of the local officers and they should encourage the Panchayats and Revenue Agency to take up this work in right earnest. The Director of Panchayats and Community Department, Punjab also issued instructions to all the Block Development and Panchayat Officers in the State advising the Panchayats to spare necessary fund for the purpose and further clarified that the State Government would consider it a fit charge under section 92(g) of the Punjab Gram Panchayat Act, 1952. The Chief Secretary to Government, Punjab also addressed a D.O. letter to all the Deputy Commissioners and Commissioners of Divisions to see to the speedy implementation of the Scheme [Appendix XVIII 4(vi)]. With the help of such directives from the State Government we were able to persuade the local bodies in towns and village panchayats in rural areas to spare funds for the purchase of metallic housenumbering plates. There were, of course, initially many hurdles in the provision of funds by local bodies but ultimately we were able to win over every local body. Our Deputy Director Headquarters' dogged and whole hearted pursuit of this Scheme merits a special word of commendation. We are also happy to place on record our great appreciation for all the assistance that we received from some of the Deputy Commissioner and Presidents of Municipal Committees in the implementation of this Scheme. For example, the Municipal Committee, Jullundur, sanctioned Rs. 40,000 for a complete survey of the town for formulating a Scheme for permanent housenumbering and the purchase of metallic plates. The Registrar General happened to visit Jullundur City when work on this



Census Commissioner of India, Shri A. Chandra Sekhar (extreme left) is taking a look at the maps prepared for implementation of the Permanent House-numbering Scheme in Jullundur City. Deputy Commissioner, Jullundur (second from right) and Secretary, Municipal Committee, Jullundur (third from left) are discussing the Scheme with him.

Scheme, was in progress and he was pleased to recognise and appreciate the initiative, drive, and zeal that had gone into the successful implementation of the Scheme. In particular, he was very much impressed with the personal efforts made by the Secretary of the Municipal Committee (I. S. Bhardwaj) and sent him a letter of appreciation, reproduced at Appendix XII. 1(i).

4. Tenders were invited by us on a state-wide basis from manufacturers of housenumbering plates in March, 1969 and the contract was let out on 16th April, 1969 at the rate of 30 paise per large size plate ($4'' \times 2\frac{1}{2}'' \times \frac{1}{2}''$) and 14 paise per small size plate ($3'' \times \frac{1}{2}'' \times 1/6''$) to the lowest tenderer, M/s. General Equip Mart, Aligarh. Despite our best efforts, this firm did not supply any plates to the Municipal Committees and Panchayats who had placed orders with them, till July, 1969. We had accordingly to forfeit their security deposit of Rs. 2,000 besides initiation of civil proceedings against them in a court of law. In consequence, we had to reinvite tenders on 6th August, 1969 and at the lowest tendered rate of 45 paise per large size aluminium plate and 22 paise per small size aluminium plate, work was entrusted to the following plate manufacturers :

(i) M/s. M. L. Metal Works, 66, Shaktinagar, Jullundur City.

(ii) M/s. Dutta Engravers, Mansingh Gate, Aligarh.

(iii) M/s. Pramod Traders, Krishnapuri, Aligarh.

(iv) M/s. Misra Engineering Works, Mansingh Gate, Aligarh.

(v) M/s. J. S. Gaddar and Co., Manik Chowk, Aligarh.

It was visualised that it would be very difficult for one manufacturer to supply lacs of plates in a short span of time. We accordingly decided that work should be entrusted to all the manufacturers if they expressed willingness to take up the work at the lowest tendered rate. This decision proved very helpful in that we were able to get supplies of plates in a relatively shorter period. Unfortunately, there was no manufacturer in the country who could produce such plates in lacs by any automatic process. We had, therefore, to encounter serious difficulties in arranging for supplies through small manufacturers, mostly from Aligarh. We made all-out efforts with the manufacturers and local officers to ensure that the plates were affixed on houses before commencement of the houselisting operation in February-March, 1970. We were successful to a large extent in this objective. In a few cases, where the plates were either not received or could not be got affixed on houses, even after receipt from manufacturers, we had to paint numbers on houses in *geru*. There were a few villages where, owing to the negligence and carelessness of the subordinate revenue staff, the metallic plates were not affixed on houses according to the numbers allotted to houses on the village notional map. In such villages also, we had to number the houses in *geru* by ignoring the number plates so as to ensure uniformity in numbers. In certain cases (i) where the plates were received after the houselisting operation was over and (ii) where the plates were not affixed according to the numbers allotted to houses at the time of houselisting, the plates had to be removed and reaffixed or the plate numbers were ignored and numbers in *geru*, according to the houselist, were painted afresh for the purpose of census count. (Fortunately, there were only a few cases where the local officials had scuttled the Scheme by showing lack of imagination etc.) Barring such few cases, we are happy to place on record that the State Census Organisation was able to implement the Permanent Housenumbering Scheme in the State by affixation of metallic housenumbering plates in all the 108 towns and 12,559 villages. It is now for the State Government to take necessary steps to ensure that all Departments make use of these permanent numbers and no Department is permitted to affix any other numbers on houses. The letter issued by the State Government in this behalf is added at Appendix XII.1(ii).

5. We have, by and large, followed the system of housenumbering as has been recommended in the Manual of Instructions on the Scheme on Permanent Housenumbering. Each urban area was treated as a unit for working out a housenumbering plan. Similarly, in rural areas, each revenue village was treated as a unit. It was decided that housenumbering in urban areas should not be done on the basis of municipal wards as these are liable to aerial changes from time to time on various considerations. Each town was accordingly divided into convenient municipal blocks, each block consisting of a group of adjoining streets or other compact local area with well defined boundaries. Each municipal block so formed was further divided into a multiple of compact housenumbering blocks. In each block, the houses were numbered in a logical way, each number being indicated by block

number and the house number. Thus, a number bearing 2—30 meant that it was a house with number 30 in block No. 2 of the town. In bigger towns, the houses were numbered in the following order :

No. of block—No. of street/No. of road—No. of house.

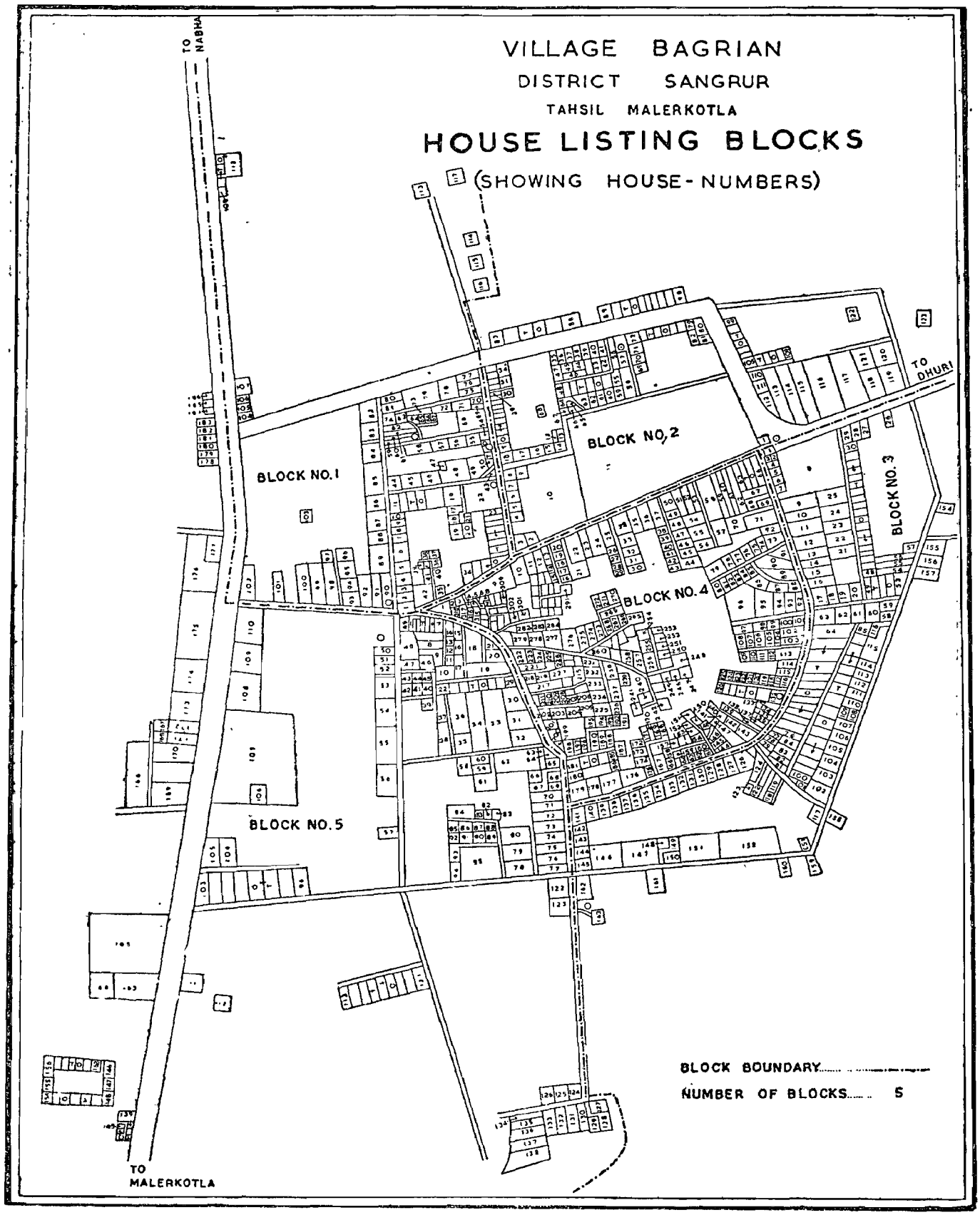
The Municipal Committees were asked to give a definite name or number to every road and street in every town if it had not already been done.

The Patwaris were asked to prepare a rough notional map of the entire village and thereafter the Tahsildar decided whether the village should be sub-divided into blocks and, if so, how. It was laid down that small village of less than 125 houses should not be sub-divided into blocks but if a village had one or more hamlets, irrespective of the size, it was stipulated that the area of the village should be divided into blocks so that each hamlet with the adjoining area was recognised as a separate block of a village. It was stressed that the dividing lines between one block and another should be clearly demarcated. The notional map showing topographical details of a whole revenue village was drawn up for each village. These notional maps show the important features and landmarks such as the village site, roads, cart tracts, hills, rivers, nullahs, school buildings, temples, etc. A model of notional map is given on facing page. After preparation of the village map, each block of the taken up for a detailed sketching of the lay-out. In this detailed sketch, the emphasis was mainly on the lay-out of the houses in the village site. All topographical details, important features, and public buildings were required to be shown prominently on this sketch. Every house was then located on this sketch by the Patwari. After fixing the location of every building and house on the Plan, the method of numbering the houses in one series, following certain order, was adopted. We did not lay down any hard and fast rule 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. We rather left it to the discretion of the revenue agency to adopt any convenient method in allotting the numbers. The numbers thus allotted to houses were marked on the sketch and with the help of arrow markings intervals, the direction was shown in which the house numbers ran.

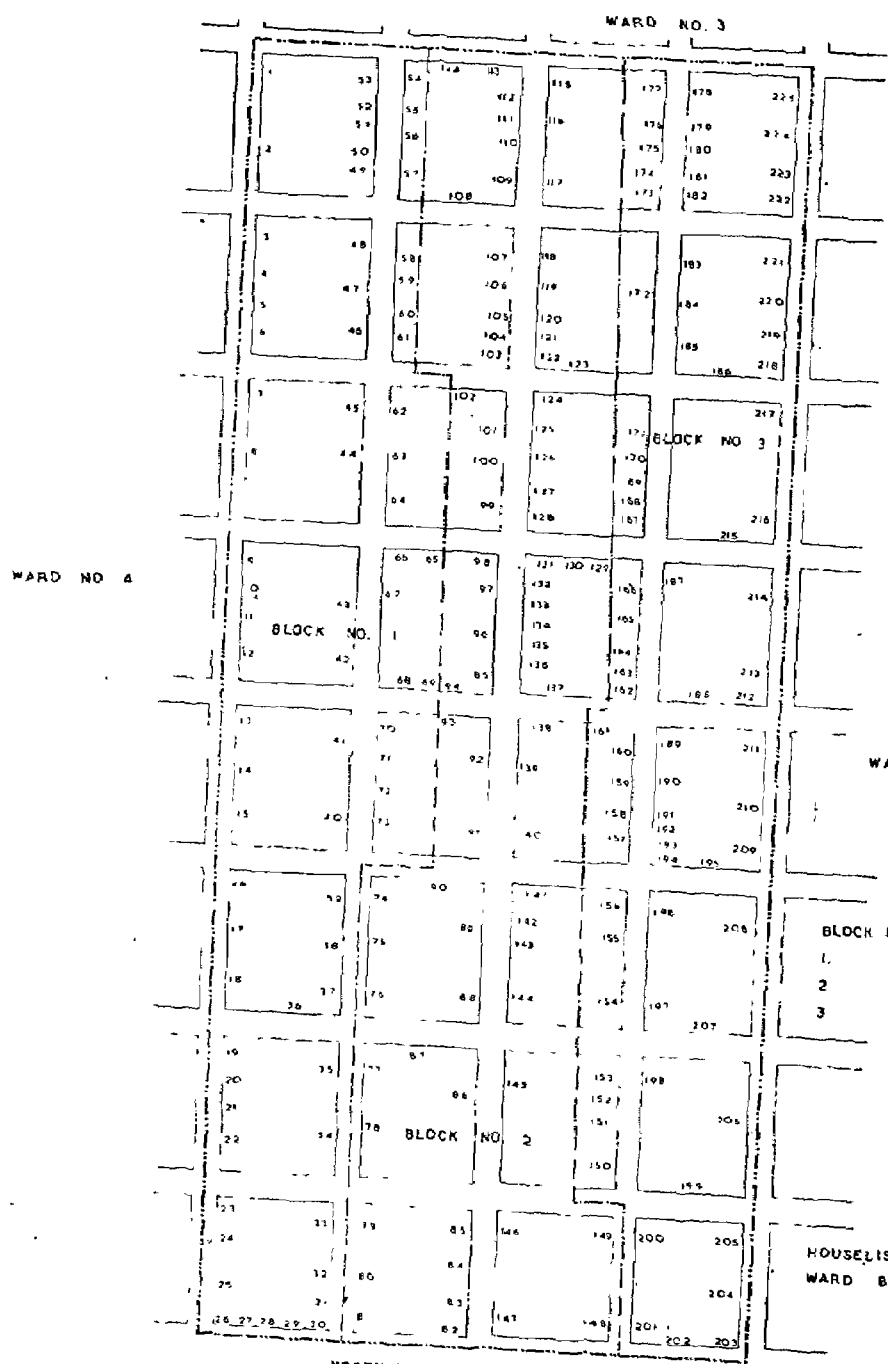
The Secretaries, Municipal Committees, and Tahsildars, were requested to arrange for preparation for six notional maps of each unit, as per instructions contained in the Manual on Permanent Housenumbering Scheme on page 9. After a few weeks, letters were received from them that they did not have the requisite drawing paper for preparation of six copies of notional maps and that unless this was supplied by the Census Directorate, they were unable to oblige. This matter was taken up with the Registrar General and he advised us that for the present, we might ask these functionaries to prepare only two copies of these notional maps on an ordinary paper and that later when the drawing paper became available, they should be asked to prepare all the six copies. We were unable to arrange for the requisite quantity of drawing paper. It was, therefore, decided that ordinary paper of 26" x 20" size should be made available for preparation of four copies of these maps. They were asked to keep one copy each at the tahsil office and with the Patwari and to send one copy each to the District Census Officer and Director, Census Operations, Punjab. As regards the town maps, one copy was to be kept in the municipal office, one at the tahsil office and one each to be sent to the District Census Officer and the Director, Census Operations. These notional maps were required to be used by the Patwaris and Municipal Committees for affixation of metallic plates, under the Permanent Housenumbering Scheme. Later, for the purpose of the houselisting operation, these very notional maps proved very useful but we had to recarve Census Enumerators' Blocks at the time of census count so that the blocks did not cut across the boundaries of the municipal wards. Census Enumerators were required to submit these notional maps to their Charge Officers for onward transmission to the Regional Tabulation Offices along with the filled-in census record after census enumeration was over on the 31st March, 1971. Maps in some of the towns and villages are of a high standard, but, by and large, they are sub-standard because (i) we were unable to arrange for supply of the requisite quantity of drawing paper in any of the two phases of Census, viz., houselisting and census count and (ii) the lower staff did not take the requisite interest in this kind of a work. We have preserved the maps tahsilwise and townwise in separate covers.

6. Agency for carrying out Housenumbering and Houselisting :

We created the census hierarchy in the State on the pattern of the 1961 Census. At the district level, Deputy Commissioner was declared as the Principal Census Officer exercising overall control over the entire census hierarchy in


VILLAGE BAGRIAN
DISTRICT SANGRUR
TAHSIL MALERKOTLA
HOUSE LISTING BLOCKS
(SHOWING HOUSE-NUMBERS)
TO NABHA
TO DHURI
BLOCK NO.1
BLOCK NO.2
BLOCK NO.3
BLOCK NO.4
BLOCK NO.5
TO MALERKOTLA
BLOCK BOUNDARY
NUMBER OF BLOCKS 5

ABOHAR TOWN
HOUSELISTING BLOCKS
IN WARD NO. 5
(SHOWING HOUSE-NUMBERS)



BLOCK NO.	CENSUS HOUSE NOs
1	1 TO 73
2	74 TO 149
3	150 TO 225

HOUSELISTING BLOCK BOUNDARY
WARD BOUNDARY

the district. He was assisted at his headquarters by a District Census Officer from the State Civil Service. Sub-Divisional Officers (Civil) were made incharge of the operations in their respective sub-divisions. All Tahsildars and Secretaries/Executive Officers, Municipal Committees, were appointed as Charge Officers in their jurisdictions. Special Census Charge Officers were appointed for military areas and special establishments like Railways, Hospitals and other big institutions. Under the Charge Officer, Supervisors were appointed to look after a circle comprising 4 to 5 houselisting blocks. The smallest unit for the purpose of houselisting was a Houselisting Block comprising 150 houses in villages and 120 in urban areas. In the rural areas, Patwaris and school teachers constituted the bulk of the houselisting agency. In urban areas, municipal staff and officials of various Government Departments like Education, Excise & Taxation, P.W.D., Food & Supplies, were deployed for houselisting. A Conference of District Census Officers, to review the progress of the Permanent Housenumbering Scheme and other preparatory measures, like preparation of jurisdictional maps and lists of revenue villages for houselisting and actual census count, was held at Chandigarh from 5th Nov., 1969 to 7th Nov., 1969. The record of the proceedings of this Conference is available in File No. Census-Pb-69/164.

7. Training programme for Housenumbering and Houselisting :

To bring home the importance and utility of the Permanent Housenumbering Scheme, Officers from the Census Directorate paid repeated visits to the district headquarters and addressed meetings of District Officers of various departments concerned with the implementation of the Permanent Housenumbering Scheme. Later, training classes were organised at a number of places in each district for imparting training in the filling up of Houselist and Establishment Schedules. It was considered essential that before actual training was imparted by the District Census Officers, they themselves should have the complete background of the census work and acquire necessary skill in the canvassing of census schedules. A Conference of District Census Officers was, therefore, held at Chandigarh from November 5 to 7, 1969. The District Census Officers and District Statistical Officers were imparted necessary training in the filling up of the Houselist and Establishment Schedules. The Conference was addressed by Shri Gurnam Singh, the then Chief Minister, Punjab, and a copy of his address is reproduced at Appendix XII. 2. Shri Manmohan Kalia, Minister, Local Government, Punjab also attended the afternoon session on 6th November, 1969. Shri K. D. Ballal, Deputy Registrar General, India addressed this Conference and participated in our discussions on November 6, 1969; a copy of his address is reproduced at Appendix XII. 3. The record of the proceedings of this Conference is available in file No. Census-Pb-69/164.

7. It was decided at the Conference that training classes for houselisting should first be held at all the district headquarters for the benefit of all the Deputy Commissioners, Charge Officers, Sub-Divisional Officers (Civil), District Census Officers, Block Development & Panchayat Officers and District Statistical Officers who were to act as Trainers. These training classes were conducted by the Director, Census Operations, Deputy Director, Census Operations (Hqs) and Tabulation Officers, from the 1st to 8th December, 1969 :

Ropar & Bhatinda districts	...	1st Dec. 1969
Patiala & Hoshiarpur distts.	...	2nd Dec. 1969
Sangrur & Ferozepur distts.	...	3rd Dec. 1969
Jullundur, Ludhiana and Gurdaspur districts	...	6th Dec. 1969
Kapurthala & Amritsar distts.	...	8th Dec. 1969

A D.O. letter to all the Deputy Commissioners was issued to highlight the importance of training, which is reproduced at Appendix XII.4. Programme fixed for training in the houselisting operation for the Enumerators/Supervisors is given in Appendix XII.5. In short, they were required to be trained by the Charge Officers (Census) by organising four training classes at suitable places in each district from December 16, 1969 to January 31, 1970. A statement showing the places and number of classes held is added at Appendix XII.6. The Charge Officers were required to take these classes in batches of 40 trainees so as to create proper atmosphere for imparting of training. They were further required to ensure 100 per cent attendance at the classes. A Census Staff Training Register was prescribed and supplied to all the Charge Officers—a specimen copy is at Appendix XII.7. To start with, we were not quite satisfied with the standard of training imparted to the enumeration agency by most of the Charge Officers and had to issue supplementary instructions to all the District Census Officers—a copy is at Appendix XII.8, followed by another D.O. letter to all the Deputy Commissioners, a copy of which is reproduced at Appendix XII.9. Yet another D.O. letter was sent to all the Deputy Commissioners to ensure adequate involvment of the Sub-Divisional Officers (Civil) in

this training programme—a copy is reproduced at Appendix XII, 10. We also held meetinge of District Census Officers at divisional headquarters at Jullundur and Patiala on the 27th and 28th January, 1970, respectively to review the progress of training etc. on the eve of the houselisting operation scheduled to commence on February 1, 1970 all over the State. The general consensus at the divisional meetings was that training in certain pockets of almost all the districts had suffered a setback (training classes could not be held) owing to political tension on the issue of award of Chandigarh by the Prime Minister to one of the three contending States of Punjab, Haryana and Himachal Pradesh. It was further pointed out by the District Census Officers that some of the Tahsildars had not been able to deliver goods as they had not made themselves good trainers. In one case, a Tahsildar had proceeded on long medical leave and no alternative arrangement had been made to impart training to the tahsil enumeration agency. It was mentioned by a number of District Census Officers that the enumeration agency in some pockets was almost fumbling in filling up of the two schedules, as observed by them from the schedules filled in by the Enumerators during the practical exercise. In view of these important considerations, it was decided that actual houselisting could be started from the 8th February, 1970 but if in some districts it was not possible to do so, they could start from a subsequent date with the pre-condition that the operation must be completed in all the districts by the 15th March, 1970, against the earlier targeted date, 28th, February, 1970. It was further decided that districts in which proper training had not been imparted, the District Census Officers should themselves cover such pockets once again. It was strongly urged that no one should be allowed to go into the field for canvassing the census chedules unless he had completely grasped the implications of various basic census concepts and definitions. Lastly, it was decided that another round of training should be arranged for the Supervisors only as they were found not to have played their role effectively. We accordingly fixed up a time-table, for special training of Supervisors, from the 11th to 13th February, 1970 at all the 38 tahsil headquarters and their classes were addressed only by seasoned trainers like Deputy Directors, Census Operations, Tabulation Officers, Economic Investigators, District Census Officers and District Statistical Officers. In order to complete this special round of training, it was further decided, that Enumerators should not be allowed to take up houselisting before the 15th February, 1970 so that their work could be closely watched after the Supervisors had received training at this special round. Adequate steps were taken to ensure 100 per cent attendance of Supervisors and Charge Officers at this special round of training. The trainers were required to give a *Certificate* at the end of the training class in the prescribed proforma, reproduced at Appendix XII.11 with a view to ensuring faithful and strict compliance of our instructions at all levels. The Supervisors were specifically alerted at this class so that they should ask the Enumerators to show them the first copy of each Schedule and the Houselist Abstract as filled in the field, and after getting scrutiny of 100 per cent entries therein from them, should make the second fair copy of each Schedule and Houselist Abstract. The Supervisors were further asked to record a Certificate, over their signatures on the Schedules and Houselist Abstact : "100 per cent of the entries in the Schedules and Houselist Abstract have been checked by me and 25% entries in the schedules have been checked on the spot." The printed list of guidelines specially prepared for Supervisors (at Appendix XII. 12) was also read over in the class by the trainers for the benefit of Supervisors. Specially selected trainers were eventually able to create the necessary impact on the Supervisors and Charge Officers in this special round of training.

8. Despite all the efforts made by us to ensure adequate training of the enumeration agency, we noticed that a large majority of the Tahsildars were not in a mood to change their outlook on Census and were trying to deal with it in a perfunctory manner by just distributing the schedules to Patwaris and Teachers and advising them in a casual way to canvass these faithfully and correctly. It was observed that at some places the Tahsildars had disposed of the training classes in less than half an hour or so and did not even try to explain the basic census concepts and definitions. It was quite apparent that they had not taken any pains to don themselves as good trainers. In fact, some of them had snapped that census had become a complicated affair, that whole-time staff should be deployed for training and canvassing of schedules. The Registrar General was good enough to take up this matter with the Chief Secretary to Government, Punjab, and the latter sent another directive—reproduced at Appendix XVIII.3(vi)—to all the Deputy Commissioners, Heads of Departments etc. in the State advising them to take keen interest in the training of the enumeration agency and concerted action in the organisation of various measures to complete the Census Count successfully. Registrar General's letter to the Chief Secretary is reproduced at Appendix XVIII. 1(v).

Houselisting

9. We had earlier planned to start this operation in the State from the 1st February,



Census Commissioner of India, Shri A. Chandra Sekhar addressing senior Census Officers in Town Hall, Jullundur after meeting the census takers in action on the Houselisting Operation in March, 1970.

1970. The week ending the 7th February, 1970 was to be devoted by the Enumerators to painting of census house numbers below the metallic plate numbers already affixed on buildings, under the Permanent Housenumbering Scheme, and where metallic plates had not already been affixed, both the building and census house numbers were painted either in *geru* or tarcoal. Actual houselisting was to begin on the 8th February, 1970 and to be completed by the 28th February, 1970 but we could not adhere to this time schedule for a variety of reasons already listed in paragraph 7 *ante*. It was, therefore, decided, that *actual* houselisting should be extended upto the 15th March, 1970 and another round of training to the Supervisors should be arranged before the enumerators started actual houselisting from the 15th February, 1970. Actual houselisting in the Punjab State was, therefore, largely done between the 15th February, 1970 and 15th March, 1970.

10. There was some problem to begin with about the availability of teachers and patwaris in adequate numbers for their utilization as Enumerators and Supervisors but ultimately we got over it with the help of the Deputy Commissioners and District Heads of Departments. Almost every District Head of Department resisted our demand for staff and in a sizeable number of cases, the District Education Officers made available services of such teachers who had been appointed by them on *ad hoc* basis for six months. In fact, we had requested them to spare services of such personnel to us who had completed at least two years in Government service. Several letters had, therefore, to be addressed by the State Government, at our instance, to the District Heads of Departments to make available the requisite staff to us. This was not all. Even after the staff was made available, a large number of them outwitted the District Census Officers by applying for long leave on one pretext or the other to avoid census duty. We had, therefore, to approach the State Government once again and they were kind enough to issue another circular letter to the Heads of Departments advising that long leave should not be given to the staff put on census duty unless there were any compelling circumstances. Further, to begin with, there was poor attendance at the training classes and we had to take stringent measures to combat this trend. In some cases, the trainees left the classes even without completing the day's schedule and we had to initiate action to curb truancy. It was further observed at the classes that the trainees did not pay proper attention to the grasping of various census definitions and concepts and the manner in which various questions had to be put across to the respondents and the manner in which their replies had to be recorded in the schedules. In a number of cases, the trainers themselves were found wanting in discharging their duties. We had to isolate such trainers in all the districts and to arrange special classes for such enumeration charges. It was further observed at the training classes that the Supervisor did not appreciate the important role he had to play in the completion of this task. Most of them believed that it was the responsibility of the Enumerator to complete the operation and that they were just to affix their "*dhobi mark*" on the schedules. We had, therefore, to arrange for a special round of training for the Supervisors at the eleventh hour exclusively as already discussed in para 7.

11. Our field workers were required to carve out blocks for the Permanent Housenumbering Scheme toward the end of 1968.

12. We had to ask them again to carve out the Houselisting Blocks according to the norms fixed for a houselisting block. For the third time, we had to ask them to carve out blocks for the actual Census Count on the basis of population recorded in the houselisting blocks. This was essential for another reason because the houselisting blocks criss crossed over the Ward boundaries and the enumeration blocks had to be contained within the municipal Ward boundaries as data were to be compiled ward-wise. The field agency freely raised eyebrows on their having been required to demarcate 'blocks' for three times before the actual census count. Notwithstanding our efforts we could not convince them about the utility of such a repetitive operation.

13. These blocks were formed independently of the boundaries of Municipl Wards for it was considered that Ward boundaries were liable to changes from time to time on various considerations and the blocks under the housenumbering scheme should have a permanent basis.

14. The School and Higher Secondary Examinations were held in the State toward the end of March, 1970. These Exams, to some extent affected quantitatively and qualitatively the work of the enumeration agency. We had originally planned to complete the houselisting operation by the 28th February, 1970 so that the teachers might be free to devote the month of March to School Examinations but we could not do so, as already stated owing to political tension in the State and for other important reasons.

15. By and large, I.Q. of the Enumerators/ Supervisors was not upto a standard that they could grasp completely the census definitions and concepts. It was observed that a large number of Charge Officers even did not grasp these concepts and definitions particularly, "census house", "vacant house", "institutional household", "type of establishment" and "household industry". We distributed separately brief cyclostyled notes on these definitions and concepts for the benefit of the trainees but still at the time of their application in the field some of them were found faltering. Printed copies of illustrative entries (in Punjabi) in the Houselist and Establishment Schedules with explanatory notes were also supplied to the Enumerators to facilitate their work in the field (copies are reproduced at appendix XII.13.). But still we noticed a large number of mistakes as a result of the screening of the schedules filled in by the Enumerators during the practical exercises in the field. A circular letter was accordingly issued to all the Charge Officers to bring home to the enumeration agency the common types of errors they had committed during their practical training so that they could avoid these at the time of the actual operation. Common types of errors made by them are listed below :—

Houselist :

Col 1 : In several cases, more than one entry had been made in one line. Some of the Enumerators had serialised even those lines which were ineffective or blank despite instructions to the contrary. Even the Supervisors had not corrected such patent mistakes.

Col. 2 : Building numbers had not been given in a continuous serial order and in several cases, the column had been left blank. Some Enumerators had used (a), (b), (c) etc. along with the previous building Nos. to indicate the number of newly erected structures. This was contrary to the instructions given to the enumeration agency. The Supervisors and Charge Officers even had not corrected such patent errors.

Col. 3 : Separate census houses in a building had not been shown within brackets. In several cases, these had not been recorded in col. 3. In quite a large number of cases, it had been noted that there was no correlation of house number and household number in column Nos. 3 and 8.

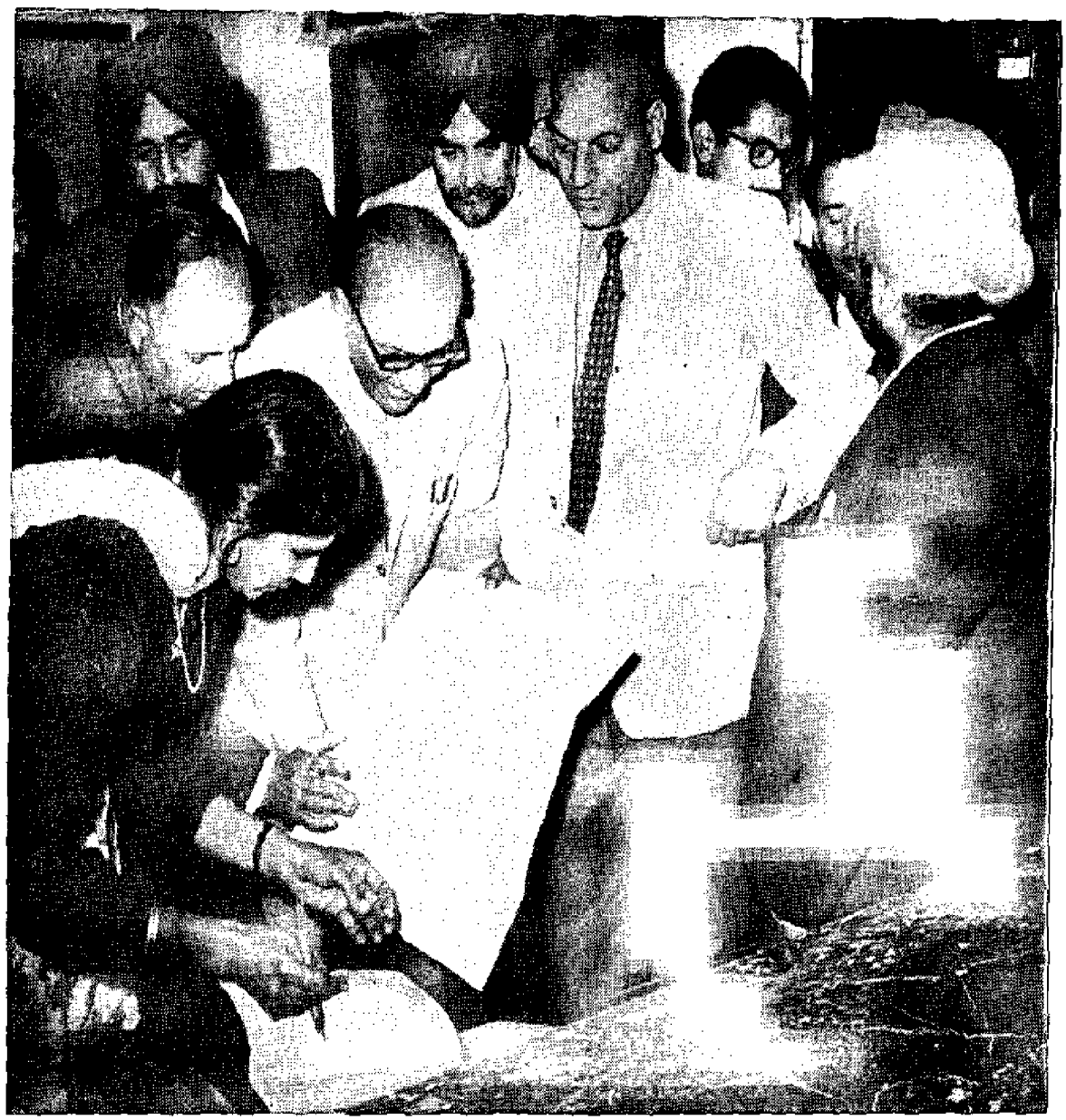
Cols. 4 and 5 : Instead of giving the name of the material used in a specific way, vague entries like *pucca* or *katcha* were made by the Enumerators. This point was vigorously emphasised at the training classes but still the Enumerators were found erring. In some cases, Enumerators had shown multiple materials such as cement, burnt bricks, girders, rafters, reed, and mud etc. in col. 5. Yet another type of Enumerators had given the word "vacant" and had given the reason for its being vacant in this very column instead of recording it in col. 17.

Col. 6 : In a number of cases, the word "residence" had been written but the columns from 8 onwards had not been filled in. In several cases, cattle-sheds, godowns, stores, religious shrines, *baithaks*, had been recorded and the remark "vacant" had been noted in the last column or vice versa. In a number of cases, Enumerators, after putting the word "residence" in col. 6, had left the remaining columns blank and given a reference in the remarks column that this house was a part of some other house. In some cases, nature of entries in col. 6 indicated its use as an establishment but it was not recorded as such in col. 7 and no establishment schedule was filled in. This happened because the Enumerators could not determine if it was an establishment at all.

Col. 7 : A number of cases were observed where the number noted along with the word "yes" in this column was incompatible with that for which entries were given in the Establishment Schedule. Sometimes, there was "yes" in col. 7 of the Houselist but the corresponding entry was missing in the Establishment Schedule. It was also observed from col. 6 of Houselist that there was an establishment in a certain census house but its entry had neither been indicated in col. 7 of Houselist nor it had been entered in the Establishment Schedule. Entries in col. 3 of Houselist and col. 2 of Establishment Schedule were found incompatible for a certain type of establishment as revealed from col. 7 of Houselist and it was difficult to reconcile such discrepant entries.

Col. 8 : Some Enumerators had recorded household number even though the census house was fully utilised as an establishment or it was clear from col. 6 of the Houselist that it was not a residential census house. In a good number of cases, the entry in this column was found discrepant with that in col. 3 of the Houselist. In quite a few other cases, the Enumerators instead of recording households in a census house by adding (a), (b), (c) etc. with the census house, gave numericals (1), (2), (3) etc. instead.

Col. 9 : Some Enumerators had recorded the name of the head of the household in this column against those census houses which were being



Census Commissioner of India, Shri A. Chandra Sekhar taking a look at the Houselisting Schedules filled in by the lady enumerator in Jullundur City. Deputy Commissioner and President, Municipal Committee, Jullundur and other Census Officers look on.

fully utilised as establishment or which were not used partly or wholly as establishments or which were not used partly or wholly as residential.

Col. 10 : Despite clear instructions regarding recording of Scheduled Castes, it was noticed that a large number of Enumerators had still recorded entries like Harijan or had simply recorded अ. ज. without giving the specific name of the scheduled caste while some of them had given along with अ. ज. names of such castes which were not even included in the list of scheduled castes given to the Enumerators for guidance. Some Enumerators had left this column blank while others had merely recorded dashes instead of putting '×' as required under the instructions.

Col. 11 : Some Enumerators had recorded in this column the number of rooms even if the census house was neither partly nor wholly used as residential.

Col. 16 : Some Enumerators had described the name of the job being done by the Head of the Household while others had filled up 'yes' or 'no' in case of such census houses which were neither partly nor wholly residential.

Establishment Schedule :

Cols. 1 *and* 2 : Entries in these two columns were not found tallying with those given in the Houselist. Even the Supervisors did not detect these mistakes.

Col. 5 : In a good number of cases, Enumerators had not given the average number of persons working in an establishment and instead had recorded dashes, crosses or the word 'nil'.

Cols. 6 *and* 8 : It was explained at great length to the Charge Officers that columns 6 and 8 and columns 9 to 11 were mutually exclusive. It was, however, observed that a large number of Enumerators had filled in columns 6 to 11 without realising that these were two sets which were mutually exclusive. Classification of the Establishment into three categories viz., (a) manufacturing, (b) trading, and (c) others, presented formidable difficulty to the Enumerators. There was also confusion about the words "services" and "servicing" and some of the services like "water supply", "electric supply" etc. were classified under manufacturing.

Cols. 9 *and* 10 : A number of Enumerators had recorded retail and wholesale in these two columns instead of mentioning the goods bought and sold in column 9 and mentioning about the wholesale or retail in column 10.

Col. 11 : A good number of Enumerators had used this column for general remarks instead of describing "if used as any other establishment", e.g., office, school, hospital, railway station etc.

16. We had required the Supervisors to make a cent per cent check of the entries in these schedules but they had been simply appending their signatures to these without caring to find out any discrepancies etc. We had, therefore, to convey to the Charge Officers that we were quite distressed about the role of the Supervisors in the Houselisting Operation. There was also considerable training wastage on account of transfers of the trained personnel made by the district heads of departments despite the issue of so many directives at various levels against such transfers. There was no effective freezing of transfers even of District Census Officers and Tahsildars.

17. Jurisdictional changes of various administrative units, adopted for the houselisting operation, continued to be made by the State, Government even after December 31, 1969—the deadline set by the Government of India for taking of a correct census count.

18. As the Houselist data were to be tabulated on a simple basis, it was considered necessary to prescribe a "Houselist Abstract" to be compiled by the Houselist Enumerator with a view to obtain "control figures" of the number of census houses and households. The Enumerators were accordingly required to prepare a Houselist Abstract in Form I in duplicate—a specimen of this Abstract is at Appendix XII. 14. At the time of training, the trainers were required to expatiate upon the Abstract and the method of filling in the various columns. Column No. 1 of the Abstract relates to page number. Every Enumerator filled in about 10 to 15 Houselists depending on the number of houses in his block. He was asked to assign page number to the Houselist in a serial order for the entire block. He was further required to enter totals of each page of the Houselist in each line of the Abstract and strike out grand total of each column in the last line of the Abstract. In column 2, only such occupied census houses were to be entered which were used wholly for the purpose of residence, e.g., such of the census houses which were partly used as residence and partly shops, workshops, etc. (like shop-cum-residence, workshop-cum-residence etc.) were not to be entered in column 2 but to be entered in column 3 Columns 4, 5 and 6 are mutually exclusive. In column 6, the number of census houses which are not used as residence, partly

or wholly, nor which are vacant, but are used as shops, workshops, offices, places of entertainment, places of worship etc., that is to say all the census houses which are not included in columns 2 to 5 of the Abstract were to be entered in this. Column 7 was supposed to give the total number of census houses. Column 8 relates to total number of households, including institutional households. In this column, the total number of households appearing in column 8 of the Houselist had to be entered. It was anticipated that for filling up column 9, the Enumerator would face a little difficulty. This was resolved by issuing additional instructions for filling up column 9 of the Houselist and asking the Enumerators to add boldly "institution" or "ਸੰਸਥਾ" the equivalent in the regional language Punjabi, after the name of the Head of the Household. The Supervisors were asked to check the Abstract with reference to the entries in the Houselist and countersign the Abstract in token of having done so. Each Charge Officer was required to post and consolidate the figures furnished by all the Enumerators in his charge and to furnish the grand total under each column for his charge in Form III of the Houselist Abstract in duplicate to the District Census Officer. Thereafter, the District Census Officer was required to consolidate the information received by him for each charge in Form II of Houselist Abstract. The Director Census Operations was further required to submit the information to the Registrar General in Form II.

19. Notwithstanding all the care taken at various levels, the Houselist Abstract, particularly columns 2, 3 and 4 and columns 8 and 9. were not correctly posted. The number of occupied residential census houses shown in column 4 were found larger than the number of households shown in column 8 and this was obviously due to wrong entries. In a number of villages, the Enumerator had counted *baithak* as a residential census house on the ground that it is used by the people to sit and thereby increased the number of residential census houses. Occupied residential census houses are intended to cover only those census houses in which people live and against which there will invariably be a household and entries would have been made from column 8 onwards in the Houselist. Some Enumerators instead of giving information for each page of the Houselist in the Abstract, mentioned total of all pages collectively and the rest of the details were omitted. The information compiled for institutional households also did not tally in certain cases with the details given in the Houselist Form. Some internal inconsistencies were also detected in horizontal and vertical totals. It is quite pertinent to make a passing reference that the general level of intelligence of the Enumerators was below the mark and they failed to appreciate the fine distinctions made in the Houselist Abstract in filling up of various columns. It is also apparent that the Enumerators/Supervisors did not take adequate care to understand these intricacies at the time they were imparted training in so many rounds of classes.

20. Arrangements for receipt of houselisting records from districts :

Enumerators were required to hand over the duplicate sets of Houselist and Establishment Schedules along with the notional map and the Houselist Abstract in Form I to their respective Supervisors before March 18, 1970, after completion of houselisting on March 15, 1970. The Supervisors were, in turn, required to hand over these schedules to their respective Charge Officers before March 21, 1970. The Charge Officers, after retaining a copy of the Houselist and a copy of the Houselist Abstract Form I, were required to send the remaining schedules to their respective District Census Officers before March 23, 1970. It was clarified that the Sub-Charge Officers were not supposed to retain a copy of the Houselist and Houselist Abstract Form I at their level. The District Census Officers were asked to send these filled-in schedules to the Regional Deputy Directors, Census Operations concerned at Patiala and Jullundur before March 30, 1970. The Regional Deputy Directors were further required to send this record to the Director Census Operations at Chandigarh before April 6, 1970.

21. Each Charge Officer was instructed to ensure that he received these records from every Enumerator in his charge and was further asked to arrange each copy of these three schedules in the ascending serial order of the Enumerators' Blocks. He was further told that there would be six main bundles or packages (Houselist : 2 bundles of one copy each; Establishment Schedules : 2 bundles of one copy each; and Houselist Abstracts : 2 bundles of one copy each). For facility of handling and transportation, they were asked to make these bundles into sub-bundles or small packages and were cautioned that at no stage these schedules should be allowed to be folded. For that matter, they were advised to arrange these in a flat stack in the size of the schedules, for which we had already provided them file covers of the same size as of the schedules. The schedules of each block were required to be tied or stitched together with a string/tag. They were cautioned that schedules of one block should not be allowed to be mixed up with those of other blocks so that these could be

easily identified as belonging to a particular block, for which printed file covers had already been supplied to them. The Charge Officers were allowed to retain one copy each of the Houselist and Houselist Abstract in their office for the purpose of carving out Enumerators' Blocks for the end operation—'population count'. After the completion of the population count, copies of the Houselist and Houselist Abstract. were required to be sent by the Charge Officers to the Directorate of Census Operations, Chandigarh where these were to be neatly preserved as a "frame" for future surveys and other purposes. It was further stipulated that the copies of the schedules to be sent by the Charge Officers to the District Census Officers should be the fair ones as these had to be processed in the Coding and Punching Cell in the Directorate at Chandigarh. They were also alerted to safeguard that there should be no inconsistencies or any other kinds of variations between the two copies of such schedules and Houselist Abstract. They were told that in a manual operation, there could be an opportunity of correcting the inaccuracies even at the advanced stage of tabulation, but in an automatic data processing system, there could be no such opportunity. All the functionaries were, therefore, required to exercise utmost care and vigilance before sending the filled-in schedules to the Directorate. We received these filled-in schedules, etc., at Chandigarh from the Regional Deputy Directors on the dates as shown in the table below :

TABLE

District	*Date(s) on which received*
1. Gurdaspur	21-6-1970
2. Amritsar	5-6-1970
3. Ferozepur	25-5-1970
4. Jullundur	8-5-1970
5. Kapurthala	8-5-1970
6. Hoshiarpur	25-5-1970
7. Ropar	15-4-1970 to 12-5-1970
8. Patiala	15-4-1970 to 23-5-1970
9. Sangrur	15-4-1970 to 12-5-1970
10. Ludhiana	12-5-1970 to 23-5-1970
11. Bhatinda	23-5-1970

In certain cases, serious delays had occurred in the actual receipt of records from the District Census Officers due to the time taken in the vetting of schedules at their level and that of Regional Deputy Directors. In an operation of this gigantic size, some delays were inevitable : nevertheless we cautioned the census hierarchy that such delays should not be allowed to recur at the time of the actual census count, which was to be a strictly time-bound operation (as everything had to be completed by the reference date without any options open to us). All of us learnt a big lesson from the first phase of Census to avoid the pitfalls which caused delays at various levels.

SECTION 13

SECOND CENSUS CONFERENCE—JUNE, 1970.

As a prelude to the mammoth preparations for the Census Count a review of the first phase—the housenumbering and houselisting operation, was the dominant feature of the second Directors' Conference at Kanyakumari and Courtallam held between June 18, and 22, 1970. More in the nature of a scrutiny, or some kind of a postmortem into the most pesky of its details, it revealed to us our shortcomings. In doing so we emerged better prepared to meet with any contingency in the important operations to follow. Indeed, the Conference was held at a most opportune time, when we were planning to launch on intensive preparatory measures for the final phase. Some of the important decisions and discussions that flowed out of the week-long conference are listed below :—

(i) For the census publications programme it was decided, that instead of assigning a volume to each State and Union Territory, the procedure adopted earlier, a separate serial number should be assigned to All-India and each State publication and that each series should be sub-divided. The switch over was supposed to make possible a prompt delivery of published volumes based on housing and establishment tables, the primary census data and ethnographic figures.

(ii) The publication of the District Census Handbooks in Parts A. B. and C. was approved. Also it was decided to bring out a popular version of the census report (Portrait of Population).

(iii) The plan for publication of Paper I on 1971 Census, based on provisional population totals, was finalized in its scope and contents. Immediacy of its release after the completion of the revisional round by the enumeration agency was a point markedly stressed.

(iv) The uniformity of a census emblem for all the States was unanimously agreed upon.

(v) The draft tabulation plan was broadly discussed and the views of State Directors were taken note of for incorporation at the stage of the finalization of the plan by the Central Tabulation Unit.

(vi) A post enumeration check of census data was considered of utmost importance and, therefore, it was decided to unveil this operation as a sequel to the census count. Its scope and methodology were debated at length and final guidelines were offered to the State Directors.

(vii) The State Directors were advised to pay a specific attention to the write-up of the Administration Report on enumeration and to ensure its publication before end of 1971.

(viii) There was a long drawn discussion on 'Instructions to Enumerators for filling up Individual Slip' with special reference to recording of mothertongue, religion, scheduled castes/scheduled tribes returns. It was emphasised that the census returns, being strictly confidential, should not be exposed to any third party even in the event of any claim on the validity of the figures collected by Enumerators. The Directors, however, were advised to look into the legitimacy of complaints and offenders, if any, were required to be promptly dealt with.

(ix) Abridged Houselist for each census block was recommended to ensure complete coverage and the Directors were requested to see to its preparation despite the voluminous work it entailed and the lack of an adequate agency to take it up.

(x) On the subject of special studies which could emanate from the census data or otherwise the State Directors were advised to take up these as long as they did not stall the time schedule for the main census count.

(xi) It was decided that district and tahsil maps should be drawn to scale and sent

to the Map Section for being vetted. The cartographical depiction and in some cases vetting from point of 'security' and government restrictions on the scale of maps in respect of certain areas along the international boundaries, were points to be noted. Inset maps were to be included in the main maps to make them attractive and more purposeful.

(xii) National Industrial Classification, 1970: The Directors were informed that the code structure formulated by the Central Statistical Organization in consultation with various other organizations had been adopted by the Registrar General's office with relevant modifications for the 1971 Census. Doubts, if any, were to be put across to Registrar General's office for clarification.

(xiii) It was mentioned that the number of Regional Tabulation Offices would be restricted to the number of posts of Deputy Directors already sanctioned, the norm being 6 million population per office. The staff to be provided for each Regional Tabulation Office was approved. The proposal to appoint these personnel on consolidated pay bore a general agreement after its examination from various points of view.

(xiv) There was a strong feeling among all the Directors that (i) scale of honorarium payable to District Census Officers should be increased, and (ii) at places there was a need for grant of honorarium to functionaries not mentioned in the order of Registrar General sanctioning honorarium. The Directors were instructed to make their proposals to the Registrar General's office for examination by the Finance Ministry.

SECTION 14

CENSUS HIERARCHY—FORMATION OF ENUMERATION BLOCKS

The Director of Census Operations headed the State Census Wing for conducting the census operations. He had to maintain constant and close liaison with the Secretaries of various State Government Departments concerned with census. He was assisted by a Deputy Director at headquarters and three Deputy Directors in the field; all belonging to the State Civil Service. The Deputy Directors in the field were required to look after (i) the formation of census enumeration blocks, (ii) training of the enumeration agency, and (iii) supervision of actual census count in their respective zones. The Deputy Director (Hqs.) assisted the Director Census Operations in coordinating the census work with various Government Departments in the State and arranged for the issue of comprehensive guidelines and instructions to the census hierarchy at various levels for the conduct of various phases of census count. The Director was also assisted at headquarters by a team of Tabulation Officers and Statistical Assistants, who were sent into the field for rendering of technical assistance regarding formation of census enumerators' blocks and for imparting of training to the enumeration agency.

2. As over-all incharge of the district, the Deputy Commissioner was recognised as the Principal Census Officer and in the sub-divisions, he was assisted by the Sub-Divisional Census Officers. At each district headquarters, a District Census Officer from the State Civil Service was appointed and he was required to perform this duty in addition to his other normal duties. All Deputy Commissioners, Sub-Divisional Officers (Civil) and District Census Officers were notified as Census Officers under section 4 of the Census Act, 1948, within their respective jurisdiction. Each district was divided into rural and urban census charges. Complete mapping of all administrative units was done before charges, circles and blocks were formed to achieve the main objective of complete coverage. Special Charges within these normal charges were also recognised like that of Railway Colonies, Jails, Military areas, etc. The Tahsildars and Executive Officers/Secretaries, Municipal Committees were designated, under the Census Act, as Charge Officers for their respective tahsils/towns. In the Special Charges, officers of the Departments concerned were put as Special Charge Officers and they utilized members of their own staff as Enumerators and Supervisors. Under the Charge Officers, Supervisors were appointed by a formal order under the Census Act, who looked after the census circles comprising 4-5 census enumerators' blocks. Supervisors were senior in rank to Enumerators as the former had to control and supervise the work of the latter. At the lowest level was the Census Enumerator, who, as a rule, was given one census block for canvassing of various census schedules. Thus, our frontline constituted of Supervisors and Enumerators who actually went to the informants to record their replies to the questions embodied in the census schedules. They were drawn largely from the Education and Revenue Departments and from the staff of the Municipal Committees.

3. The following table shows the total number of normal and special charges, supervisors' circles, and enumerators' blocks created in each district for census enumeration :

TABLE

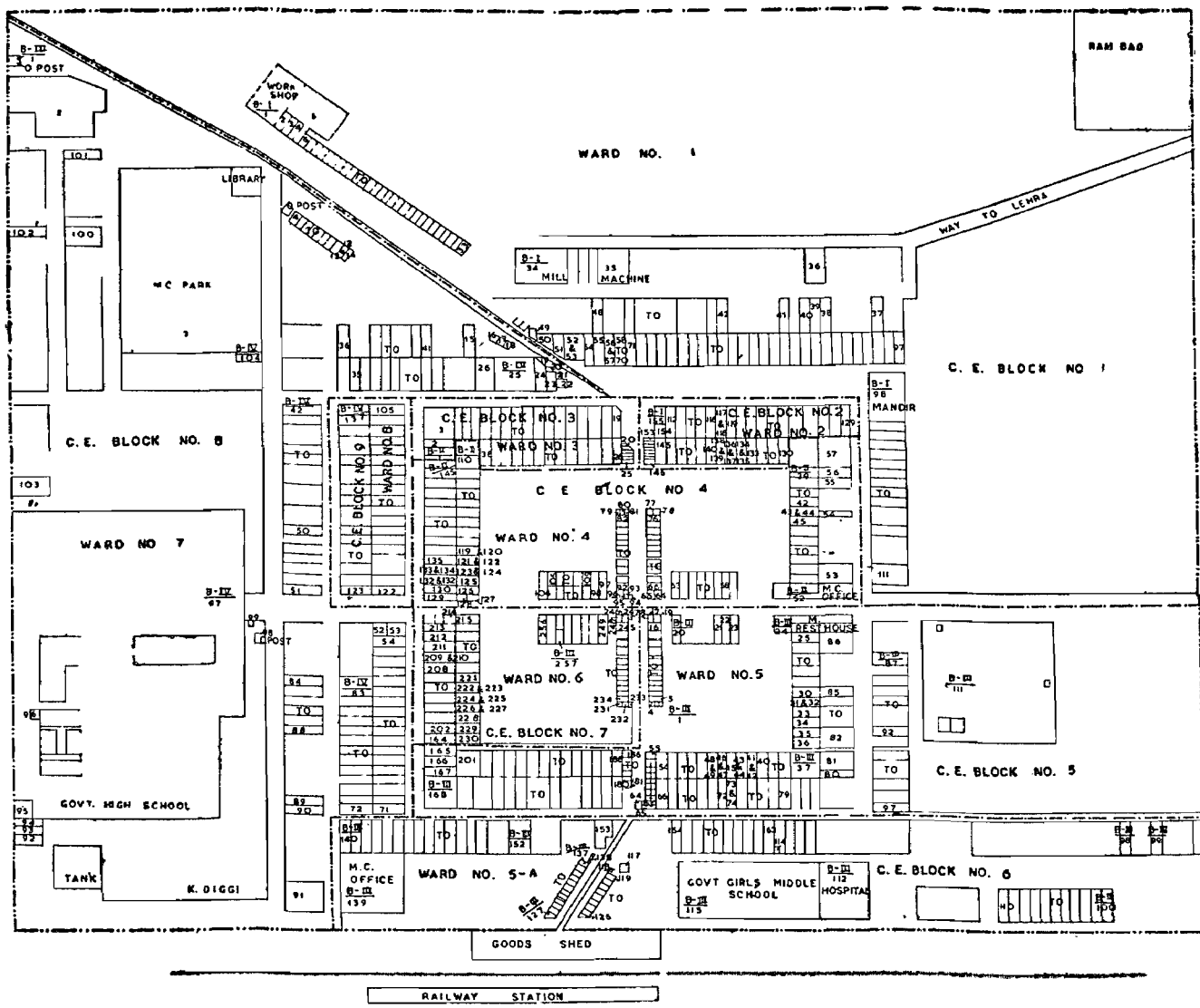
Districtwise distribution of Normal and Special Charges, Supervisors' Circles and Enumerators' Blocks

Name of State/District	*Charges*		Supervisors' Circles	Enumerators' Blocks
	Normal	Special		
1	2	3	4	5
PUNJAB ..	150	58	4,513	24,279
1. Gurdaspur ..	13	6	393	2,405
2. Amritsar ..	13	14	526	2,870

BHUCHO MANDI TOWN

CENSUS ENUMERATION BLOCKS

(SHOWING HOUSE- NUMBERS)



CENSUS ENUMERATION BLOCK/WARD BOUNDARY.....

MUNICIPAL BOUNDARY.....

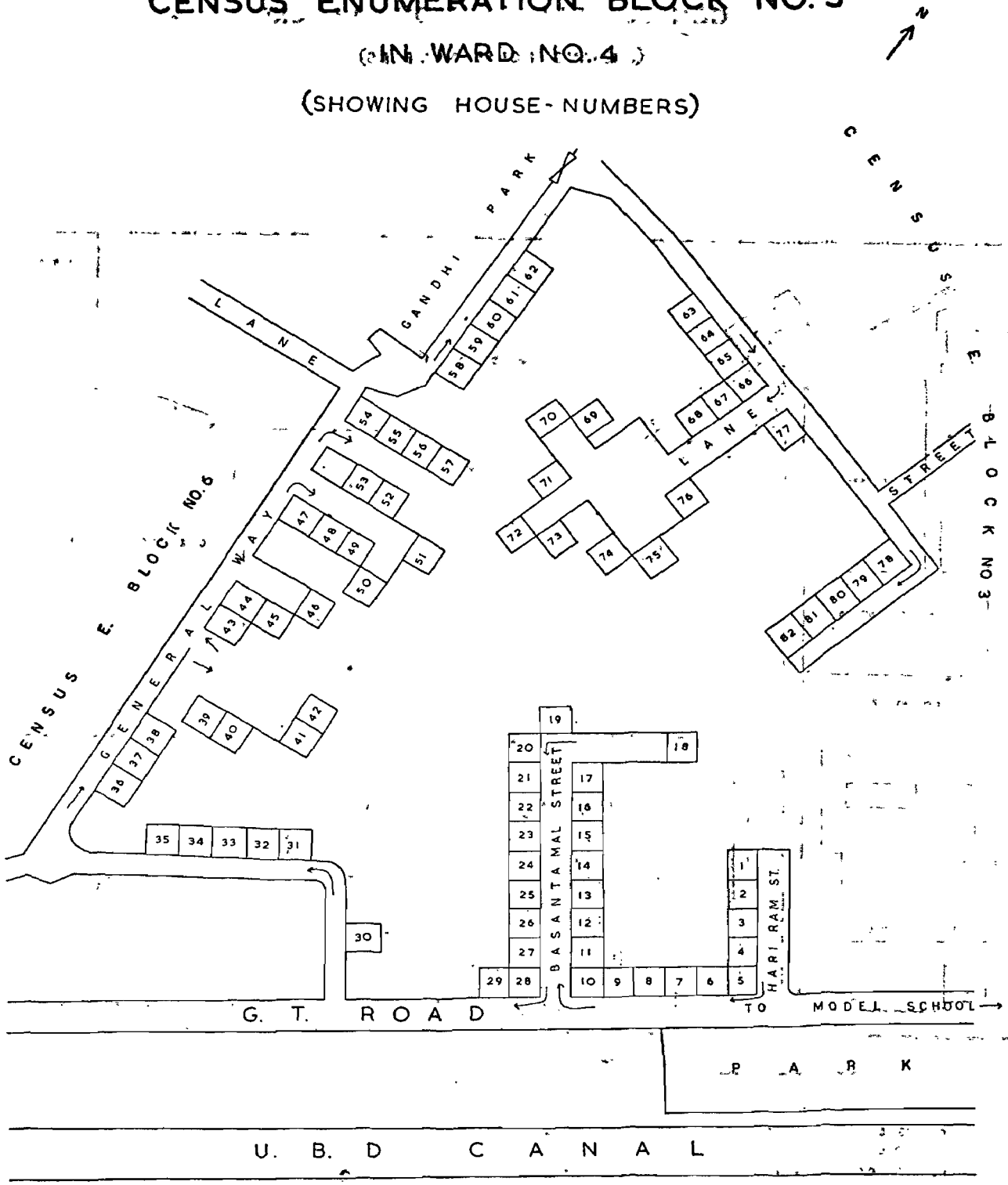
NUMBER OF ENUMERATION BLOCKS..... 9

DHARIWAL TOWN

CENSUS ENUMERATION BLOCK NO. 5

(IN WARD NO. 4)

(SHOWING HOUSE-NUMBERS)



TOTAL NO. OF HOUSES 82

FROM 1 TO 82

JULLUNDUR CITY
CENSUS ENUMERATION BLOCKS
IN WARD NO. 9
(SHOWING HOUSE-NUMBERS)



CENSUS ENUMERATION BLOCK BOUNDARY_____

WARD BOUNDARY_____

NUMBER OF BLOCKS IN WARD NO. 9_____ 8

1		2	3	4	5
3. Ferozepur	..	19	9	607	3,177
4. Ludhiana	..	9	7	463	2,378
5. Jullundur	..	16	5	476	2,674
6. Kapurthala	..	6	1	153	1,015
7. Hoshiarpur	..	13	3	386	2,211
8. Ropar	..	10	1	221	1,214
9. Patiala	..	17	6	471	2,476
10. Sangrur	..	16	3	438	1,889
11. Bhatinda	..	18	3	379	1,970

Ten per cent of the effective number of Enumerators/Supervisors were kept by and large by way of a reserve in each charge/district so that in the event of any trained Enumerator/Supervisor not being able to discharge his census duty, the Charge Officer could lay hands on the reserve staff. The staff kept in reserve was imparted full-scale training along with the regular staff. The Regional Deputy Directors, Patiala and Jullundur convened meetings of Charge Officers at all district headquarters and explained in sufficient detail the method to be adopted for the creation of census enumerators' blocks on the basis of population recorded in the houselisting blocks. The Regional Deputy Directors were utilized mainly on this job after the completion of the houselisting operation in March, 1970 and till the commencement of training classes for the Census Count in October, 1971.

4. As a result of the territorial reorganisation of a large number of districts/tahsils, after the completion of the houselisting operation in March, 1970, we were compelled to give new code numbers to villages, tahsils, and towns once again for preparing the framework for actual census taking. In the like manner, new code numbers were allotted to the blocks, carved out for actual census enumeration by the Tahsildars/Secretaries, Municipal Committees in the Village/Town Registers. Proformae of these Registers are given in Appendix X. 2. Comprehensive instructions were given for the completion of these Registers by the Charge Officers so as to ensure complete coverage in each charge and to avoid duplication or omission of any unit or part thereof—Circular No. XV reproduced at Appendix XIV contains the relevant instructions. Different code numbers and block numbers at the two phases of the 'operation census' should not, therefore, cause a surprise to the reader; all this happened because of the long interval between the two phases of the 'operation census'. We supplied tahsil maps, showing villages with *hadbust* numbers and code numbers, and village lists to the Tahsildars for carving out of blocks for census enumeration on the basis of the population enumerated blockwise at the houselisting operation to ensure (i) equitable workload and (ii) complete coverage. Rural and urban census charges were created at the Census Directorate, in consultation with the revenue and Municipal Committee authorities, so as to eliminate any chances of any omission or duplication of any village/town or part thereof. By taking these comprehensive measures, we made sure of complete territorial coverage of the State chargewise for census-taking.

SECTION 15

INTENSIVE TRAINING OF CENSUS ENUMERATION PERSONNEL

Our experience at the time of houselisting operation early in 1970 convinced us, in more than one way, that much of the success of the actual census enumeration will depend on the quality of training imparted to the census hierarchy all along the line and the extent to which they grasp the various concepts and definitions that go with various questions put to the informants. We, therefore, laid great stress from the very beginning of the second phase on the all-important role of training of the enumeration agency. It was made clear to the Deputy Commissioners and District Census Officers in our census circular No. XVIII (reproduced at Appendix XV that it was extremely necessary that all the census takers should thoroughly grasp the various census procedures, concepts and definitions concerning the questions embodied in the census schedules so that they should be in a position to get correct answers to various questions from the informants. It was also highlighted that the Enumerators have to deal mostly with such informants who do not generally have a proper understanding of the questions put to them and to elicit correct answers from them needed some tact and acumen. We requested the senior officers to help develop these two qualities in the Census Enumerators at the time of imparting training to them. The Regional Deputy Directors were also advised to insist on a thorough and systematic training in the actual filling up of various census schedules and ancillary forms with full knowledge of the concepts that go with them. We also forewarned the District Census Officers that even small mistakes made by the Enumerators could assume alarming proportions cumulatively and could damage the accuracy of census count. They were also asked to ensure that the enumeration agency did not repeat the mistakes which they had made at the time of the houselisting operation in the filling up of the Houselist and Establishment Schedule. It was further pointed out to them that the Charge Officers had not taken the requisite amount of interest in training of the houselisting staff and that this could be easily ascribed to the fact that they themselves did not strain to make good trainers. We, therefore, requested them to take all necessary steps to ensure that the Charge Officers made themselves good trainers for the main operation. We also mentioned that at the houselisting operation, the role of the Supervisors was, by and large, somewhat disappointing inasmuch as some of them simply affixed their signatures on the schedules without caring to conduct cent per cent checking of the entries made in the schedules or in exercising any check in the field operation. We advised them : the Supervisors should be made really effective and encouraged to discharge their role in a way that the Enumerators do not repeat the mistakes committed at the time of the houselisting operation. Most important of all, we tried to make them feel that they were performing a challenging task of national importance than merely counting of heads. A copy of our circular No. XVIII issued on the subject of training of census hierarchy is reproduced at appendix XV.

2. The training of the census hierarchy was organised at different levels and stages. The Regional Deputy Directors, District Census Officers and District Statistical Officers were imparted training in the first phase at Chandigarh from September 28 to 30, 1970. They were addressed by Shri Sohan Singh Basi, Chief Minister (Acting), Punjab and were advised by him to give special attention and thought to the training of the enumeration agency. A booklet containing 'Instructions to Enumerators for filling up the Individual Slip' was supplied to each officer in advance of the training class at Chandigarh so that they could have the benefit of going through the instructions before attending the classes. With the help of rolling blackboards, all the questions in the Individual Slip were explained along with the various concepts and definitions that go with these questions. Training was also imparted in the filling up of the Population Record, Enumerators' Daily Posting Statement, Enumerator's Abstract and Abridged Houselist.

3. The Director, Census Operations and the three Regional Deputy Directors were directly incharge of training up to the level of Charge Officers in the month of October, 1970. The District Census Officers were asked to make arrangements for their training at district headquarters. Each Charge Officer was required to attend four training classes. The Regional Deputy Director, Amritsar, was required to look after the training of Charge Officers of Amritsar and Gurdaspur

Districts. The Regional Deputy Director, Jullundur, looked after the training classes of Charge Officers of Jullundur and Kapurthala Districts and the Regional Deputy Director, Patiala, looked after the training of Charge Officers of Patiala and Ludhiana Districts. M. L. Sharma, Tabulation Officer, Chandigarh looked after the training of Charge Officers in Ferozepur District and D. P. Jain, Tabulation Officer, of Bhatinda District. G. S. Gill, Tabulation Officer looked after Hoshiarpur District, Charan Singh, Senior Technical Assistant, Ropar District. By fixing up the programme thus, we ensured that the Charge Officers were not imparted training by an officer lower than the rank of a Deputy Director or a technical hand from headquarters. The Director, Census Operations addressed one of the classes of Charge Officers at Patiala, Sangrur, Bhatinda, Ludhiana, Amritsar and Ferozepur in October, 1970. The Regional Deputy Directors were advised that they should not hesitate conducting even a fifth class if for any reason they were not satisfied with the end—result of the four training classes. It was made clear to the Regional Deputy Directors that it was their primary responsibility to arrange for complete training of the enumeration agency and precisely for this reason they were not given any other work.

4. Our training programme suffered a setback with the announcement of the mid-term poll to the Lok Sabha, toward the end of February. There was a suggestion from various quarters that Census should be postponed so as to avoid a conflict with the mid-term elections but our Census Commissioner was in a position to convince the Government of India that it would be very difficult to undertake fresh training of a million Enumerators if Census was postponed for a few months. We were thus allowed to continue our operation by making marginal adjustments in dates. The Reference Date was refixed as April 1, 1971 instead of March 1, 1971. In this process we gained a few weeks to fix up a revisional round of training of the Enumerators who could not attend one or two classes fixed in January when there was a State-wide strike of the Government employees for enhancement of their Dearness Allowance. This revisional round of training (5th class) proved very helpful in that the trainers were able to refresh the minds of the trainees about important questions in the Individual Slip and other ancillary forms. We asked our Regional Deputy Directors and headquarters' trainers to take up this (revisional round) class themselves as far as possible instead of leaving it to the Charge Officers so that all the points could be reviewed before the final launching of the 'Operation Census'.

5. Training of Supervisors/Enumerators was completed between November, 1970 and January, 1971, according to our original time schedule. It was enjoined upon the Charge Officers to restrict the number of trainees to forty per class so as to ensure a rapport between the trainer and trainees. It was laid down that each Supervisor/Enumerator should attend at least four classes, including one for practical exercise in the filling up of the Individual Slip and other ancillary schedules. It was further clarified that if four classes were found inadequate, there would be no objection to holding of one or two additional classes for them to accomplish high standards in training. The Charge Officers laid great emphasis on practice enumeration at each training centre : every census official was made to enumerate a few households by way of practice so as to develop necessary confidence in himself. For this purpose, practice enumeration schedules (in red ink) were supplied to each trainee. Enumerators were asked to select a few households out of the Abridged Houselist with them and to fill up Individual Slips at the practice enumeration and to hand over these filled-in slips to their respective Supervisors, before the final training class. The Charge Officers pointed out mistakes made by the Enumerators in the practice schedules at the final training class. The Charge Officers were required to maintain an attendance register for each class in the prescribed Register (printed) and were advised to take care of absenteeism. Each class was also required to maintain and train a 10 per cent reserve of Enumerators/Supervisors. They were further directed to select centres for training in such a way that no Enumerator or Supervisor was required to travel more than five miles from his place of posting. A blackboard, pieces of chalk and a duster at each training class were provided. Portable roll-up blackboards, with the census questionnaires painted on them, were supplied to each Charge Officer for taking classes, which proved extremely useful. We owe profound gratitude to the Deputy Controller of Printing and Stationery of Union Territory, Chandigarh (Gurpartap Singh Srao) for having got prepared these blackboards for us despite certain technical difficulties and scarcity of suitable materials. The cost was only Rs. 6.50 per blackboard against Rs. 12.50 demanded by private parties. In addition to the detailed instruction Booklet for the Enumerators, an Abbreviations Card for filling in the Individual Slip was given to each Enumerator at the training classes so that he could finish the operation in the field speedily and efficiently. Charge Officers

were given a Desk Card (sort of a Brief) in which all their census duties were listed and the time schedule fixed for each phase of the work. Another 'Brief' was prepared for the Supervisor and given to him at the classes—in this he was told in a crisp style as to what he was required to do at various stages of work. Attention of the enumeration staff was specially drawn at each class to the illustrative filled in Individual Slips, given at the end of the booklet 'Instructions to Enumerators for filling in the Individual Slip.'

6. The Charge Officers were required to classify the trainees as a result of their performance at the 1st two training classes into the following grades :—

A=Very Good C=Average.

B=Good D=Poor.

The gradation was to be done on the basis of certain criteria like the interest evinced by the trainer in the training class, the effort made by him to get clarifications on difficult questions and, more importantly, the accuracy and efficiency displayed by him in filling in the slips during the practical training. Thereafter they were supposed to pay special attention to Categories C and D so as to ensure that they came up to the expected level of understanding before going into the field.

7. The Supervisors were required to keep close rapport with their teams of 4 to 5 Enumerators and to ensure that they had attended all the instruction classes and cleared all doubts in their minds, if any. It was made clear to them that the quality of work done by the Enumerators would reflect on their capacity and the interest taken by them in this work. Supervisors were further required to ensure that each Enumerator went round his block to up-to-date the housenumbering in the Abridged Houselist. The trainers were required to cover positively the 14 points (listed by us) at each training centre (A cyclostyled list of these points, with brief notes on each point, was given to each Trainer—this list is given in the Training Circular No. XVIII) and to furnish a certificate of such compliance to the District Census Officer. This certificate gave us the confidence that every trainer had covered all the important points at the classes.

8. Every Sub-Divisional Officer (Civil) was requested to ensure that he addressed at least one class of each group of trainees in his Sub-Division. Sub-Divisional Officers (Civil) were further required to attend training classes, conducted for the Charge Officers at district headquarters in October, 1970, so that they could themselves understand fully the census strategy. It was noticed that the Sub-Divisional Officers (Civil) did not take the requisite amount of interest in this work. A special letter was accordingly written by the Chief Secretary to Government, Punjab, at our instance, to all the Deputy Commissioners for ensuring their complete involvement in this work. The District Census Officers were also required to be present at as many instruction classes as possible and to address at least one instruction class at each Sub-Divisional headquarter. They were also advised to associate District Education Officers, Regional Deputy Directors of Local Bodies, and Block Development and Panchayat Officers in the training programme so that the latter could inspire confidence in the staff drafted from their respective departments.

9. A large section of Enumerators/Supervisors did not unfortunately evince keen interest and zest at the training classes to learn the lessons for census taking. They were generally found far more interested in the speedy break-up of classes to enable them to go back home than in the grasping of various census definitions, concepts, etc. A number of them frankly admitted that they were hardly interested in the small honorarium proposed to be given to them after the completion of the task, which was intricate, onerous and spread over the months. At a number of classes they were found snapping that they were ready to give that much of honorarium out of their own pocket if someone else could replace them. Thus, with the passage of time it is becoming increasingly difficult to harness government employees on the basis of a small honorarium for the census work. This time somehow they have completed the task although we got apprehensive of their non-co-operation at a number of crucial stages, especially at a stage when the State Government did not concede their demand for grant of interim relief in January, 1971. There had to be some sort of compulsion and coaxing at every stage of work. Our successors will, therefore, have to think and plan ahead of the operation as to the steps they may have to take at the 1981 Census for successful completion of the task on the traditional pattern. It is really difficult these days to convince the staff down the line that census is a task of great national importance and that everyone should contribute his mite with due grace and responsibility. All the same we owe a debt of profound gratitude to this vast army of Enumerators/Supervisors, who joined hands with us in the completion of this difficult task. We could not have completed this challenging task without their co-operation and understanding.

SECTION 16

THE CENSUS ENUMERATION

The reference date originally fixed for the Census Count was March 1, 1971, but owing to the unscheduled mid-term elections to the Lok Sabha in February, 1971, we had to postpone the census count and the reference date was refixed: sunrise of April 1, 1971. If we had stuck to the original date, 1st March, 1971, there could have been some kind of a clash with the elections programme and the census task force (which was also the agency for conducting elections) could not have done full justice to Census count if simultaneously it was required to conduct polling at thousands of booths in the country. Obviously the same agency could not handle the two mass operations simultaneously. We had chosen the original period—February 10 to February 28, 1971 for synchronous census in the country because communications are comparatively easy in this month and most of the country is accessible and the impact of internal migration of population is minimum on the results of census count. The farmer is also comparatively free to attend to the census-taker.

(ii) The Enumerators were supplied a package each, containing Instruction Booklet, Enumeration pads (containing individual slips), Forms for Daily Posting Statement for Males and Females separately, Population Record forms and an Abstract Form for compilation of provisional population totals. An Abbreviation Card was also given to each Enumerator to facilitate quick and easy filling of the individual slips. This material was given only a week or ten days in advance of the date of the actual census count so that the enumeration agency may not be burdened with any responsibility to look after this for a longer time than absolutely necessary. In an operation of such multi-dimensions, no risk of loss or damage of material can be taken at any level. An army of census-takers, numbering over 25,000 Enumerators and Supervisors and intensively trained for this work, fanned out into every nook and corner of the State on March 10 and concluded the count on March 31, 1971, and thereby had the unique privilege of being associated with this operation, which marks completion of 100 years of Census taking in India. The houseless households living or squatting on open spaces in temples, gurdwaras, pavements, etc. were netted on the night intervening between March 31 and 1st April, 1971. The revisional round was conducted between April 1 and April 3, 1971 to up-to-date events of births, deaths, etc., that had occurred since the visit of the Enumerator to the household, enumerated by him in his block, up to March 31. Similarly, he was required to enumerate 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. Supervisors were closely associated with the Enumerators and the former checked their work when they were actually recording replies given by the respondents to various questions in the Individual Slip. In particular, the Supervisors took absolute care to satisfy themselves that the Enumerators had recorded correctly and faithfully the replies to the language question as given by the respondents. However, certain sections of the population were somewhat worked up on the recording of the language by the Enumerators in certain pockets of the State but nothing stirred up beyond that. A newspaper Editor has aptly remarked in this connection : "In India the recent census operations were as uneventful as routine file noting in a second class office. There was no boycott on any score, though there was a receding ripple over the population explosion and the painfully slow growth of literacy. In Britain, however, many people have turned to fire raizing, offering to court imprisonment rather than fill the forms. Fear of personal data banks has gripped them hard." The Charge Officers, District Census Officers and Regional Deputy Directors also took special pains in the sensitive pockets to forestall any untoward incidents on the recording of language. By use of tact and courtesy we were able to avoid any unpleasant situation in the State on the language issue and the census count was concluded without any untoward incident. The enumeration agency was kept under constant fear that their work was being closely watched by their seniors. The Census Commissioner of India for that matter visited the sensitive Fazilka-Abohar sector in the middle of March, 1971 and saw the work of the enumeration agency in villages Kala Tibba, Giddranwali and Rana besides Abohar and Fazilka towns. He conversed with a number of informants in villages/towns in this sensitive sector to satisfy himself that the returns made

by them had been correctly and faithfully recorded by the Enumerators. He was accompanied by the Director, Census Operations, Punjab, Sub-Divisional Officer (Civil) Fazilka and other local Census Officers and was pleased to remark at the end of his itinerary that the enumeration agency had done full justice to the job entrusted to it, particularly in the recording of various languages faithfully.

2. In the canvasser method of enumeration, followed in India, information for each person is collected and entered on the questionnaire by the Enumerator. The reliability of data thus collected largely depends on the understanding of the questions by the Enumerator himself and the way he puts these across to the respondents and the extent to which the latter grasp these questions and the extent to which the answers given by them are free from bias of different kinds. We made all-out efforts to train the enumeration agency on all these crucial points but still it is difficult to vouchsafe for 100 per cent accuracy in such a large scale operation, involving training of nearly 25,000 enumerators. There were a bunch of Enumerators in some sectors who were not equal to the task. But by and large they had understood the census questions, definitions and concepts. They were also told to be dispassionate and objective in recording the replies given by the respondents. The respondent was also given the right to see his replies being recorded by the enumerator and in token of this, he could affix his signatures on the back of the individual slip. The Enumerator, by and large, was thus tied down to record the replies faithfully. Notwithstanding all the precautions taken by us, there could still be errors in content if the respondent did not choose to give truthful replies intentionally or unintentionally, for which he was even legally obliged under the Census Act.

3. The question of 'age', apparently so simple, did present the usual difficulties. However, every effort was made to ascertain the precise age of each person. The direct question of age at last birthday in completed years was put, but replies cannot be expected to yield precise results. "It is, however, the appropriate question to use when a considerable proportion of the population cannot give a precise birth date". We cannot thus claim 100 per cent accurate replies to this question when most of the respondents have scarcely any idea of a precise birth date. Again, in case of marriageable girls, there was a tendency to understate their age and also to return the age of the wife a few years less than that of the husband even though she was senior to him in age. Then, there was digital preference in recording of age, e.g., a tendency to return age with unit digit 5 or 0. These tendencies have been noticed at earlier Censuses equally. Similarly, regarding recording of 'age at marriage', we cannot be sure if the replies have been 100 per cent precise; respondents cannot recall such events precisely largely due to their being illiterate. Again, the question 'any child born in the last one year' was to be asked of the 'currently married women'. The Enumerator who did not put a few probing questions to elicit the correct reply to this question, must have missed a birth, particularly when the child may have been born, but was not alive at the time of enumeration. A weakness like this is inherent in any Indian Census, howsoever, we may train the Enumerator. A 'literate' person was defined as one who could both read and write with understanding in any language. There was reluctance on the part of many illiterate persons to admit to this fact and there were also several difficulties of applying a test of literacy during a rapid operation, like census. The quality of data in regard to literacy does, therefore, suffer from these limitations. In so far as the question of 'marital status' is concerned, there was a general tendency not to return as 'divorced' or 'separated' or in '*de facto* union' as these returns involve some kind of a social stigma in this country. There were also stray attempts by some respondents to make false returns on the question relating to the recording of scheduled castes owing to the special consideration being shown to these castes for their economic uplift in India. There was also a clamour from a large number of army personnel, belonging to the scheduled castes in their home State, who were not being recorded as such in the State where they were enumerated—in Punjab—because they were not scheduled as such in the latter State.

Regarding the supplementary question 'rural/urban' relating to 'place of birth', some of the respondents, due to lack of knowledge and general illiteracy, were unable to distinguish between rural and urban places. If the Enumerators had the patience to stimulate the memory of the respondents by referring to existing towns, particularly the existence of an urban local body like Municipality, he was able to get the correct reply; otherwise, the 'innocent' reply of the respondent was recorded.

It must be conceded that the replies to the question on 'mother tongue' were, in certain pockets, particularly in the urban areas of Jullundur Division, somewhat politically motivated. Members of the two major communities were found propagating for returning of a particular



Census Commissioner of India (3rd from right) in conversation with a youngster, enumerated at the 1971 Census in village Kala Tibba, Fazilka—Abohar sector on the international border.



Census Commissioner of India (centre) flanked by Shri P. L. Sondhi, Director, Census Operations and Shri B. D. Dhawan, District Census Officer, Ferozepur in village Rana (Abohar—Fazilka belt) looking at the filled in Individual Slips and puting questions to the informers.

language by the respondents with certain ulterior motives. We cannot, therefore, rule out the bias in the replies to this question in certain pockets of the State. Response to question 8 relating to 'place of last residence' cannot be regarded as 100 per cent reliable because this concept was not quite clear to a number of respondents despite all the efforts to bring it home to the enumeration agency at the multiple training classes. The respondents could not also make a fine distinction in certain pockets between 'rural' and 'urban' areas in respect of their 'place of last residence'.

4. There were a few complaints, mostly in urban areas, about complete coverage in census enumeration. We looked into such complaints with utmost care and alacrity. Complaints about recording of mother tongue were looked into promptly by Officers not below the rank of Sub-Divisional Officer (Civil) and suitable action was taken on their reports without any delay. An overwhelming majority of complaints was made on complete misunderstanding or bias on the language issue, generally politically motivated.

Undoubtedly census enumeration in the sophisticated urban areas had presented lot more difficulties than the rural areas. The urban folk appeared to be comparatively more busy, and notwithstanding all the appeals made to them for extending co-operation to the Enumerator, the heads of some of the households found it difficult to spare the time to answer the questionnaire at ease. The poor Enumerator was made to visit the household on more than two to three occasions. The lady of the household would not care to attend to the Enumerator while the head of the household was away. He could not have completed his job if he was to wait in all the cases for the head of the household. In the circumstances, he had to deny himself the privilege of meeting the head of the household in some cases and gathered particulars from a knowledgeable member of the household. The head of the household sometimes believed that his household had never been enumerated and came out with such complaints. On making inquiries on the spot it was discovered that the Enumerator had collected information from one or the other member of the household. A large number of complaints fell in this category. There were also complaints that a particular sector in a town had not been covered at all. On enquiry it was found out that the Enumerator had either been taken ill or had decided to take up that sector in the last two-three days of the census enumeration period. Prompt steps were taken in such cases by either replacing the Enumerator or giving him additional help to complete the job before 31st March. In short, all-out efforts were made at all levels of the census hierarchy to ensure complete coverage of the entire State. Nevertheless in a mammoth operation like the population census, which has to be conducted in India with the help of over a million voluntary operators, and which requires maximum co-operation and understanding of the public, one cannot safely vouchsafe for 100 per cent accuracy or complete coverage. Even in the so-called advanced countries which engaged enumerators with much higher level of education and who were also paid adequately for the work, there have been errors of coverage up to 2 to 3 per cent in their censuses. It does a great credit to the census and a million of dedicated Enumerators in India, who worked on honorary basis, that the coverage error has been less than 1 per cent in censuses in India. To appreciate the magnificent role of the Enumerator, we cannot do better than quote the historic words of our Census Commissioner, Mr. A. Chandra Sekhar : "I should think that the census enumerators, humble men as they are, had done a magnificent job, putting themselves to considerable strain and inconvenience, expecting no monetary benefit, with the fullest realisation of the great cause they were serving. The nation owes them a debt."

5. *Enumeration of the houseless.*—Enumeration of the normal residents living in houses of all kinds was completed by the enumerators during March 10—31, 1971. Households squatting on pavements, precincts of temples and gurdwaras, open platforms of all kinds of establishments, etc., were, however, counted on the night intervening 31st March and 1st April, 1971. Enumerators were asked to take note of all the possible places where houseless population was likely to be living during the period of enumeration in their respective blocks. They were required to report to their Supervisors if they had any difficulty in arranging for enumeration of all the persons living in the open in their blocks and extra help was provided where required to complete their enumeration overnight. They were also asked to keep a special vigil on the large settlements of nomadic population who were likely to camp on the outskirts of villages on the crucial night so as to enumerate them on that night, if not done so already elsewhere by another enumerator. In the space provided for household number in the Individual Slip, 'O' in bold letters was to be put in for houseless households/persons.

6. We did not have to resort to non-synchronous enumeration because every part in the Punjab State was accessible during the period of enumeration.

7. Separate charges for establishments, like railway colonies, police lines, defence establishments, cantonment areas, military areas, big jails, big hospitals, ordnance factories, boarding schools/colleges, industrial towns administered by public sector undertakings, were created for ensuring proper census count in these areas, because the normal charge officers (who were Tahsildars or Secretaries, Municipal Committees) could not create the necessary impact on the personnel of the special areas/establishments, being lower in official status. It was considered that they would not be able to secure proper compliance of various instructions that they would have to issue for the census count.

8. Detailed instructions were issued by the Headquarters of the three wings of the defence services for the enumeration of military personnel :

(i) *Arrangements in Military Area* : Officers Commanding Station were required to function as Military Census Officers. Where an Officer Commanding Station was unable to devote constant attention to this work, he was allowed to designate another officer from the station but he was required to continue to maintain executive control over the census operations in his station. Military Census Officers were made responsible for the enumeration of all persons residing within the 'strictly military areas'. These areas were determined in consultation with the local authorities who were responsible for civil census arrangements. Each Military Census Officer was required to nominate the required number of Charge Officers, Supervisors and Enumerators for his station. All persons engaged in enumeration were required to receive the full course of instructions organised by the State Director of Census Operations in districts. Enumeration of military personnel not actually present with the units/establishments, e.g., away on leave was done at his leave station like any other civilian. Enumeration of military personnel and civilians residing in army messes/hostels not attached to units/formations was the responsibility of civil census officers. Enumeration of military personnel residing outside military areas was the responsibility of the civil census officers.

9. Special staff from Headquarters was put on duty in Amritsar city—our most important census unit—to impart training to the enumeration agency and to supervise actual enumeration. Besides, a Deputy Director was headquartered at Amritsar for nearly six months for successful completion of census in this city and the districts of Amritsar and Gurdaspur.

Relay of provisional population totals :

10. At the Courtallam Conference (of Directors of Census Operations) in June, 1970, the question of release of the provisional population figures immediately after the completion of census count was discussed and finalised. A dummy booklet was circulated along with the census circular XX, in which certain standardised charts, maps and tables which could be built up from the Enumerators' Abstracts had been indicated for being released along with the provisional figures. It was decided that to start with, from the Enumerators' Abstracts only the minimum basic information, relating to total population figures and literates should be consolidated and communicated. The other detailed provisional figures relating to the towns, workers/non-workers, etc., could be released later as a Supplement to Paper I of 1971.

11. It was stipulated in our circular No. XXV that the Enumerators' Abstracts should be collected and sent by the Supervisors to the Charge Officers by April 3, 1971. The Charge Officers in turn were required to post the particulars of the population and literates from columns 2 and 5 of these Abstracts in a register in the following form :

1971 Census Provisional Totals

Name of the Charge — Code No.

Name of the District — Code No.

Code No. and Name of Village or Town	Enumerator's Block No.	*Population*			*Literates*		
		Males	Females	Total	Males	Females	Total
1.							
2.							
3. etc.							
Total for the Charge							

All the villages within the charge and all the enumerators' blocks in the charge were serially entered in columns 1 and 2 respectively of the register and particulars against each block were posted as and when the Abstract was received from the Enumerators; and it was ensured that the figures for all the blocks were received and posted before the totals were struck for the entire charge. Immediately after the totals were struck, the Charge Officer was required to communicate the figures to the District Census Officer on April 4, 1971, by the quickest means possible and also to the Director of Census by adopting the following standard message, followed up by a postal copy in confirmation :

"1971 Census Provisional Totals———
Charge ——— District —— ———
Males ——— Females ———
Total Population —— Literate males ———
Literate females ——Total literates ———"

12. The District Census Officers were asked to post these totals of all the charges in the district, consolidate the totals for the district and communicate the totals on April 5, 1971, to the Director on telephone and to the Registrar-General, India, by an express telegram in the following standard form :

"——— District ——— State———
Males ——— Females ———
Total Population —— Literate males ———
Literate females —— Total literates ——"

We would like to mention that Amritsar District earned the distinction of being the first in the communication of these totals on April 3 followed by Kapurthala and Bhatinda Districts. The remaining eight districts gave these figures on phone on April 4 and these figures for all the eleven districts were conveyed by us to the Registrar-General's office on the night of April 4. Consolidated picture for the entire State was conveyed on April 5 to Registrar-General's office. We were thrilled at Chandigarh to observe that our District Census Officers were vying with each other for relaying of these totals. The Registrar-General, India, was pleased to appreciate our effort by a telegram :

"SONDHI FROM CHANDRASEKHAR (.) MY HEARTIEST CONGRATULATIONS TO YOU AND YOUR COLLEAGUES AND TO ALL THE CENSUS OFFICERS IN THE DISTRICTS ON YOUR STATE BEING AMONG THE EARLIEST TO COMMUNICATE THE PROVISIONAL POPULATION FIGURES.

REGGENLIND".

13. For the compilation of further details of the provisional population figures from the Enumerators' Abstracts as a Supplement, the following procedure was followed. Each Charge Officer was required to open separate registers, one for males and another for females, in the following form :

MALES/FEMALES

"Name of the Charge ——Code No. ———
Name of the District ——— Code No. ———

Code No. and name of the village	Enumerator's Block No.	Sex	Population	S. C.	S. T.	
X	Y	1	2	3	4	(Cols. 5 to 13 same as the enumerator's abstract)

14. The opening of separate registers sexwise and the posting of figures for each sex from the enumerators' abstracts had been suggested as this was expected to facilitate the totalling of the figures for each sex for the entire charge without difficulty. After totalling the figures for each sex, consolidated abstract for the entire charge was prepared, incorporating the figures for males and females, and also striking the totals, and copies of this consolidated statement were communicated by post to the District Census Officer and the Director, Census Operations, by each Charge Officer. The figures of the residential houses, households, institutional households, and houseless households given in the Enumerators' Abstracts were also consolidated chargewise and the total figures for the charge were communicated to the District Census Officer and the Director, Census Operations, by the Charge Officers. The District Census Officers posted the figures of each of the charge in the district statement and the totals for males, females and totals for the entire

district were struck and the district statement was communicated to the Director, Census Operations, as well as to the Registrar-General, India, by post. The District Census Officers were required to submit this statement by April 15, 1971.

15. We invited press representatives in a Conference at Chandigarh and released the provisional population data contained in Paper I on April 15, 1971, and in the Supplement on May 5, 1971.

June 2, 1971
Mr. A. Chandra Sekhar
Registrar General and
Census Commissioner
2-A Mansingh Road
Kotah House Annexe
New Delhi-11, India

Dear Mr. Chandra Sekhar :

Before we take another census I will want to consult with you to find the secret of your success in putting out such a report so promptly. This is really an outstanding performance, even with the day and night devotion of the staff to which you pay tribute. The State Offices must have given very enthusiastic and effective co-operation. Even with that, the job of compilation and the preparation of the charts and maps represents a major achievement.

We congratulate you and look forward to the more detailed reports which will help interpret some of the results which you have now put before the interested public in such a tantalizing manner.

Sincerely,

(Sd) CONRAD TAEUBER

Associate Director,
Bureau of the Census

We are equally tempted to reproduce below the letter received by us from our Census Commissioner, Mr. A. Chandra Sekhar, regarding the release of Paper I of 1971 Census in Punjab within two weeks of the completion of census count :

A. CHANDRA SEKHAR

D.O. No. 9/120/70-CTU (CEN)
Telegrams : REGGENLIND

MINISTRY OF HOME AFFAIRS,
THE REGISTRAR GENERAL, INDIA,
NEW DELHI.

April 20, 1971

Dear Sondhi,

I received copies of your Paper I of 1971—Provisional Population Totals. My congratulations to you and to your colleagues for the excellence of the publication and the promptness with which you have been able to announce the results.

Shri P.L. Sondhi,
Director of Census Operations,
Punjab, Chandigarh.

Yours sincerely,

(Sd) A. CHANDRA SEKHAR.

The speed with which we were able to throw up the provisional population data immediately after completion of the census count had attracted worldwide attention : Conrad Taeuber, Associate Director, Bureau of the Census, U.S.A., wrote a letter to our Census Commissioner in this connection which we are tempted to reproduce below. Our Organisation received similar compliments from other well-known demographers, sociologists, and administrators from various countries.

U. S. DEPARTMENT OF COMMERCE
Bureau of the Census
Washington, D. C. 20233
OFFICE OF THE DIRECTOR

16. The Table given below shows the provisional population totals and the final population figures compiled after sorting for the Primary Census Abstract for each district. The provisional figures were remarkably correct inasmuch as there has been variation between 0.22 and 1.57 per cent only in districts after tabulation. For the State as a whole the gap between the two sets of figures is not more than 0.58 per cent; indeed, a commendable performance of the enumeration agency—especially when the provisional figures were, consolidated on the basis of thousands of Enumerators' Abstracts.

TABLE

STATE/DISTRICT	Provisional Population Totals 1971			Actual Population 1971			Percentage variation of Provisional and Actual
	Persons	Males	Females	Persons	Males	Females	
1	2	3	4	5	6	7	8
PUNJAB ..	13,472,972	7,192,305	6,280,667	13,551,060	7,266,515	6,284,545	+·58 (+78,088)
Gurdaspur ..	1,219,962	641,505	578,457	1,229,249	650,282	578,967	+·76
Amritsar ..	1,822,606	976,360	846,246	1,835,500	988,923	846,577	+·71
Firozpur ..	1,899,990	1,013,564	886,426	1,905,833	1,019,094	886,739	+·31
Ludhiana ..	1,410,168	760,189	649,979	1,419,421	768,753	650,668	+·66
Jullundur ..	1,446,307	766,270	680,037	1,454,501	772,416	682,085	+·57
Kapurthala ..	427,050	224,916	202,134	429,514	227,331	202,183	+·58
Hoshiarpur ..	1,035,900	537,782	498,118	1,052,153	553,946	498,207	+1.57
Ropar ..	542,059	291,240	250,819	545,005	294,047	250,958	+·54
Patiala ..	1,212,399	654,645	557,754	1,215,100	657,883	557,217	+·22
Sangrur ..	1,142,854	619,069	523,785	1,146,650	623,090	523,560	+·33
Bhatinda ..	1,313,677	706,765	606,912	1,318,134	710,750	607,384	+·34

SECTION 17

THE CENSUS ACT

The legal basis of census taking is provided by the Indian Census Act (No. XXXVII) of 1948. A copy of the Act, as amended from time to time is given in Appendix XVII.1. Some of the salient features of the Act are explained hereinafter.

Power to take Census :

(i) Under Section 3 of the Act, the Central Government have been empowered to take census in whole or any part of India. By Government of India, Ministry of Home Affairs Notification No. SO. 2709, dated July 3, 1969, it was declared that the Census of India would be taken during the year 1971 with reference date being sunrise on March 1, 1971 and by a later Notification No. SO. 71, dated January 14, 1971, the reference date was postponed to April 1, 1971 owing to the mid-term poll to the Lok Sabha in February, 1971.

Appointment of Census staff :

(ii) Section 4(i) empowers the Central Government (a) to appoint a Census Commissioner for India to supervise the taking of census throughout the areas in which the census is taken and (b) the Superintendents of Census Operations to supervise the taking of the census within the several States. The State Government or such other authority to whom power is delegated by the State Government in this behalf is further authorised to appoint Census Officers under this Section. The Punjab Government has delegated its authority to the Superintendent of Census Operations to appoint census officers.

(iii) Section 5 confers upon all census personnel the status of 'public servants' within the meaning of the Indian Penal Code.

(iv) Every person belonging to the Navy, Army or Air Force, every person incharge of a vessel, or incharge of a lunatic asylum, hospital, workhouse, prison, reformatory or lock-up or of any public, charitable, religious or educational institution, or a keeper, secretary or manager of any sarai, hotel, boarding house, lodging house, emigration depot or club or a manager or officers of a railway or any commercial or industrial establishment; or an occupant of immovable property wherein persons are living, is bound under section 6 to perform the duties of a Census Officer in relation to the persons under his charge, when directed to do so by a written order by competent authority. The competent authority under this section is the District Magistrate and such authority as may be prescribed by Government.

(v) Similarly, under section 7 all members of the district, municipal, panchayat and other local authorities, all officers and members of staff of any factory, firm or establishment, and all owners and occupants of land, tenure-holders, farmers, etc., are bound to give such assistance, as may be required. The competent authority under this section is the District Magistrate and such authority as may be appointed by the Government for this purpose.

(vi) Under section 8 of the Census Act all persons are legally bound to answer census questions to the best of their knowledge or belief.

(vii) Section 9 deals with the subject of free access to all premises and to affix numbers/letters thereon and gives the necessary authority to all census officers within their respective jurisdiction.

(viii) Section 11 provides punishment for an offence under the Census Act. Any census officer found guilty of the following offences is liable to imprisonment for six months :

(a) intentionally puts any offensive or improper question; or

(b) knowingly makes any false return; or

(c) without proper sanction, discloses any information received for a census return.

(ix) Sanction of the State Government or any authority duly authorised is necessary before prosecution under section 12. The authority of

the State Government under section 12 was not delegated to the District Magistrates in Punjab and as such prosecutions could be sanctioned only by the State Government itself in consultation with the State Director of Census Operations.

2. The questionnaires relating to Houselisting and Establishment Schedules were notified for general information in the *Punjab Government Gazette* along with the Individual Slip designed for the census count. We also issued appointment orders of Enumerators, Supervisors and Charge Officers for Houselisting under the Census Act. At a later stage we discovered that houselisting operation fell outside the purview of the Census Act, but our action was not called in question at any level because not a single case had cropped up where it might have become necessary for us to go to court of law to punish any recalcitrant census officer or Enumerator etc. We have, in the circumstances, escaped unhurt this time but it is clearly indicated that at the future decennial censuses we should make every effort to include the houselisting operation within the purview of the Census Act. Secondly, the Act does not clearly define how the census records are privileged, secret and inaccessible to other departments of State and Central Governments. There was a lurking fear in the mind of intelligentsia that there was no particular protection under the Census Act to information being given to other government departments by the census organisation. It is a fact that the census law does not clearly specify the extent to which census information is privileged from being given to other government departments. It may be useful to insert specifically in the Census Act itself, to allay the fears of public, that other government departments will not be given any information relating to any individual or groups of individuals.

3. There was no occasion to pursue a prosecution to the hilt under the penal provisions of the Census Act. In fact, our instructions to the District Officers were: that they should get the census through as far as possible without resorting to the penal provisions of the Act. We had advised them that if there were any recalcitrant elements in the enumeration agency, they should issue them simple show cause notices under the provisions of the Census Act and if that kind of a threat did not succeed, they should get into touch with the Head of the Department concerned, if need be, through the Director of Census Operations. Our policy of a judicious mixture of appeal to good sense and threat of prosecution worked miracles in every tough situation.

4. The following statutory notifications were issued under the various provisions of the Indian Census Act by the Government of India and the Punjab Government to facilitate taking of the 1971 Census. The relevant Notifications are reproduced in Appendix XVII. 2. (i) to (x).

Serial No.	Section of the Act	No. and date of Notification	Short Subject
1	Section 3	Government of India, Ministry of Home Affairs, No. S.O. 2709, dated 3rd July, 1969	Declaring that the Census of India will be taken during the year 1971 with reference date sunrise of 1st March, 1971.
2	Section 3	Government of India, Ministry of Home Affairs, No. S.O. 371, dated 14th January, 1971	Postponing date for the Census to 1st April, 1971 by amending the notification at Serial No. 1 above.
3	Sub-section (2) of section 4	Punjab Government notification No. 10177-5 C. I. 69/21099, dated 19th August, 1969	Appointment of Deputy Commissioners, certain State Civil Service Officers etc. as Census Officers.
4	Sub-section (2) of section 4	Punjab Government notification No. 10177-5 C. I. 69/21107, dated 19th August, 1969	Appointment of Tahsildars and Naib-Tahsildars as Census Officers to be designated as Charge Officers in their respective circles.
5	Sub-section (3) of section 4	Punjab Government notification No. 10177-5 C I. 69/21103, dated 19th August, 1969	Authorisation of Census Officers to sign declarations for any local area within their respective jurisdictions.
6	Sub-section (4) of section 4	Punjab Government notification No. 10177-5 C.I. 69/21111, dated 19th August, 1969	Declaration of power to Superintendent of Census Operations to exercise the power to appoint Census Officers.

Serial No.	Section of the Act	No. and date of Notification	Short Subject
7	Sub-section (2) of section 4	Punjab Government notification No. 11679-CI (ASO-2)-69/78, dated 15th October, 1969	Appointment of Administrators/Executive Officers/Secretaries of M.Cs./N.A.Cs. in the Punjab as Census Officers to be designated as Charge Officers for the purpose of the Census Act.
8	Sub-section (3) of section 4	Punjab Government notification No. 11679-CI (ASO-2)-69/82, dated 15th October, 1969	Authorisation of Census Officers appointed under Punjab Government notification No. 10177-5C.I.69/21107, dated 19th August, 1969 and No. 11679-78, dated 15th October, 1969. to sign declarations for any local area within their respective jurisdictions.
9	Sub-section (1) of section 8	Punjab Government notification No. 14646-CI (ASO-2)-69/530, dated 25th November, 1969	Notification of Census Schedules—Houselist, Establishment Schedule and Individual Slip.
10	Sub-section (1) of section 3 of the East Punjab Enumeration of Dwellings Act, 1948	Punjab Government notification No. 85-CI (ASO-2)-69/4918, dated 20th February, 1969	Appointment of Superintendent of Census Operations, Punjab as *ex officio* Enumeration Commissioner, Punjab, to supervise the taking of the enumeration of dwelling houses throughout the Punjab State.

SECTION 18

DIRECTIVE ISSUED BY THE STATE GOVERNMENT HEADS OF DEPARTMENTS, ETC., TO FACILITATE CENSUS OPERATIONS

The Indian Census is one of the largest and highly complicated administrative operation in the world. It is the State Govt. administrative machinery that is utilised for this big operation from decade to decade. It is, therefore, extremely necessary that the Director, Census Operations has the fullest backing of the State Govt. to make a success of this operation and it is precisely for this reason that a senior officer of the I.A.S. on the State cadre is selected by the Govt. of India to pilot these operations in the main States.

2. The Ministry of Home Affairs/Registrar-General, India sent a number of policy letters to the State Government for launching on the 1971 census operations, the important ones have been listed below and are reproduced at Appendix XVIII.1 (i) to (ix).

S. No.	MHA/RGI letter No. and Date	Subject
1	2	3
(i)	23/I/67-Map, dated 4th April, 1967.	A copy of the Manual of Instructions on the Scheme of Permanent Housenumbering was forwarded to the Chief Secretary to Govt., Punjab for its implementation in the State for creating census framed.
(ii)	28/66/68-Pb. I, dated 15th April, 1968.	Informing the Chief Secretary to Govt., Punjab that Census of India would be taken in February-March, 1971 and that all proposals for reconstituting or making adjustments in jurisdiction of various administrative units should be finalised and given effect to before 31st July, 1969.
(iii)	23/3/68-Map dated 26th April, 1968 from Shri A. Chandrasekhar, Addl. Registrar-General, India, to Shri H. B. Lal, Chief Secretary, Punjab.	Requesting State Govt. to implement the Permanent Housenumbering Scheme expeditiously.
(iv)	4/3/69-Ad. I, dated 23rd July, 1969 from R. G. I. to Chief Secretary, Punjab.	Provision of clerical assistance to district-subdivisional, tehsil and local bodies in connection with the 1971 Census work.
(v)	D. O. No. 9/55/Pub. 69 CTU (CEN), dated 2nd February, 1970 from Shri A. Chandrasekhar, R. G. I. to Shri A. N. Kashyap, Chief Secretary to Govt. Punjab.	Requesting the Chief Secretary, Punjab for issue of instructions by the State Govt. that any negligence of census duty by its staff would be severely dealt with.
(vi)	21/5/70-Pub. I, dated 25th May, 1970 from the Joint Secretary to Govt. of India, Ministry of Home Affairs and Registrar-General, India.	The State Govt. was requested to postpone the municipal and local bodies elections beyond March, 1971 as these might interfere with the preparatory census work.
(vii)	D. O. No. Dy. 882/PSDM/70, dated 18th September, 1970 from Shri K. S. Ramaswamy, Union Deputy Home Minister to Shri P. S. Badal, Chief Minister, Punjab.	Requesting the Chief Minister, Punjab, to postpone the proposal regarding territorial changes, till March 1971.

S. No.	MHA/RGI letter No. and date	Subject
1	2	3
	(viii) 38/1/70-Ad. II, dated 24th September, 1970 from R.G.I. to the Chief Secretary, Punjab.	The State Government was requested that school and college examinations for 1971 should commence only after about 20th March to enable the school teachers to give wholehearted atttention to census work.
	(ix) 9/62-PU/69-CTU (CEN), dated 10th October, 1969 from Registrar-General, India & *ex officio* Joint Secretary, M. H. A. to Shri A. N. Kashyap, Chief Secretary, Punjab.	Request for freezing of transfers of the staff put on census duty.

(3) The following letters were issued by the Posts & Telegraphs and the Railway Departments for facilitating the census operation and reproduced at Appendix XVIII. 2 (i) to (iii).

(i) No. 58/22/69-CI, dated nil from the Director-General, Post Offices to all the Postmaster-Generals in the country.	Directing the various Posts & Telegraphs Offices/ R. M. S. offices to dispose of expeditiously the letters/packages and telegrams posted or booked by the census offices.
(ii) No. 18/10/70-PHA dated 27th January, 1970 from the Director-General, P.H.A. to all Heads of Circles/Districts.	Provision of temporary telephones for the Regional Census Offices.
(iii) No. 69.T.G. IV/35/27, dated 1st December, 1969 from Director, Traffic (C), Ministry of Railways (Railway Board) New Delhi to all General Managers, Railways.	Directing regional office for expeditious clearance of consignments booked by the census offices.

Administrative Instructions :

4. The State Government issued administrative instructions to various Heads of Departments/ District Officers on a number of important points concerning the 'operation census' from time to time. Out of these, some of the important circular letters are listed below :—

S. No.	Govt. order/memo/letter No. and date	Subject covered
(i)	Letter No. 3409-3S-III-69/11892, dated 24th April, 1969 from Chief Secretary to Government, Punjab to all Heads of Departments/District Officers.	Introducing the Superintendent of Census Operations to the State Heads of Departments/ District Officers and authorising him to have direct correspondence with them.
(ii)	Letter No. 11680-CI(ASO-2)-69/87, dated 15th October, 1969 from the Secretary, Local Government, Punjab to the Presidents/Executive Officers, etc. etc., of Municipal Committees.	Asking the local bodies to give utmost importance to census work and declaring that the various expenses in connection with the census operations will be a legitimate charge on the funds of the local bodies.
(iii)	Letter No. 1410-CI(ASO-2)-70, dated 17th February, 1970, from the Secretary, Local Government, Punjab to the Presidents, Executive Officers, etc. of Municipal Committees.	Declaring expenditure on T.A. by officers of local bodies as valid charge on the municipal funds.
(iv)	Letter No. 9378-SII-69/30525, dated 28th November, 1969, from the Chief Secretary, Punjab to all Commissioners/Deputy Commissioners.	Requesting the Commissioners of Divisions and and Deputy Commissioners that work done by the district officials in connection with the census should find a mention in their annual confidentialepirts.

S. No.	Govt. order/memo/letter No. and Date	Subject covered
1	2	3
(v)	Letter No. 17104-CI(ASO-2)-69/107, dated 12th January, 1970 from the Secretary, Local Government, Punjab to Presidents/Secretaries of Municipal Committees.	Requesting that work done by the municipal staff in connection with census should find a place in their annual confidential reports.
(vi)	Letter No. 685-SII-70/3824, dated 20th February, 1970 from the Chief Secretary, Punjab, to Commissioners of Divisions, all Deputy Commissioners and copy to all Heads of Departments.	Drawing attention of these officers that some of the census officers have not taken adequate interest in the census work and that any further default will be adversely commented upon in the annual character rolls.
(vii)	Letter No. 7855-SII(4)-70, dated 6th January, 1971 from Chief Secretary, Punjab, to all Heads of Departments and District Officers	Regarding performance of census duty within normal working hours.
(viii)	Letter No. 7022-SII(4)-70, dated 26th/30th November, 1970, from the Chief Secretary to all Heads of Departments and District Officers.	Regarding restriction on transfers until March, 1971 of all officers/officials concerned with census work.
(ix)	Memo No. 14444-CI(ASO-I)-70, dated 26th November, 1970, from the Secretary, Local Government to all Presidents/Executive Officers, Municipal Committees, Punjab.	Restricting transfers of the census staff in the midst of operation and grant of casual/earned leave.

These letters are reproduced at appendix XVIII. 3. (i) to (ix).

5. The State Government also took keen interest in the implementation of the Scheme on Permanent Housenumbering. The following circular letters (reproduced at appendix XVIII. 4(i) to (vi) were issued by the State Government in this connection :—

S. No.	Govt. order/memo/letter No. and Date	Subject covered.
(i)	Memo No. 8119-CI(ASO-2)-68/37817, dated 25th October, 1963, from Secretary, Local Government to all Deputy Commissioners and Commissioners.	Requesting the Deputy Commissioners to take due interest in the implementation of the Permanent Housenumbering Scheme.
(ii)	Memo No. 9998-2CI(ASO-2)-68/40875, dated 28th November, 1969, from the Secretary, Local Government, all Presidents/Executive Committees.	Requesting the local bodies to take adequate interest in the implementation of the permanent Housenumbering Scheme and declaring expense on the Scheme as a fit charge on the municipal fund.
(iii)	Memo No. 6409-R-IV-68-75, dated 4th January, 1969 from Deputy Secretary, Revenue Department to all the Deputy Commissioners in the State.	Requesting them for preparation of notional maps by the revenue agency.
(iv)	Memo No. G-I-69/3046-3161 from the Director of Panchayats and Community Developments, Punjab, to all the Block Development & Panchayat Officers in the State.	Advising them to take interest in the implementation of the Scheme through the Panchayats fund if utilised for this scheme would be considered a fit charge under the Gram Panchayat Act, 1952.
(v)	D.O. No. 934-CI(ASO-2)-69/4286, dated 12th February, 1969 from Shri A. C. Sen, Deputy Secretary, Local Government to all Deputy Commissioners.	Requesting the Deputy Commissioners to make a success of the Scheme and asking them to send a report on the progress made in each district.
(vi)	D.O. letter, dated 14th March, 1969 from the Chief Secretary, Punjab, to all Deputy Commissioners.	Requesting them to take all necessary steps for expeditious implementation of the Permanent Housenumbering Scheme.

6. The Census Directorate also requested all Heads of Departments in the State to issue necessary instructions to their field staff to give unstinted cooperation to the District Census Officers/ Census Charge Officers etc. They were told that census being an administrative operation of great dimensions, it had to be accomplished by harnessing the vast administrative machinery in which subordinate staff at their disposal had an important role to play. They were good enough to issue instruction forwarding a copy of our letter to all the subordinate offices for faithful compliance of our instructions. Some of the Heads of Departments took keen interest in the successful completion of this task by issue of meaningful and comprehensive letters to their staff. A bunch of important letters issued in this connection are listed below and are reproduced in Appendix XVIII. 5(i) to (vi).

S. No.	Govt. order/memo/letter No. and Date	Subject
1	2	3
(i)	Memo No. IT/A/16/1/7372-T, dated 16th September, 1969 from the Director, Indusries and Industrial Training, Punjab, to all Heads of sub-offices in the State.	Advising the staff to devote full attention to Census work.
(ii)	D.O. letter No. 3/110-69/OA-II(2), dated 8th December, 1970 from Shri R. S. Thapar, Administrative Officer, Education Officers in the State.	Advising Education Officers not to make any transfers in the midst of census operations.
(iii)	D.O. letter No. 3/110-69/OA II(2), dated 15th December, 1970 from Shri R. S. Thapar, Administrative Officer, Punjab Education Department to all Circle/District Education Officers.	Advising the Education Officers to give utmost cooperation and assistance to the census authorities.
(iv)	Memo No. 12/12/71-ES(2), dated 3rd February, 1971, from Director of Public Instruction, Punjab, to all District Education Officers.	Directing that teachers put on census duty should not be allowed to proceed on one month compulsory leave to take various examinations.
(v)	Memo No. 3/110-68-O.A. II(2), dated 12th February, 1971, from Director of Public Instruction to all District/Circle Education Officers in the State.	Permitting school teachers to utilize 2-3 hours every day in the afternoon during the enumeration period for census work and further permitting them to attend to census work during normal working hours in certain special cases.
(vi)	D.O. letter No. 4/63-70-XM-6, dated 18th Jan., 1971 from Shri Apparapar Singh, Assistant Director (Exams.) Punjab Education Department to Shri H. S. Kwatra, Deputy Director, Census Operations, Punjab.	Informing that annual middle standard examinations for 1971 will start from 26th February, 1971 and finish on 9th March, 1971 so that census work does not suffer.

The School Board of Education, Punjab, agreed at our instance that teacher enumerators/ supervisors would not be put as invigilators at the Matriculation and Higher Secondary Examinations so that they could give undivided attention to census work. We supplied lists of such teacher-enumerators to the Board for implementing this decision.

Shri Gurnam Singh, Chief Minister, Punjab, addressed the District Census Officers/District Statistical Officers on the eve of the Houselisting Operation—November 6, 1969 at Chandigarh, who had then gathered together for receiving training on various facets of the houselisting operation. Chief Minister's address is reproduced at Appendix XII. 2. Shri Manmohan Kalia, State Minister for Local Government also participated in these deliberations. Shri K. D. Ballal, Deputy Registrar General also addressed the trainees on November 6, 1969 at Chandigarh. Shri Sohan Singh Bassi, Chief Minister (Acting) Punjab, addressed the District Census Officers/District Statistical Officers on the 30th September, 1970, who had been invited to Chandigarh for receiving training on various facets of census enumeration.

SECTION 19

CENSUS CIRCULARS

We had to issue a large number of circular letters for completion of various stages of census operations, according to a pre-determined calendar, by the task force of nearly 30,000 hands distributed all over the State. The census circulars (27 in number) and all other important policy letters have been bundled together in three neatly bound registers, one each for the three years, 1969 to 1971, and which are available in the office. All the circular letters have been indexed separately, date-wise and subject-wise. It has not been considered necessary to produce all these circulars in the appendices in order to save on printing and to reduce the size of this report. However, in some of the chapters of this report a few census circulars have been given a place in the appendices to highlight some of the points. We took care to see that each census circular was confined to one or two stages only so as to enable the Charge Officers to understand and implement each stage without overloading of any kind. The census circulars were sent to all the Deputy Commissioners (with spare copies), Commissioners of Divisions, Regional Deputy Directors, District Census Officers, District Statistical Officers, Sub-Divisional Officers (Civil) and Charge Officers. Copies of important circulars were also sent to the Registrar General, India, Punjab Government in the Local Government Department and other State Heads of Departments intimately concerned with the census. Besides the standard booklet containing Instructions to Enumerators for house-listing and census count, an Abbreviations Card was designed and distributed among Enumerators; folders containing points for taking action by Supervisors and Charge Officers were also sent to them to highlight the importance of their specific role in the implementation of the census operation.

We did not prepare any Manual of Instructions because we found it difficult to project precisely the trend of thinking on various policy matters and procedures in advance of the two phases of the census. We quite realized that procedural and other changes on various stages were inevitable in an operation like census and if a Manual were attempted and circulated in advance it would have become out of date far too soon than expected.

I owe a debt of gratitude to my colleague, H. S. Kwatra, Deputy Director (Hqrs.) for all the pains and meticulous care taken by him in the drafting of these comprehensive and qualitative census circulars. My successor should find it easy to organise his work at the 1981 Census with the help of this compendium, contained in three registers.

SECTION 20

PUBLICITY MEASURES

The purpose of masterminding a punchy census publicity was to instill an awareness in the casual millions to familiarise them with the *modus operandi* and to drive home the need for an accurate census count. The underlying objective nevertheless, was to prepare a more information divulging citizenery, by dispelling from their mind any fear of an information leakage, either to an individual or a court of law—a right accorded to them in conformity with the Census Act. Parcelled in the publicity campaign was a reminder, merged into an appeal, imploring the populace to answer the questions truthfully and accurately. The purpose of the publicity materials was more than adequately justified in the spirited response meted out to our enumeration agency.

2. The operation of publicity for the house listing phase was controlled at the centre by the Directorate of Advertising & Visual Publicity (DAVP), Ministry of Information & Broadcasting-the funds for this purpose were included in their budget. Though the Registrar General supplied material for advertisements etc., the translation into various regional languages was done by them. As to the allotment of advertisements in newspapers, the Registrar General decided to bring out, through D.A.V.P. two advertisements in the daily newspapers in the corresponding regional language. In our State, we finalised on the following pattern :—

> The Tribune, Chandigarh (English),
> Ajit, Jullundur (Punjabi), Akali
> Patrika, Jullundur (Punjabi),
> Vir Partap, Jullundur (Hindi),
> Hind Samachar, Jullundur (Urdu),
> for publication in their issues on
> January 25, 1970 and February 1, 1970

But as we could not bring about a unified effect through a simultaneous appearance of the advertisement in all the local dailies, we disbanded this arrangement. At the time of the second phase of the census operation, the Registrar General decided, in consultation with the Director of Advertising & Visual Publicity, to sanction a sum of Rs. 5,000 for each Director to enable him to issue directly advertisements to the local papers on the approved list. Advertisements to highlighting the period of census count and importance of census, accordingly appeared in the local papers : in the Tribune dated March 7, 11 and 14, 1971; Indian Express New Delhi—March 7 and 10, 1971 ; Akali Patrika Jullundur—March 5, 10, 15, 18 and 21, 1971 ; Ajit Jullundur—March 5, 10, 15, 18 and 21, 1971. We also issued on the eve of the houselisting operation a comprehensive hand-out to the newspapers, through the State Public Relations Department, to solicit from, people, co-operation for the enumeration agency. A copy of this hand-out is available on the office file No. Census-Pb.70/104.

3. Our principal operation being the human count, it received an appropriate share of publicity. The Registrar General evolved a census emblem, extensively used on various publicity materials and as intended, it caught the eye of the government machinery and public. Indeed, the emblem made almost everyone census conscious in the State.

4. Posters—Stickers—Folders and Newspaper advertisements through DAVP.

The Directorate of Advertising & Visual Publicity arranged to supply us 5,000 census posters in English ; 24,575 in Punjabi and 5,000 in Hindi *vide* their letters No. 51/431, dated April 6, 1971 ; 51/43/70/Dit dated December 7, 1970 ; 51/43/70/Dit dated December 23, 1970 and 9270, dated January 31, 1970. We were also supplied 5,000 stickers in English, 23,900 in Punjabi by DAVP *vide* their letters No. 51/431, dated October 6, 1970 and 51/43/70/Dit dated November 17, 1970, 25,000 folders in English and 115,000 in Punjabi entitled "Population Census—why should we have one ?" were also received from the DAVP *vide* their letters No. 9/39/70/2, dated February 23, 1970 and No. 9/39/70 dated March 6, 1970. We distributed the material throughout the State through our District Census Officers who were given comprehensive instructions for this *vide* our letter No. Census-Pb. 70/9050, dated October 21, 1970. They were specifically asked to use these stickers on—

(i) Municipal Committee/Cantonment Board Offices (ii) Educational Institutions (iii) Government Offices (iv)

Railway Stations (v) Bus Stands (vi) Military Establishments (vii) Sports Stadia (viii) Market Committee offices (ix) Panchayat Ghars (x) Hospitals (xi) Family Planning Centres (xii) Fairs & Festival Sites (xiii) Cinema Houses (xiv) Religious Places (xv) Libraries & Reading Rooms (xvi) Block Development & Panchayat Offices, etc. Census Charge Officers in urban areas were mobilised for intensive publicity. Block Development & Panchayat Officers in villages were their counterparts for this purpose. All District Heads of Departments were also supplied these publicity materials for circulation amongst their staff etc. We received 25,000 folders in English in time for distribution but those in Punjabi were received on the 7th April, 1971, a week after we had folded up the counting operation. 1,15,000 Punjabi folders have as a result remained unfolded because the DAVP were unable to arrange for their despatch in time. The Directorate of Advertising & Visual Publicity will, therefore, have to, at the next decennial census, ensure that all publicity materials to the Directors in the States reach well in time. Copies of these posters, stickers and folders are on record in our office in file No. Census-Pb. 70/104. Whatever we could despatch into an early circulation, however, made a significant dent on the mass psyche as the traditional hostility of an illiterate and a conservative rural mind gave way this time to an appealingly educative propaganda. For the unmindful city dweller, we impinged his attention with captivating pictorial advertisements. The publicity brought into its circle of effectiveness the entire community.

5. Publicity through the A.I.R.

Reinforced with radio commercials, publicity by A.I.R. was designed to achieve the following :

(a) To resound the listener of the need for accurate figures to devise plans for State and national development.

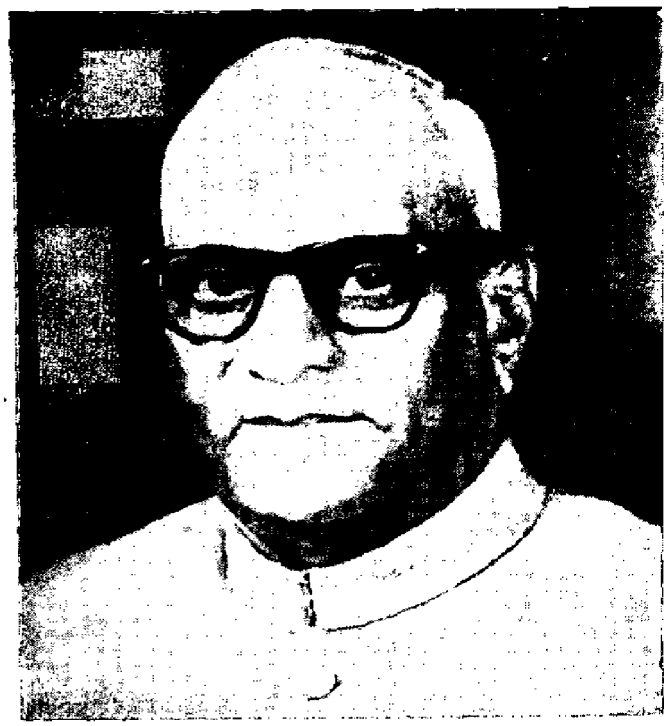
(b) Familiarise all sections of the community with the *modus operandi* for the collection of the required data and information. The programmes were scheduled from December, 1970 to February, 1971, in the first instance. But later when the Census was postponed by a month, the programmes were extended upto March, 1971. Their publicity campaign was latched to all programmes, with particular emphasis on those directed to rural and women listeners and industrial workers. In addition, a few slogans were also approved by the Registrar-General for spot announcement on Vividh Bharti programme on a commercial basis. We had the benefit of these spots being broadcast from Chandigarh and Jullundur A.I.R. stations during the crucial months of February and March, 1971. More than any other medium, these spots in Punjabi/Hindi sunk a census consciousness in the public mind. We are of the opinion that we should make an increasing use of this medium at the future Censuses. A detailed time-schedule covering various programmes of the All-India Radio was drawn up by the Station Director, Jullundur, in consultation with us, which is reproduced at Appendix XX(1). The Director of Census Operations and his three Deputy Directors gave talks on various subjects concerning census from the A.I.R., Jullundur, copies of which are available in the office file No. Census-71/Pb/199.

MESSAGE

BY

HON'BLE SHRI V. V. GIRI

PRESIDENT OF INDIA



The decennial Population Census of India is a gigantic operation of great national importance. It is a kind of national stock-taking, as it were. In the modern age, the Census has become an indispensable instrument of policy and development planning. The Census is not a mere counting of heads but a scientific enquiry intended to present a complete and objective picture of man in his social, cultural and economic setting. A Census is the product of great co-operative endeavour between the Government and the people. The success of the Census depends on the truthful answers to the Census questionnaire that every citizen is expected to furnish when the enumerator calls at his door. The information collected of individual at a Census is treated as confidential under law and it can be used only as statistical data.

The forthcoming Census of India in 1971 will be a landmark, as it marks the completion of hundred years of Census-taking in the country; and so, is of special signiticance to the nation. It is my hope that every citizen will fully co-operate in this great national task.



MESSAGE

BY

SHRIMATI INDIRA GANDHI

PRIME MINISTER OF INDIA

1971 is a decennial census year in our country. It also marks the completion of a hundred years of census taking in India.

India is on the threshold of momentous changes in the social and economic life of the people. These have to be based on the knowledge of the state of the people and accurate assessment of their needs. The Census provides such an assessment.

In our country the Census is an operation of gigantic magnitude. Over a million trained census-takers will go into action on the 10th Of March, 1971. They will visit every household throughout the length and breadth of the country, and collect data on the important demographic, social and economic characteristics of every individual.

The success of a census depends on the wholehearted co-operation of the people. Every single individual is an equal partner in this great national venture. I appeal to every one to extend the fullest co-operation to the Census enumerators.

These messages undoubtedly secured the co-operation of many a citizen in the country.

6. **Publicity through the films :**

In co-operation with the Films Division, a film on "Census of India 1971" was produced. One copy of this was produced in 35 mm in the national language. A number of copies of this in 16 mm were produced in the regional languages for wide publicity. We were supplied 43 films "16 mm" in Punjabi for our State. We distributed 13 films to the Director, Public Relations, Punjab; 5 to Field Publicity Officer, Ministry of Information & Broadcasting; 24 to Audio-Visual Aids Officer, Development Department, Punjab; and one was given to Director, Public Relations, Punjab, directly by the Films Division. The films widely circulated in the State, bolstered our frantic effort to create a census conscious populace.

7. We were also supplied 84 cinema slides (English 16, Hindi 25, Urdu 14 and Punjabi 29) by the Directorate of Advertising & Visual Publicity for being shown at the cinema houses in the Punjab State. We placed these at the disposal of the Director, Public Relations, Punjab for being exhibited in auditorium and touring talkies throughout the State. These slides on the enumeration period of census were a reminder to the public, of the coming census count.

8. We sought the services of Posts & Telegraphs Department whose stamp cancelling machines dubbed our slogans over millions of transit paper messengers. Their scarred faces read :

> "1971 Census—10th March—31st March, 1971. Get yourself and all the family counted. Ask your friends to do the same",

—the epitome of the census objective.

SECTION 21

HONORARIA TO CENSUS ENUMERATION STAFF AND CENSUS MEDALS

The census enumeration continued to be a labour of love till the 1961 Census when small amounts (Rs. 20 per census block for 750 persons in rural and 600 persons in urban areas) by way of honorarium started being paid to the enumeration agency. We engaged a contingent of Enumerators/Supervisors from the ranks of teachers mostly for pre-testing of the 1971 census schedules and paid them honorarium at rates slightly higher than those actually given at the 1961 Census. They were not satisfied with this marginal raise in their honorarium and made vociferous protests during the pretesting operation that the quantum of honorarium should be substantially raised to meet the impact of higher cost of living and the increased quantum of work to be handled at the 1971 Census. We accordingly recommended grant of honorarium at higher rates to satisfy the enumeration agency but it was not found possible to accept their demand in full owing to the far-reaching financial implications of even a marginal increase for a task force of over a million of Enumerators to be engaged for the actual census count. The Union Finance Ministry ultimately sanctioned honoraria to various functionaries at the following rates for the two phases of the census :—

		Rs.
(1) Enumerators		
(i) Honorarium for housenumbering, houselisting, and filling up of establishment schedules for a houselisting block.	..	15.00
(ii) Actual census enumeration of an enumerator's block.	..	25.00
(2) Supervisors in charges.		
(i) For a supervisory circle consisting of 4 to 5 enumerator's blocks at the time of houselisting operation	..	15.00
(ii) Actual census enumeration for a supervisor's circle consisting of 4 to 5 enumerator's blocks.	..	25.00
(3) Charge Superintendents (Officers)	...	Lumpsum Honorarium of Rs. 150 for both houselisting & actual census count.
(4) District Census Officers	...	Lumpsum Honorarium of Rs. 500 for both the houselisting and actual census count.
(5) (i) Deputy District Census Officers (ii) Divisional Census Officers (iii) Sub-Divisional Census Officers	..	Lumpsum honorarium of Rs. 250 for the entire operation viz., housenumbering and houselisting & actual enumeration.
(6) (i) Additional Charge Superintendents Officers) (ii) Deputy Charge Superintendents (Officers) (iii) Asstt. Charge Officers/Superintendents	..	Lumpsum honorarium of Rs. 125 only for the entire operation namely housenumbering and houselisting and actual enumeration.

The norm for the disbursement of honoraria was a workload of a representative block of 150 houses in rural and 120 in urban areas for the house-numbering and houselisting operation. A unit consisted of ten houses for which the honorarium was Re. 1 in the case of a rural unit and Rs. 1.25 for that of an urban unit. Where the total number of houses was not divisible into units of 10, a balance of 6 or more was considered for all practical purposes as a unit, and anything less was written off for calculation of honorarium. For the Supervisors, we fixed 50 houses in the rural areas or 40 in urban areas as a unit, Re. 1 being the honorarium for each unit. We distributed the following amounts for the houselisting operation districtwise :—

Serial No.	Name of the District	Honoraria sanctioned for the Houselisting operation
1	2	3
		Rs
1	Gurdaspur	30,951
2	Amritsar	40,007
3	Ferozepur	43,374
4	Ludhiana	41,324
5	Jullundur	43,795
6	Kapurthala	10,643
7	Hoshiarpur	37,400
8	Ropar	22,205
9	Patiala	35,307
10	Sangrur	33,299
11	Bhatinda	30,233
	Total : (Punjab State)	3,68,538

The District Census Officers were, on sanction from the Census Directorate, entitled to draw the prescribed amounts locally. The allocation of funds for each district varied with the strength of the task force, a list of which was provided by each of the district officers. We pursued the same procedure for determination of the honorarium for actual census enumeration Re. 1 to an enumerator for a unit consisting of a population of 30 in rural areas and Rs. 1.25 for the same number in urban areas. Similarly, a population of 150 persons was treated as a unit for a Supervisor and the rates per unit were the same as that for enumerators. The calculations worked out at the Census Directorate were as shown below :—

Serial No.	Name of the District	Honoraria sanctioned for the Actual Census Count
*1	2	3
		Rs
1	Gurdaspur	50,979
2	Amritsar	77,878
3	Ferozepur	78,989
4	Ludhiana	61,214
5	Jullundur	62,022
6	Kapurthala	18,029
7	Hoshiarpur	42,663
8	Ropar	22,469
9	Patiala	50,647
10	Sangrur	48,042
11	Bhatinda	55,172
	Total : (Punjab State)	5,68,104

The expenditure involved was debited to the head "39—Miscellaneous—Social & Developmental Organisation. B. Enumeration, B-C honoraria to Enumerators for the year 1970-71 and 1971-72". After the abolition of the post of District Census Officer on completion of census enumeration, the honorarium to the enumeration agency for actual census count was distributed by the Deputy Commissioner's office. The expenditure on enumeration of population, per head works out to 26 paise as against 15 paise per head for the 1961 Census.

2. Though the Deputy Commissioners were the Principal Census Officers, the brunt of the operation was borne by the District Census Officers. We, therefore, recommended payment of honorarium only to the District Census Officers. In the towns, as the Secretaries of Municipal Committees worked as Charge Officers, we recommended payment of honorarium to them on the following scale:—

No: of towns with population range	Amount of honorarium per Charge Officer (Rs)	Total amount of honorariun (Rs)
(i) Below 10,000 population	..	..
(ii) 39 towns with population 10,000 to 24,999	75.00	2,925.00
(iii) 12 towns with population 25,000 to 34,999	100.00	1,200.00
(iv) 7 towns with population 35,000 to 49,999	125.00	875.00
(v) 10 towns with population of 50,000 and above	150.00	1,500.00
Total amount for 108 towns		6,500.00

An honorarium of Rs. 150 was sanctioned to each of the 42 tahsildars in Punjab, the total amount thus distributed being Rs. 6,300. The work of any other functionary, however, was insignificant to merit any special honorarium.

Medals :

The Registrar General, India, informed us in August, 1970 that we could award to census workers medals for distinguished work. An upper limit of 302 bronze and 151 silver medals was fixed out of which 50 per cent of silver and 75 per cent of bronze medals were reserved for census enumerators and the balance for higher categories of workers. One silver and two bronze medals were provided for every lakh of population. (No ribbon was provided along with these medals). After meeting the requirements for Enumerators, we awarded 76 silver and 75 bronze medals to the select Supervisors, clerical staff, Charge Officers, District Census Officers, the staff of the Regional Tabulation Offices and Census Directorate. Instructions for the distribution of these medals were conveyed to the District Census Officers *vide* our letter No. Census-Pb-70/8459, dated September 22, 1970—copy at Appendix XXI. 2. and D.O. letter No. Census-Pb-71/3796, dated 17th May, 1971—copy at Appendix XX.1.

SECTION 22

GENERAL ADMINISTRATIVE, ACCOUNTS, STORES AND STATIONERY

General Administrative

1. (i) We had a distinct advantage of succeeding to a continuing Census organisation at the 1971 Census. However, the nucleus staff in the inter-censal period was far too inadequate to meet the full requirements of the mammoth operation. We were, therefore, required to build up the entire organisation either by taking the staff on deputation from the State or Central Government or by direct recruitment through the Employment Exchanges. Weakened by our low bargaining power, we stood helplessly to the rebuttals of senior State Civil Service Officials who shrugged off our proposals, to draw them to Census, as ridiculous. With little to offer in terms of monetary or fringe benefits, we had to succumb to the nominations convenient to the State Government. If nothing else, the least we could do to propagate the worth of our census job is to protect the salaries and other fringe benefits of officers to be drawn from the State cadre. Another instance of non-lucrative conditions—at the 1971 Census, the special pay of Rs. 100 per month drawn by our Deputy Director, Census Operations (Hqs.) in the Punjab Government as Under-Secretary, was not protected unlike at the 1961 Census when under similar circumstances special pays of officers on deputation were protected. This happened despite the two requisite certificates furnished by the Punjab Government at the asking of the Union Ministry of Finance. It is a fact that an officer of over 10 years service in the State Civil Service stands to gain nothing for diverting, as they say, from the mainstream, as after the completion of such a long span of service an equivalent special pay or some such thing of Rs. 100 is compounded to their salaries. On the other hand, they would have to forego a house rent allowance of 12-1/2 per cent admissible to them in the State Government and not so under the Government of India rules. In the circumstances, it was only after the Ministry of Home agreed to give a special pay of Rs. 150 per month in addition to the grade pay from time to time under the parent service of the officers on deputation, that we were able to secure a few hands from the State Civil Service cadre. However, we were able to attract only such officers who were already in occupation of government accommodation, or else even they would not have come to forego the house rent allowance admissible in the State Government. As already mentioned, by getting this special pay of Rs. 150 per month the officers were also deprived of the special pays that they were already getting in the State Government. It is extremely imperative for an organisation like Census to instal seasoned officers on the post of Deputy Director, and no senior officer would be prepared to come if he is not given a clear monetary advantage over and above what he gets in his parent service.

(ii) The incidents of appointment of Deputy Directors and others should, therefore, be decided well in advance of the actual census operation, so that we do not have to face difficulties in putting in position the requisite number of officers. It was with great difficulty that we managed, to get the services of a State Civil Service Officer to man the post of Deputy Director, Census Operations in the Regional Tabulation Office (Urban) at Chandigarh, but this officer had to be repatriated on his own request, in April, 1971, after serving us only for about six months, because he would not have been getting any monetary benefit in shifting to Chandigarh from Amritsar; he was already foregoing 7-1/2 per cent (now 12-1/2 per cent) house rent allowance admissible in the State Government. In the result, our Deputy Director (Hqs.) had to look after the work of the Regional Tabulation Office, Chandigarh, in addition to his normal duties, and we could not offer any compensation to him for this additional workload, although a resultant saving of Rs. 1,000 per month was made due to our inability to fill up the post. We cannot do without State Civil Service Officers for an operation like Census, because the enumeration agency mostly constitutes the State Government staff which, in turn, can be controlled effectively only by officers of the State Government itself. Officers appointed as Deputy Directors have necessarily to be fairly senior in their cadre as they have to control the work of the District Census Officers, who also belong to the State Civil Service. We were quite embarrassed to find that one of our Deputy Directors was junior to a number of District Census Officers and it obviously created an administrative problem for all of us. We should not, therefore, grudge our having to pay a little higher to senior officers on the post of Deputy Director.

(iii) Similarly, we had to encounter formideable difficulties in taking suitable personnel of lower categories from the Punjab Government because their pay grades stood revised upwards, and

it was futile to hope that any one would opt for Census writhing in lower scales of pay. We were able to offer 20 per cent deputation allowance on basic pay to our Office Superintendent, but it was not remunerative to him as a ceiling on his total emoluments was put to the effect that his pay plus deputation allowance should not exceed the maximum of the pay scale for the post in Government of India. As such, he continued trying all the time for repatriation to his parent department. By getting a deputation allowance of 20 per cent he would have foregone even his house rent allowance, but for the fact that he was already in possession of a Government quarter at Chandigarh which he was allowed to retain by way of a kind gesture of the Punjab Government. Later, deputation allowance was reduced to 10 per cent at the same station of posting and in consequence we could not get a suitable hand to man the post of our Office Superintendent. In the case of Assistants, Stenographers, Upper Division Clerks and Lower Division Clerks, we had necessarily to depend on the Employment Exchanges because it did not benefit any one to come on deputation. These categories of staff would have foregone even the Chandigarh Compensatory Allowance (12½ per cent of pay) if they had accepted any deputation post in Census. It is certainly paradoxical that we could not get suitable hands from the open market through the Employment Exchanges, notwithstanding the existence of widespread unemployment. We could offer only temporary jobs and experienced and talented hands could not be attracted. In the result, we had to give inservice training to most of the staff before we could usefully assign to them any duty. We were thus ceaselessly fighting against time in meeting this challenge. In a few cases, we were lucky to select a few talented persons but when it actually came to their reporting for duty, they were found making all sorts of excuses to decline our offers. We had thus necessarily to be content with new recruits of low calibre and poor academic record, barring a few cases.

(iv) Permanency of tenure as a result of creation of a permanent nucleus organisation created a demand for promotions which could not be easily satisfied as the available vacancies were either reserved for the officers of the State Government or were to be filled by recruitment through the Union Public Service Commission. We have, however, declared a number of officials as quasi-permanent and in due course of time some of them will also be absorbed on a permanent basis.

2. Accounts—Budget : . . . . .

Expenditure on census is debited to the head "39—Miscellaneous Social & Developmental Organisation". Under the main head, four subheads namely (i) A—Superintendence, (ii) B—Enumeration, (iii) C—Abstraction and Compilation, and (iv) D—Printing and Stationery were in operation. Expenditure pertaining to the headquarters at Chandigarh is charged to the subhead 'A—Superintendence' and the expenditure on actual enumeration is charged to the sub-head 'B—Enumeration'. The expenditure on account of Tabulation Offices is charged to the sub-head 'C—Compilation and Abstraction'. Expenditure on printing, cost of paper, etc. is charged to the subhead 'D—Printing and Stationery'. Census budgets for the last four years are reproduced in the statement at Appendix XXII.I. We were required to submit a monthly statement of expenditure to the Registrar General, India, by the 10th of each month so as to enable his office to keep a vigilant eye on expenditure etc. Reconciliation of accounts was arranged regularly by us with the Audit Office concerned. This task has since become easier because the branch concerned in Accountant Genearl's office has since shifted to Chandigarh from Simla.

3. Accounts—Rules :

We maintained accounts on single entry system. The expenditure was debited to the head "39—Miscellaneous Social & Developmental Organisation". I was the Drawing and Disbursing Officer for the headquarter's staff. Travelling Allowance bills of the Deputy Directors were countersigned by me. The District Census Officers were declared as Drawing and Disbursing Officers in respect of the district census staff. The Regional Deputy Directors at Jullundur, Patiala and Amritsar were also declared as Drawing and Disbursing Officers. In order to keep a check on the travelling allowance and contingent bills of the staff of the District Census Officers, I was countersigning the bills. I was the Controlling Officer for my own and my establishment's travelling allowance.

4. Delegation of Financial Powers—Permanent Advance :

The Director of Census Operations was delegated the following powers under the various Notifications of the Ministry of Home Affairs, as noted against each :—

Vide Ministry of Home Affairs' No. F. 2/16/59-Pub. I(I), dated 13th November, 1959 :

(i) Creation of temporary posts in Class III and IV.

(ii) Full powers to purchase books, newspapers and other publications for office use.

(iii) Incurring of contingent expenditure up to Rs. 1,000 per annum in each case for recurring expenditure and Rs. 5,000 in each case for non-recurring expenditure.

(iv) Incurring of expenditure on entertainment (light refreshment) upto Rs. 200 per annum.

Vide Ministry of Home Affairs' No. 4/36/58-RG, dated 20th November, 1959 :

(v) Grant of recurring or non-recurring honoraria to officials and non-officials other than those in his own office for work done in connection with Census Operations.

(vi) To act as Controlling Officer for his own and his establishment's travelling allowance.

Vide Ministry of Home Affairs No. F. 2/16/39-Pub. I, dated 22nd October, 1959 :

(vii) Drawal on account of advances to the extent of Rs. 1,500 to defray freight charges, etc.

In emergent and unforeseen cases, petty printing and binding jobs could be executed locally after inviting tenders by debit to contingencies to the extent of Rs. 200 per annum without the approval of rates by the Controller, Stationery and Printing, New Delhi. Rs. 500 and Rs. 200 were placed at the disposal of the Director of Census Operations, and the Deputy Directors of Census Operations, Jullundur, Patiala and Amritsar, respectively as permanent advance in consultation with the Accountant-General, Punjab. Besides all the District Census Officers were provided with a permanent advance of Rs. 30 each.

5. Telephones :

My predecessor had two separate telephones—one for residence and other for his office with two extensions. On trifurcation of the Punjab Census Office, one telephone number was allocated to the Haryana Census Office and the second remained with the Punjab Office. My office telephone (No. 24095) is manned by the Office Superintendent having two extensions—one for the Deputy Director (Hqs.) and the other for the Director. There was no telephone available for my residence and I had to seek sanction of the Registrar General for installation of this telephone under the OYT Scheme for which we had to pay Rs. 2,595. As the Deputy Director (Hqs.) was required to keep in constant touch with the District Census Officers and State Government Officers concerned with the Census, even after office hours, a separate telephone was sanctioned for his residence on rental basis from January 10, 1970 to February 29, 1972. A separate register in the prescribed form for recording of calls under the Direct Dialing System was maintained at the residences of both the officers. Separate trunk call registers were also maintained by them at the office and residences. During the crucial period from 1st April to 5th April, 1971, when Provisional population figures were to be conveyed by the District Census Officers to the Census Directorate, the Sub-Divisional Officer (Telephones), Chandigarh was specially requested to ensure proper functioning of our telephones so that there were no breakdowns. The Regional Deputy Directors, Jullundur and Patiala were also provided telephones in their offices with effect from June 6, 1970 at Jullundur and from June 12, 1970 at Patiala on a temporary basis. In the first instance, the Posts & Telegraphs Department wanted us to take these connections under the OYT Scheme for which we would have had to pay Rs. 2,700 per connection but later when approached by the Registrar General they agreed to instal these telephones on a purely temporary basis on an annual rental of Rs. 600, being double the normal rent.

6. Travelling Allowance :

We exceeded the sanctioned budget allotment on travelling allowance during each year from 1968-69 to 1971-72 because (i) we had to take up one or the other new project which was not envisaged at the time of framing of the budget estimates and (ii) intensive touring had to be undertaken by the technical staff from headquarters for training of the enumeration agency. The provision for expenditure on travelling allowance by the clerical staff given to districts was made in the Census Budget in each State Circle of Account under the Sub-Head "39—Miscellaneous Social Service Organisation". The Director allocated funds under this head to each district but kept a vigil on expenditure by requiring the staff to have his countersignatures on each bill. We did not meet the travelling allowance bills of the enumerations agency, Charge Officers and District Census Officers out of the Census budget: the State Departments concerned were required to pay these bills out of their own budgets.

7. Stores and Stationery :

We placed indents for supply of stationery and forms in time with the Controller of Stationery,

Calcutta/Delhi from year to year, but did not get supplies from any one of them in time. We had, therefore, to bank on the State Controller of Stationery at Chandigarh to meet our requirements from time to time. At times, we had to resort to local purchases to meet our urgent requirements. We did not face any difficulty in meeting our requirements of paper because we were supplied adequate quantities by the Paper Mills under instructions from the Registrar General, before the houselisting operation itself. We stored this paper at Patiala because we did not want to spend Rs. 500 per month on a separate building for its storage at Chandigarh : at Patiala, we had free accommodation in barracks. We had to take special care to look after the health of this paper at Patiala during two years of its storage. However, we had to shift this paper to Chandigarh later on to provide accommodation for sorting of slips in the barracks. Calculating machines, Shourie Duplicator, Ferro-printing Machine, one map filling cabinet, two English typewriters, one Gurmukhi typewriter, 15 punching machines and 10 verifying machines were purchased by us through the office of Registrar General. One water cooler and two bicycles were also purchased through the Director General of Supplies and Disposal.

8. Printing procedures—Printers' bills etc. :

Powers delegated to the Registrar General for local printing of census publications, forms and other literature are contained in Ministry of Health, Family Planning, Works Housing and Urban Development's (Department of Works, Housing and Urban Development) O. M. No. L—15014/1/70-PI, dated May 16, 1970, reproduced at Appendix XXII.2.

We were required to follow the following procedures in terms of this policy memorandum :

(i) We were asked to invite tenders from suitable presses (with adequate capacity) from within the State and, if necessary, from outside the State also for the printing of census publications in sizes demi-quarto A-4 and A-5. In this connection, the Registrar General had circulated a model tender call notice form giving the specifications, terms and conditions.

(ii) The quotations, in original, together with a comparative chart, copy of tender call notice and other documents were to be forwarded to the office of the Chief Controller of Printing & Stationery for scrutiny and approval of rates, under intimation to the Registrar General's office.

(iii) The Chief Controller's office was to scrutinize these rates and intimate the lowest tendered rate. If, however, it was found that the lowest tendered rates were beyond his competence to approve, he was required either to advise the Director to re-tender the job or recommend approval by Ministry in consultation with the Associate Finance.

(iv) Rates thus approved were to remain valid for a period of three years and an agreement was to be executed by the printers incorporating this provision among others. The agreement was invariably to be sent to the Registrar General's office for countersignature by the Registrar General.

(v) The Directors were competent to farm out jobs to other presses at the rates approved without further reference to the Chief Controller's office, provided a 'no objection' to print the particular publication in presses other than the Government of India Presses was obtained by the Directors.

(vi) The Directors were competent to make advance payment to the extent of 80% of the admissible amount worked out on the basis of rates approved to the printer on the completion of the job and after delivery of the entire quantity of printed material.

(vii) Final payment was to be made by the Director after scrutiny of bills either by the State Director of Printing & Stationery or the Manager of the State Government Press as the case may be, in terms of the authorisation issued by the Chief Controller of Printing.

(viii) In so far as printing of regular publications is concerned, the Chief Controller of Printing and Stationery was to be first consulted whether the work could be taken up by any of the Government of India Presses. The job could be framed out to private presses only if the Government of India presses could not undertake this job. The Directors were advised to write to the office of the Chief Controller of Printing and Stationery indicating the titles,

approximate manuscript pages, the time by which the manuscripts would be ready for printing, number of copies to be printed and time by which printed copies were required. The Chief Controller's office was required to inform the Directors which of the publications could be printed at the Government of India presses and for the rest they were to give clearance promptly.

We did not, however, invite tenders in our State because there were hardly any standard presses which could undertake printing of census publications. Besides, we continued to receive unstinted co-operation from the Union Territory Administration Press in the matter of printing of all our census materials and were assured by them that they would print even our census publications in due time. We accordingly informed the Registrar General that it was not necessary to call for quotations to farm out any work in connection with the census publications.

The bills for the printing jobs undertaken by the Union Territory Press, Chandigarh were paid by us by book adjustment.

9. Office Accommodation :

On the trifurcation of the composite Punjab's Census Organisation on June 1, 1968, in the wake of the reorganisation of the Punjab State on 1st November 1966 House No. 53 in Sector-2, was earmarked for Punjab and Union Territory, Chandigarh Census offices and House No. 54 in Sector-2 for the Haryana Census office. We functioned in House No. 53, upto March 15, 1969, when we had necessarily to shift to Sector-5 in House No. 72 as the landlord had served us with a notice to vacate the house. We paid a monthly rent of Rs. 980 for House No. 72, Sector-5 (having 4900 sq. ft. covered area) in which our main administrative office is housed. Assessment of the rent was got done from the Central Public Works Department and approval thereto was obtained by us from the Registrar General. Later, we could not accommodate our Coding & Punching Cell in this house. We had, therefore, necessarily to hire, close to our existing office, House No. 74, in Sector-5 from May 18, 1970 on a rent of Rs. 800 per month. The rent of this building, having a covered area of 4000 sq. ft. was also got assessed from the Central Public Works Department and approval thereto was given by the Registrar General. As we were keen to set up our Regional Tabulation Office (Urban) at Chandigarh in Sector-5 itself, keeping in view the administrative convenience and other ancillary advantages, we had to hire from January 15, 1971 House No. 65 in Sector 5 just opposite to House No. 74, with us, on a negotiated monthly rent of Rs. 800, irrespective of the rent to be ultimately assessed by the Central Public Works Department. We were hoping that assessment would work out to near about Rs. 800 per month, but it was computed to only Rs. 650 per month as the building was constructed over a decade ago. We had to move the Registrar General for a special sanction to pay the landlord @ Rs. 800 per month although the assessed rent was Rs. 650. In Sector 5, early in 1971, no house-owner was prepared to let out his house at the assessed rent, and moreover, there were hardly any vacant houses in this Sector. Rents in Chandigarh had skyrocketed in 1970-71 for a number of reasons and we had, therefore, a problem in hiring houses at rents to be assessed by the Central Public Works Department. Later, we discovered that even House No. 65 was insufficient to accommodate the entire strength of the Regional Tabulation Office (Urban). We had, therefore, necessarily to look for another building. Despite our best efforts, we could not get another house in Sector 5. We had, therefore, to set up our Coding & Punching Cell in House No. 661 in Sector 8-B, at a distance of about 1 km. from our existing cluster of offices in Sector 5. This house had to be taken at a negotiated rent of Rs. 600 per month irrespective of the rent to be finally assessed by the Central Public Works Department. Our requirement for this house was extremely urgent and we could not wait for prior assessment by the Central Public Works Department. Obviously, we could not afford to allow our staff to waste their time for want of accommodation. The Central Public Works Department had assessed a monthly rent of Rs. 480 per month for this two-canal house against the negotiated rent of Rs. 600 per month. In Chandigarh, at that particular time, it was difficult to get even a one-canal house at Rs. 480 per month in Sector 8. We had, therefore, to concede a rent of Rs. 600 per month out of sheer compelling circumstances. We retained this house from July 22, 1971 to October 31, 1971 only to tide over our peak requirements period. We did not take all the houses at one time because we would have, like that, paid rents unnecessarily for fairly longer periods. By taking houses as and when the need arose, we made a good saving on rents etc.

We set up our Regional Tabulation Office at Jullundur from December 10, 1969 and at Patiala from December 12, 1969. At Patiala, we continued to have the advantage of having Punjab Government accommodation in the shape of two barracks at the old Baghi Khana which



A view of the Headquarters of the Census Directorate, Punjab at No. 72, Sector 5, Chandigarh.



A view of the building housing Coding and Punching Cell in the Census Directorate, Punjab at No. 74, Sector 5, Chandigarh.

proved very helpful for setting up of the Tabulation Section. In addition to these barracks, we hired a house in their close proximity at a rent of Rs. 490 per month with effect from March 1, 1971. The rent was got assessed from the Central Public Works Department. As the Deputy Director was permitted to combine his residence with office, we had to pay for the house only Rs. 275 per month from March 6, 1971 to July 13, 1971 and Rs. 322 per month from July 14, 1971 to February 29, 1972. The Deputy Director, Patiala, was also allowed earlier to set apart a room in his residence for the purpose of his office from January 3, 1970 to February 28, 1971 and Rs. 45 per month were paid by Government for this office room. The Deputy Director at Jullundur was in occupation of a Punjab Government residence in Baradari Estate and he was allowed to set up his office in his residence for which we did not pay him any rent from December 10, 1969 to February 28, 1970. By this arrangement, he had the advantage of having a telephone connection at his house. We did not consider it necessary to have a separate building for his office during that lean period. He was, however, allowed to hire a building at Rs. 250 per month from March 1, 1970 to June 6, 1970 for his office. He again shifted his office into his residence where he worked from June 16, 1970 to January 31, 1971. For the Regional Tabulation Office, he was allowed to hire two adjacent biuldings (Nos. 303 and 678) in Model Town at Rs. 800 and Rs. 600 per month respectively. Rent for both the buildings was assessed by the Central Public Works Department and the landlords accepted it.

10. Honoraria Account :

The honorarium on account of Houselisting, amounting to Rs. 3,68,538, was sanctioned by me under the Sub-head "B—Enumeration" although it was actually drawn from the treasury by the District Census Officers for disbursement to the houselisting agency. The Accountant-General, Punjab, was requested to audit these accounts, maintained by the District Census Officers, before closure of their offices in April, 1971. The honorarium to the enumeration agency for the actual census count was sanctioned and drawn by me for disbursement through the Deputy Commissioners late in 1971. Bank drafts for Rs. 5,68,104 were sent to the Deputy Commissioners for disbursement in October-November, 1971.

Cost of Enumeration :

The entire expenditure on Census in Punjab from 1969-70 to January 31, 1972 is shown below under the four main Heads :

TABLE

Expenditure on Census under the four main Heads

Head of Aceount	1969-70	1970-71	1971-72 upto 31st January, 1972	Total 1st March, 1969 to 31st January, 1972
1	2	3	4	5
A—Superintendence ..	1,43,080	1,42,149	1,26,707	4,11,936
B—Enumeration ..	63,962	6,27,632	6,38,308	13,29,902
C—Abstraction and Compilation ..	1,03,845	4,21,610	11,74,751	17,00,206
D—Printing and Stationery ..	56,277	36,283	7,356	99,916
Total ..	3,67,164	12,27,674	19,47,122	35,41,960

The cost of enumeration per head works out to 26 paise on the basis of total expenditure of Rs. 3,541,960 against the population of 13,551,060 at the 1971 Census.

SECTION 23

POST ENUMERATION CHECK (PEC).

To obviate error in a census like operation of galloping strides, is not humanly possible. The Post Enumeration Check is an attempt to establish a correction error and nullify the inherent errors of 'coverage' and 'content'—the latter terms used in usual conotation. Essentially the PEC stands to improve on the accuracy of figures and is limited in its scope to provide an insight into the quality of data amassed. The analysis of ascertainment errors impinges on the twin subject of (i) accuracy in enumeration and (ii) the precision with which the particulars of each individual have been recorded in the census. An error in the census is identified as a 'coverage error', which is the net effect of omission or duplication, that is to say, under or over enumeration of individuals. While that in recording the characteristics of an individual is nomenclatured content or response error. It arises from a misunderstanding either by the respondent or the enumerator or both. At the earlier Indian censuses, only the coverage error had been dealt with, but at the 1971 Census, a modest attempt has been made to analyse the content error also.

2. *Coverage Error.*—A slip may occur in the listing of houses which may result in an omission or duplication or wrong classification of individuals residing therein. There may also be a similar mistake in the enumeration of individuals among the inmates of the houses already censused. For the sake of easy classification, there can be two types of coverage error. Coverage error of type I can ensue from any of the following factors :

(i) Houses situated on the border areas (can result in omission or duplication or wrong classification);

(ii) Houses located in obscure places, particularly in sparsely populated areas (likely omission);

(iii) Houses becoming inconspicuous because they belong to huge multi-structure building in congested areas (likely omission); and

(iv) Houses with two numbers in the same block (likely duplication).

Coverage error of Type (II) may result from :

(i) Unrelated individuals in a household (likely omission);

(ii) Infants and children in a household (likely omission);

(iii) Individuals in large size households as against well-knit households (likely omission);

(iv) Single member households where individuals may not be easily available for enumeration (likely omission) ;

(v) Normal residents absent, particularly in the younger working age group who are generally more mobile than others. (Likely omission or duplication).

(vi) Visitors (likely omission or duplication).

3. *Content error.*—The term 'content' is suggestive of the origin of this error namely the miscomprehension of the questionnaire by the enumerator or a faulty answer from the respondent either because of misrepresented concepts or a basic lack of understanding.

4. The objective of the PEC so to say is, two-fold. On one side, it purports to estimate the overall effect of ascertainment errors and the level of 'response error' for the information collected so that users of the census data bear in mind the limitations of the results. On the other side, the PEC serves the important purpose of identifying the springheads of these errors so as to transmute the experience into a caution for the future censuses.

5. It is undoubtedly futile to profess absolute reliability in the PEC, but within the bounds of human effort it must simulate reality.

We took the following steps to achieve this objective :

(i) The census enumeration was closely followed up by the PEC—about two weeks after the completion of the census count.

(ii) The guidelines prescribed for the PEC were the same as that for the census enumeration and so was the reference period. In strict pursuance of this we fixed 1st April, 1971, as the reference date for the PEC.

(iii) The enumerators and investigators chosen for the PEC were better educated and much quicker on the ontake of concepts.

(iv) Adequate measures were taken to minimise the conditioning effect of census on PEC and to uphold the independence of these two operations as far as possible.

6. In the earlier censuses, the sample size had been fixed more or less arbitrarily. At the 1971 Census, it was calculated partially on the basis of the proportion of uncounted houses registered in the 1961 PEC and to some extent on a pre-assigned level of precision. Specific criteria were evolved for discerning cases of 'match', 'no match' and 'doubtful match' between the census and PEC so as to clamp on the discretion of the PEC Investigator. The questionnaire forms were appreciably simplified from those of the 1961 PEC so that at a time matching and reconciliation could be done with reference to two forms only. In the 1961 PEC, a list of persons enumerated in the census was given to the PEC enumerator with deliberate omissions and ghost entries. Such a pre-conditioning, inevitably led an average enumerator into a trap. In the 1971 PEC enumeration was conducted with respect to a dual reference period, the day of PEC enumeration as well as the census enumeration day. A classification of rural, urban non-city and city was done to make possible an efficient evaluation of the characteristics considered in the PEC.

7. In the 1971 PEC, all houseless and institutional population was not considered. All Union Territories except Delhi and the State of Nagaland were excluded from the field of study. The defence personnel were to be left out.

8. The sample selection at All-India level for PEC was done by the Registrar General's office. 200 effective census enumeration blocks were accordingly selected for the PEC in the Punjab State—total effective enumerators' blocks in Punjab were 21,013. *Becherag* or uninhabited blocks were excluded from the domain of effective blocks. The Charge Officers in the State were asked to furnish a list of effective blocks arranged in an ascending order (*vide* our letter No. Census-Pb. 70/10532, dated 19th December, 1970). Blocks with less than 50 census houses were combined with the adjoining blocks so as to convert each effective block into a minimum unit of 50. It ensured an equitable distribution of workload and avoided the selection of sparsely populated blocks. The stratum—district—chargewise list of all the effective blocks in the State was supplied by us to the Sampling, Demography and Training Division in the office of the Registrar General who selected a sample of 200 effective blocks stratumwise as shown below :

Stratum		Blocks	
		Coverage error	Content error
Rural	..	100	20
Non-city Urban	..	60	20
City Urban	..	40	10
Total	..	200	50

However, random samples of 15 residential or partly residential houses in each effective block were drawn by us for a study of the coverage and content error with respect to selected items recorded in Individual Slip.

9. Three forms—PEC I.1, PEC II.1 and PEC III.1 were evolved. These were canvassed by the PEC enumerators and investigators. The purpose for the first two being evaluation and identification of the source of coverage error. Form III.1 was intended for evaluation of content error.

10. This check being a scientific operation, field personnel of high calibre were required, but our pick was confined to a frail choice of fresh sorters, Assistant Compilers and Computors. By launching an intensive training programme for the PEC enumerators, we managed to overcome an initial handicap. The field operation in the 200 blocks was supervised by the two Regional Deputy Directors in their respective regions. There were three phases of this operation :—

(i) *Primary relisting and re-enumeration.*—This being the first, all the houses in the sample blocks were relisted and all the individuals in the sub-sample census houses were re-enumerated by the PEC enumerators.

(ii) *Desk matching.*—After relisting and re-enumeration, the particulars collected in the PEC forms were matched with those contained in the Abridged House-list and the Census Population Record by the investigators. 'No match' cases were identified for further inquiry in field.

(iii) *Field reconciliation.*—In order to determine the factual position, 'no match' cases were eventually reconciled in the field by investigators. It was at this stage that the enumerator was compelled into taking a positive decision for he was required to point out if an element had been sacrificed to omission or duplication or incorrect clasification. Moreover, he was required to determine the 'eligibility status' and then the 'enumeration status'.

11. Each enumerator was allotted two effective PEC blocks while each supervisor looked after the work of 5 such PEC enumerators. We completed this operation successfully, within a 3-week prescribed period. Filled in forms PEC III.1 were despatched to the office of Registrar General for further processing.

12. *Compilation of data.*—The formats of the compilation sheets for processing the PEC data were devised by the office of the Registrar General and after compilation at the Census Directorate at Chandigarh, the sheets were sent to Rgistrar General's office for analysis and evaluation of census data in the light of PEC results.

SECTION 24

ANCILLARY STUDIES

Calibration of the 1971 Census data with the help of the Sample Registration Scheme (SRS) :

The data on current fertility of currently married women and on age of all individuals collected in the census generally suffers from a variety of errors like recall lapse, under-enumeration, age bias, etc. The Sample Registration Scheme is on a continuing basis in our State since January, 1968, in rural areas and January, 1969 in urban areas. It was decided by the Registrar General that we should take an opportunity to compare the census data with the Sample Registration Scheme in at least a sub-sample of the SRS sample with a view to calibrate and improve the related census results. The approach in the study has been more or less identical to the one that was adopted in the post-enumeration check with a difference that the records to compare the census data were the SRS Household Schedule and Birth/Death Forms. Under the SRS all the births and deaths occurring in the selected sample units are recorded. The living children recorded in the SRS are presumed to have been enumerated by the 1971 Census Enumerators. However, in certain cases, the Census Enumerator might have failed to enumerate some of them. Similarly, the Census Enumerator might have netted some children who might not have been recorded in the SRS schedules. Likewise, the Census Enumerator might have even failed to record the exact age of the children. In nutshell, the main objective of the calibration of the 1971 census data with the SRS record has been to rationalise the shortcomings of the 1971 census data about fertility and to evaluate the errors of under-enumeration of children and age distortion, if any, in the census.

2. *Sample size.*—The operation was conducted in a sub-sample of 100 units of the SRS sample. The stratumwise break-up of these units was as follows :

Stratum	Population	*Units*	
		Rural	Urban
A	0—499	13	10
B	500—999	17	10
C	1000—1999	20	10
D	2000+	20	—
	Total	70	30

The list of these sample units was supplied to us by the office of Registrar General.

3. The census evaluation schedules consisted of two Forms C.E.I and CE. II. These forms were canvassed in all the houses wherein the live births had been recorded in the SRS in the selected villages or blocks. Form CE. I related to the new born children, which were less than one year old, and it was utilised for ascertaining about under-reporting of births. Form CE. II related to children of the age bracket 0 to 4 years and this form was utilised for evaluating under-enumeration of children.

4. The study involved *inter alia* identification of the 1971 census house numbers corresponding to the household numbers of the SRS units that had been selected for the purpose of this study. In the first instance, the Houselist Matching Forms were filled in by the Computors who were placed at the disposal of the Assistant Director, Health Services, Punjab, incharge of SRS. Columns relating to SRS were filled in by them in the field and columns concerning the census data were filled in at the Regional Tabulation Offices. These forms showed the SRS block numbers and the corresponding census house and block numbers. The Computors, who canvassed these forms were

later on utilised for field work and compilation of the data. In order to pinpoint cases relating to fertility of the currently married women in the reference period, it was suggested by the office of the Registrar General, India, that the serial number of the currently married women, who had delivered a child during the reference period (year ending 31st March, 1971) should be encircled in the Census Population Records and the Enumerators of the blocks selected for this study were given these instructions by the Charge Officers before taking up actual census enumeration in the field.

5. The field work of this survey proceeded broadly on the same lines as in the P.E.C. Canvassing of C.E. schedules was done in three distinct phases.

(i) *Copying out* of the relevant information from the SRS Form No. 10. Only the live births were recorded in the C.E. forms for the purpose of calibration of data. Children who had slipped from life before the census enumeration were excluded from the domain of this operation. The women, who were only visitors to the household were also not taken into account. The houseless population was similarly excluded. Still births were also left out. The copying was done at Chandigarh.

(ii) *Desk matching* of the particulars recorded in the C.E. forms from the SRS form No. 10 with the Census Population Records was done at the Regional Tabulation Offices by the staff from the Census Directorate.

(iii) *Field reconciliation* of the unmatched entries was done by the same staff. There were certain women and children entries relating to whom did not match. These entries were reconciled in the field in order to make a correct evaluation. In addition to this, the residential status, as of census enumeration period, of all the women and children, whether matched or unmatched, was recorded after investigation in the field.

6. It was a time-bound operation, but there was delay in the receipt of SRS data from the Health Directorate. After completion of work in the field, the data were compiled at Chandigarh in the prescribed statements. These statements were later on sent to the office of the Registrar General for evaluation of the results.

SECTION 25

EPILOGUE

It gives us a great sense of relief and thrill to conclude this Report with this chapter. We are overwhelmed by a sense of accomplishment of a national task assigned to us right in 1968 and which was expected to be completed by March, 1971. We were apprehensive, at times, of outbreak of trouble in one or other form on the language issue but luckily we were able to manage this without breaking of heads. We owe a debt of gratitude to the district administration in maintaining peace at a time when feelings were worked up on the language issue in some of the sensitive pockets like Jullundur, Abohar and Fazilka. We are also grateful to our Census Commissioner, Shri A. Chandra Sekhar, who found time to visit some of the sensitive areas, when actual census count was in progress, and was instrumental in developing further strength and confidence in us in the completion of this challenging task. It is gratifying now to record that the Census Commissioner was satisfied in all respects about the steps that we had taken for faithful and correct recording of the languages as returned by the respondents.

The decision to hold mid-term elections in February-March, 1971, brought us to the cross-roads because census and elections could not be held simultaneously. At such a crucial moment our Census Commissioner showed great imagination and courage in cooly agreeing to postpone the census count by just a month. But for this momentous decison, we would have had to wait for a period of 8—10 months and it would have been a colossal job to train a million of Enumerators once again. And who knows if Census had at all been taken owing to the thickening of war clouds over the country since the mid of 1971—Pakistan's General Yayah Khan started threatening us with a total war. The Census Organisation was lucky that Census was complete before conditions deteriorated to the extent that national emergency had to be declared.

2. We are grateful to the State Elections Department, the Universities and the Punjab Education Board for giving us necessary accommodation in adjusting the two mammoth operations held in quick succession in the State—in particular we are indebted to Shri A. C. Sen, I.A.S., Secretary, Punjab Education Board and Shri Kehar Singh Maan, Joint Chief Electoral Commissioner, Punjab.

3. In our moment of glee, our thoughts go to the intellectual pillars in New Delhi who organised this administrative operation all over the country—the largest in the free world. It was the inspiring and benevolent stewardship of our Census Commissioner which guided us at every stage in resolving any problems that emerged from day to day. He kept his doors open round the clock for guiding the destiny of this great operation in this border State—which has already fought two wars with Pakistan and one with China, since Independence, and justified its claim as the 'sword-arm' of India. We were always encouraged by our Census Commissioner to strive for perfection in our task—and he always did this with a thunderous smile. A good part of our success must be ascribed in all humility to the personal equation that he built up with the census hierarchy in each State. For all the success that Census in India has achieved—in 1971—our Census Commissioner has earned well-deservedly a niche in the history of census and we cannot do better than quote here a few lines from one of the many letters that our organisation has received from demographers, sociologists and economists from all over the world :

> Extract from letter from Mr. J. H. Doughty, Director of Vital Statistics, Victoria, B. C. to Shri A. Chandra Sekhar, Registrar-General and Census Commissioner, India, New Delhi.
>
> *"To present preliminary totals by sex and literacy status for each State and Territory, together with certain analytical comments, historical comparisons and charts, virtually upon the heels of the Census itself is surely a monumental and staggering accomplishment and one for which every participating member of your organization should feel intensely proud.*
>
> *In the face of such a remarkable achievement my words of commendation will be of little consequence, yet I do wish to take the privilege of offering sincere*

and enthusiastic congratulations. This accomplishment is all the more impressive to one who has some knowledge of the multiplicity of difficult problems which had to be overcome and of the limited resources which were available.

India and her problems of population, economic development, agricultural production, disease control, refugee rehabilitation and others are much in the news here and I am frequently asked about existing conditions and future prospects. Sometimes a simple illustration best reveals the underlying truth, obviating the need for opinion or for error-prone analysis. And so, in reply to recent questions such as "How is India really doing?" "Will India make it?" and "Can India ever hope to overcome its many deep problems?" I have delighted in telling about the Indian Census and the date of the first release. In my humble view, the implications of this accomplishment go far beyond the Census itself, and augur well indeed for the future."

We also join hands with this band of intellectuals in paying our humble tributes to the Census Commissioner for the successful conduct of census and in throwing up of the provisional population data with utmost alacrity.

We are equally indebted to Shri K. D. Ballal, Deputy Registrar General and Shri K. K. Chakravorty, Central Tabulation Officer for all the help and guidance they gave us on technical and administrative problems in really tough situations. We had to get into touch with them oftenly at odd hours but they always gave their advice with their characteristic smile. We shall always cherish memories of this Census trio—an epitome of team work—in the rest of our lives. It seems there was a special hand of Providence in the creation of this Census trio at 2/A, Mansingh Road, New Delhi.

4. Our task became slightly easier at the 1971 Census because the 'great' Punjab was reorganised on November 1, 1966 and we were left with only 11 districts. We were fortunate in that we were given work force liberally to man the key posts in State.

5. We were able to implement the Permanent Housenumbering Scheme on the eve of the 1971 Census. We owe a debt of gratitude to all the Deputy Commissioners and District Census Officers who made all-out efforts toward the implementation of this Scheme—in particular the Deputy Commissioners, Gurdaspur (Manmohan Singh, I.A.S.), Amritsar (K. S. Bains, I.A.S.) and Jullundur (Balinder Singh, I.A.S.), whose contribution was outstanding. We are also grateful to Shri K. S. Narang, Commissioner, Jullundur Division who gave us help in abundant measure whenever we went up to him with any of our problems. In the State Local Government Department we owe our special gratitude to Shri A. C. Sen Deputy Secretary for all the help he gave us in the implementation of the Permanent Housenumbering Scheme and in meeting our various demands connected with the completion of census.

6. The technical staff at the Census Directorate also did a good job in the training of census hierarchy for which they deserve our appreciation. Sarvshri Krishan Chand and S. S. Basi, Stenographers have also done a good bit for this report.

7. I am also grateful to my colleagues, Sarvshri S S. Giani & D. K. Jain from the State Civil Service, who worked as Regional Deputy Directors and gave me unstinted co-operation and help in the completion of this task. Shri P. L. Bhagat, P.C.S. worked for a few months with us and looked after the training programme in Amritsar and Gurdaspur Districts.

8. The role of the District Census Officers, Charge Officers and entire enumeration agency—who made their services available almost free to the nation and the nation owes them a debt—in the accomplishment of this great task deserves our warm appreciation and profound gratitude. But for their co-operation, dedication to Census and selfless work we would not have achieved the success, that we did at the 1971 Census.

9. I owe my profound gratitude to Shri Gurpartap Singh Srao, Deputy Controller, Printing and Stationery Department—a foreign qualified technical officer—for taking intense pains in the printing and get-up of this Report. Shri Kali Dass Sharma, Proof Reader and Sh. H. S. Sudan, Comp. of our Organisation have done a good job in the printing of this Report.

10. Last but not least, I must place on record my warm appreciation and gratitude for the invaluable help and co-operation given to me by my colleague, Mr. H. S. Kwatra—an intensely dedicated worker—in the issue of a large number of circular letters on various phases of census, in implementation of the Housenumbering Scheme, in organising the training of census hierarchy and

in the actual conduct of houselisting operation and census count. His vast experience in various administrative and economic fields proved an invaluable asset to the Punjab Census. He has drafted this report by taking intense pains in scanning through all the relevant records, circulars, etc., and for this I owe him my personal gratitude. By this arrangement I have been able to pay attention to some other more important assignments in the census.

APPENDICES

APPENDIX I.1

STAFF IN POSITION ON 15-11-68

Director Census Operations, Punjab	...	1
Administrative Section—		
Deputy Director Census Operations (Hqs.)	...	1
Head Assistant	...	1
Accountant-cum-Cashier	...	1
Stenographer Senior Scale	...	1
Lower Division Clerks	...	2
Driver	...	1
Daftri	...	1
Peons	...	4
Chowkidar	...	1
Mali	...	1
Tabulation Section—		
Tabulation Officer	...	2
Statistical Assistant	...	1
Cartographer	...	1
Draftsman	...	1
Computors	...	2
Assistant Compilers	...	11

APPENDIX I.2

STAFF IN POSITION ON 1-4-1971 IN THE ORGANISATION OF DIRECTOR, CENSUS OPERATIONS, PUNJAB

Serial No.	Designation of post with scale	No. of posts as on 1-4-71	Name of incumbent of post	Length of service and experience in Census Organisation
1	2	3	4	5
	A—ADMINISTRATIVE			
1	Director, Census Operations	1	Shri P. L. Sondhi, I.A.S.	Joined the Census Organisation on 15-11-68.
2	Deputy Director, Census Operations (Rs 900—1,250)	4	(i) Shri H.S. Kwatra, PCS (Headquarters)	P.C.S. Class I Officer. Joined Census Organisation on 17-6-68 as Deputy Superintendent of Census Operations (Headquarters).
			(ii) Shri S. S. Giani, P.C.S.	P.C.S. Class I Officer. Joined on 10-12-69 as Deputy Director, Census Operations, Jullundur, and repatriated to Punjab Government on 20-3-72 afternoon
			(iii) Shri D. K. Jain, P.C.S.	P.C.S. Class I Officer. Joined on 12-12-69 as Deputy Director, Census Operations, Patiala and repatriated to Punjab Government on 31-1-72.
			(iv) Shri Piare Lal Bhagat, P.C.S.	P.C.S. Class I Officer. Joined this organisation on 6-10-70 as Deputy Director, Census Operations, Amritsar, and repatriated to Punjab Government on 17-4-71.
3	Office Superintendent (Rs 325—575)	1	Shri Sarb Mohan Singh Khosla	An Office Assistant in Punjab Civil Secretariat. Appointed as Office Superintendent on 12-11-70 and repatriated on 13-12-71.
4	Head Assistant (Rs 350—475)	1	Shri Darshan Dial	On deputation from Punjab Civil Secretariat. Joined as L.D.C. on 3-5-61. Promoted as U.D.C. on 1-3-66. Promoted as Accountant on 1-11-69 and continuing as Head Assistant since 25-8-1970. Absorbed in this office with effect from 7-10-70 after his resignation was accepted by the Punjab Government.
5	Office Assistant (Rs 210—425)	1	Shri Hargopal Singh Madan	Appointed as an Assistant on 24-12-69.
6	Senior Scale Stenographers (Rs 210—425)	2	(i) Shri Krishan Chand	Joined on 15-7-69 as Senior Scale Stenographer. He was a Junior Scale Steno in the office of the Director, Census Operations, H.P.
			(ii) Shri Satwant Singh Basi	Appointed directly as Senior Scale Steno on 9-10-69 and relieved on 18-1-72.
7	Accountant (Rs 210—380)	1	Shri Anup Singh Chadda	A clerk in Punjab Civil Secretariat on deputation as U.D.C. since 22-5-69. Promoted as Statistical Assistant on 8-7-70 and as Accountant since 11-12-70.
8	Upper Division Clerk (Rs 130—300)	1	Shri Faqir Chand	Appointed directly as U.D.C. on 24-10-1970—an ex-service man.
9	Lower Division Clerk (Rs 110—180)	4	(i) Shri Nachhattar Singh	Appointed as L.D.C. on 29-3-69. Promoted as U.D.C. on 21-9-71.
			(ii) Shri Rajinder Kumar	Appointed as L.D.C. on 29-3-69 and left the department on 17-12-71.
			(iii) Shri Parkash Lal	On transfer from the surplus cell in the Ministry of Home Affairs, New Delhi, appointed as L.D.C. on 1-6-70. Services terminated with effect from 31-12-71.
			(iv) Shri Parkash Singh	On transfer from the surplus cell in the Ministry of Home Affairs, New Delhi, appointed as L.D.C. on 1-6-70, as A. C. on 9-2-72.

Serial No.	Designation of post with scale	No. of posts as on 1-4-71	Name of incumbent of post	Length of service and experience in Census Organisation
1	2	3	4	5
10	Driver (Rs 110—139)	1	Shri Chanan Singh	Appointed as Peon on 9-12-59 and promoted as Driver on 4-10-61.
11	Gestetnor Operator (Rs 110—135)	1	Shri Piara Singh	Appointed as Peon on 22-2-60 and promoted as Daftri on 1-3-68 and as Gestetnor Operator on 4-5-70 and reverted as Daftri on 18-12-71.
12	Daftri (Rs 75—85)	1	Shri Sher Singh	Appointed Peon on 23-4-70 and promoted as Daftri on 4-9-70.
13	Peons (Rs 70—85)	5	(i) Shri Bali Ram	Appointed as Peon on 31-8-68.
			(ii) Shri Dhani Ram	On deputation as Peon from Haryana Government since 24-2-69.
			(iii) Shri Ranjit Singh	Appointed as Frash on 1-5-70 and promoted as Peon on 31-8-70.
			(iv) Shri Kartar Singh	Appointed as Peon on 28-1-71.
			(v) Shri Avtar Singh	Appointed on 21-11-70 and services terminated on 17-6-71.
14	Chowkidar (Rs 70—85)	1	Shri Suresha Nand	Appointed as Office Chowkidar on 17-1-70- ex-service man.
15	Mali (Rs 70—85)	1	Shri Bhagwati Parshad	Appointed as Mali on 1-5-70.
16	Frash (Rs 70—85)	1	Shri Shadi Singh	Appointed as Frash on 24-10-70.
17	Sweeper (Rs 70—85)	1	Shri Ram Sarup	Appointed as Sweeper on 10-11-70.
	B—TABULATION			
1	Investigator (Rs 325—575)	1	Shri G.S. Pabla	Joined as Economic Investigator on 12-3-60. Promoted as Tabulation Officer on 27-6-67 and as Investigator on 2-1-71.
2	Tabulation Officers (Rs 350—475)	3	(i) Shri Gurmit Singh Gill	Jointed as Economic Investigator on 31-10-67. Promoted as Tabulation Officer on 26-8-70.
			(ii) Shri Dharam Pal Jain	Worked in the Tabulation Unit since 20-4-61 on different jobs. Promoted as Statistical Assistant on 5-10-68 and as Tabulation Officer on 26-8-70.
			(iii) Shri Harish Kumar Kapur	Appointed as Tabulation Officer on 27-3-71.
3	Senior Technical Assistant (Rs 350—475)	1	Shri Charan Singh	Appointed as Economic Investigator on 22-11-68 and promoted as Senior Technical Assistant on 26-8-70. He has also worked as Economic Investigator in R.Gs. office from 8-10-68 to 21-11-68.
4	Statistical Assistant (Rs 210—425).	7	(i) Shri Ram Lok Verma	Worked in the Tabulation Unit and on administrative side since 12-7-61 on different jobs. Promoted as Statistical Assistant on 8-7-70.
			(ii) Shri Ajit Singh Dhillon	Appointed as S. A. on 8-7-70.
			(iii) Shri Harbhajan Singh	Appointed as Computor on 20-5-70 and as S.A. on 17-9-70 and appointed as Economic Investigator on 31-12-1971.

Serial No.	Designation of post with scale	No. of posts as on 1-4-71	Name of incumbent of post	Length of service and experience in Census Organisation
1	2	3	4	5
4	Statistical Assistant (Rs 210—425)—concld		(iv) Shri Ramesh Kumar Mittal	Appointed as S.A. on 17-9-70 and left the department on 1-8-71.
			(v) Shri Vishwa Mittar	Assistant Compiler/Computor and S.A. since 8-7-70.
			(vi) Shri N. S. Bhadauria	Appointed as S.A. on 15-7-70.
			(vii) Shri Roshan Lal Kalsia	Appointed as S.A. on 26-10-70.
5	Economic Investigator (Rs 210—425)	2	(i) Shri Malkit Singh	Appointed as Economic Investigator on 9-12-70 and promoted as Tabulation Officer on 13-9-71.
			(ii) Shri Shobha Ram	Appointed as Economic Investigator on 19-1-1971. Services terminated and relieved on 14-1-72.
6	Computors (Rs 150—300)	25	(i) Shri Ajmer Singh	Has worked in the Tabulation Unit since 6-5-61 and promoted as Computor on 19-5-70 and S.A. on 14-5-71.
			(ii) Shri Paras Ram	Promoted as Computor on 19-5-1970 and S.A. on 14-5-71. Reverted as Computor on 18-3-72.
			(iii) Shri H. S. Dhingra	Appointed as L.D.C. on 6-5-1966. Promoted as Computor on 19-5-70 and S.A. on 16-8-71. Reverted as Computor on 31-12-71.
			(iv) Shri Tarsem Lal Garg	Appointed as A.C. on 2-4-68 and promoted as Computor on 8-7-70.
			(v) Shri Ranjit Singh	Appointed as A.C. on 29-5-69 and promoted as Computor on 20-5-70. Services terminated and relieved on 23-8-71.
			(vi) Miss Meena Kumari	Appointed as Computor on 22-5-70.
			(vii) Shri Krishan Pal Sharma	Has worked in the Tabulation Unit since 8-8-61. Promoted as Computor on 19-5-70 and S.A. on 14-5-71.
			(viii) Shri Harcharan Singh Sudan	Appointed as A.C. on 16-10-68 and promoted as Computor on 5-12-70.
			(ix) Shri Pawan Kumar	Appointed as A.C. on 26-4-68 and promoted as Computor on 8-7-70.
			(x) Shri K.C. Sethi	Appointed as Computor on 25-5-70 and as S.A. on 14-5-71 and relieved on 31-12-71.
			(xi) Shri Hardial Singh	Appointed as Computor on 26-5-70 and S.A. on 14-5-71. Services terminated and relieved on 31-12-71.
			(xii) Shri Amar Singh	On transfer from RGI's office. Appointed as Computor on 27-10-70 and promoted as S.A. on 22-9-71 and again appointed as Computor on 31-12-71.
			(xiii) Shri Lachhman Singh	Appointed as Computor on 20-7-1970 and left the department on 31-7-1971.
			(xiv) Shri Om Parkash Batra	Appointed as Computor on 22-12-70 and left department on 4-8-1971.
			(xv) Shri Jit Singh	Appointed as Computor on 26-8-70 and S.A. on 14-5-71. Retrenched on 31-12-71.

Serial No.	Designation of post with scale	No. of posts as on 1-4-71	Name of incumbent of post	Length of service and experience in Census Organisation
1	2	3	4	5
6	Computors (Rs 150—300)—concld		(xvi) Shri Murlishwer Dutt	Appointed as Assistant Compiler on 22-4-68 and promoted as Computor on 8-7-70.
			(xvii) Shri Joginder Singh	Appointed as Assistant Compiler on 4-5-68 and promoted as Computor on 8-7-70.
			(xviii) Shri Jarnail Singh	Appointed as Computor on 18-7-70.
			(xix) Shri Malkiat Singh	Appointed as Computor on 8-7-70.
			(xx) Shri Santokh Singh	Appointed as Assistant Compiler on 8-4-68 and promoted as Computor on 5-12-70.
			(xxi) Shri Jagat Singh Negi	Appointed as Assistant Compiler on 14-6-68 and promoted as Computor on 5-12-70.
			(xxii) Shri Lashker Singh	Appointed as Assistant Compiler on 5-6-70 and as Computor on 5-12-70.
			(xxiii) Shri Raghbir Singh	Appointed as Assistant Compiler on 24-7-70 and as Computor on 5-12-70.
			(xxiv) Shri Bireshwer Chander	Appointed as Computor on 15-12-70.
			(xxv) Shri Suresh Chander Basi	Appointed as Computor on 10-12-70.
7	Draftsman (Rs 150—240)	1	Shri Malkit Singh	Appointed as Draftsman on 1-5-67. Promoted as Artist on 27-12-71.
8	Proof Reader (Rs 150—240)	1	Shri Kali Dass Sharma	On deputation from U.T. Press. Joined this office as Proof Reader on 21-8-70.
9	Upper Division Clerk (Rs 130—300)	1	Shri Krishan Pal Talwar	On transfer from the surplus Cell appointed as L.D.C. on 29-6-70.
10	Lower Division Clerk (Rs 110—180)	1	Shri Gurdial Singh	Appointed as L.D.C. on 10-12-70.
11	Assistant Compilers (Rs 110—180)	60	(i) Shri Prem Chand	As Sorter/Peon with effect from 19-4-61. Promoted as Assistant Compiler on 24-2-69 and as Computor from 16-8-71.
			(ii) Shri Parkash Chand	Appointed as Assistant Compiler on 29-5-69.
			(iii) Shri Narinder Singh	Appointed as Assistant Compiler on 29-5-69.
			(iv) Shri Harjit Singh	Appointed as Assistant Compiler on 2-6-70.
			(v) Shri Charanjit Singh	Appointed as Assistant Compiler on 20-7-70
			(vi) Shri Baljinder Singh	Appointed as Assistant Compiler on 24-7-70.
			(vii) Shri Amar Nath	Appointed as Assistant Compiler on 7-9-70.
			(viii) Miss Ravinder Kaur	Appointed as Assistant Compiler on 6-6-70. and promoted as Computor on 17-6-71.
			(ix) Miss Santosh Kumari	Appointed as Assistant Compiler on 7-9-70.
			(x) Shri Balbir Singh	Appointed as Assistant Compiler on 17-12-70.
			(xi) Miss Kamlesh Bala	Appointed as Draftsman on 28-5-70 for 6 months and Assistant Compiler on 19-5-70 and as Computor since 26-5-71.

Serial No.	Designation of post with scale	No. of posts as on 1-4-71	Name of incumbent of post	Length of service and experience in Census Organisation
1	2	3	4	5
11	Assistant Compilers (110—180)—contd		(xii) Shri Sat Pal Goel	Appointed as Assistant Compiler on 15-12-70 and as Computor since 26-5-71.
			(xiii) Mrs. Satya Arora	Appointed as Assistant Compiler on 26-4-69. Promoted as Computor on 19-2-72.
			(xiv) Miss Balbir Kaur	Appointed as Assistant Compiler on 22-5-70 and left department on 2-8-71.
			(xv) Mrs. Hardeep Kaur	Appointed as Assistant Compiler on 19-5-70.
			(xvi) Miss Harbeer Kaur	Ap pointed as Assistant Compiler on 19-5-70.
			(xvii) Shri Vinod Mamik	Ap pointed as Assistant Compiler on 19-5-70.
			(xviii) Shri Jagdish Chander Kapoor	Appointed as Assistant Compiler on 19-5-70 and services terminated on 10-1-72.
			(xix) Shri Ashok Kumar	Appointed as Assistant Compiler on 20-5-70.
			(xx) Shri Parkash Singh Saini	Appointed as Assistant Compiler on 25-5-70.
			(xxi) Shri Prem Singh Jangu	Appointed as Assistant Compiler on 25-5-70 and as Computor since 26-5-71.
			(xxii) Shri Mohinder Paul	Appointed as Assistant Compiler on 26-5-70.
			(xxiii) Shri Harbans Singh	Appointed as Assistant Compiler on 29-5-70.
			(xxiv) Shri Major Ram	Appointed as Assistant Compiler on 1-6-70.
			(xxv) Miss Asha Dhammi	Appointed as Assistant Compiler on 1-6-70.
			(xxvi) Miss Swaran Kanta	Appointed as Assistant Compiler on 1-6-70 and left department on 15-12-71.
			(xxvii) Miss Sushma Ummat	Appointed as Assistant Compiler on 3-6-70 and transferred to RGI's Office on 19-8-71.
			(xxviii) Shri Sampuran Singh	Appointed as Assistant Compiler on 2-6-70.
			(xxix) Shri Harcharan Singh	Appointed as Assistant Compiler on 6-6-70.
			(xxx) Shri Som Nath	Appointed as Assistant Compiler on 9-6-70.
			(xxxi) Shri Bhupinder Singh	Appointed as Assistant Compiler on 9-6-70.
			(xxxii) Shri Vasu Dev	Appointed as Assistant Compiler on 9-6-70.
			(xxxiii) Shri Jaswant Rai	Appointed as Assistant Compiler on 9-6-70.
			(xxxiv) Miss Nirmal Kalra	Appointed as Assistant Compiler on 11-6-70.
			(xxxv) Shri Amarjit Singh	Appointed as Assistant Compiler on 11-6-70 and left department on 8-7-71.
			(xxxvi) Shri Kushwant Singh	Appointed as Assistant Compiler on 11-6-70.
			(xxxvii) Shri Didar Singh	Appointed as Assistant Compiler on 11-6-70.
			(xxxviii) Shri Rajesh Chander	Appointed as Assistant Compiler on 12-6-70.
			(xxxix) Shri Vijay Kumar	Appointed as Assistant Compiler on 9-6-70.

Serial No.	Designation of post with scale	No. of posts as on 1-4-71	Name of incumbent of post	Length of service and experience in Census Organisation
1	2	3	4	5
11	Assistant Compilers—concld		(xl) Shri Ram Krishan Gupta	Appointed as Assistant Compiler on 15-6-70.
			(xli) Shri Hari Bhushan	Appointed as Assistant Compiler on 21-7-70.
			(xlii) Shri Swaran Singh	Appointed as Assistant Compiler on 21-7-70.
			(xliii) Miss M. K. Sethi	Appointed as Assistant Compiler on 21-7-70.
			(xliv) Shri Kulvinder Singh	Appointed as Assistant Compiler on 20-7-70.
			(xlv) Shri Jaswant Singh	Appointed as Assistant Compiler on 21-7-70.
			(xlvi) Shri Rattan Chand	Appointed as Assistant Compiler on 21-7-70.
			(xlvii) Shri Nasib Singh	Appointed as Assistant Compiler on 20-7-70.
			(xlviii) Miss Santosh Kumari	Appointed as Assistant Compiler on 21-8-70.
			(xlix) Shri Mohan Lal	Appointed as Assistant Compiler on 4-9-70.
			(l) Shri Himmat Rai	Appointed as Assistant Compiler on 7-9-70.
			(li) Shri Rattan Paul Singh	Appointed as Assistant Compiler on 8-9-70.
			(lii) Shri Chuhar Singh	Appointed as Assistant Compiler on 4-9-70.
			(liii) Mrs. Harbhajan Kaur	Appointed as Assistant Compiler on 7-9-70.
			(liv) Mrs. Rajeshwari Sharma	Appointed as Assistant Compiler on 5-9-70.
			(lv) Shri Virender Singh	Appointed as Assistant Compiler on 29-8-70.
			(lvi) Shri Ramesh Kumar	Appointed as Asssistant Compiler on 13-10-70.
			(lvii) Shri Ishwar Chander	Appointed as Assistant Compiler on 21-10-70.
			(lviii) Shri Kamal Dev	Appointed as Assistant Compiler on 15-12-70 and left department on 11-5-71.
			(lix) Shri Surinder Kumar Joshi	Appointed as Assistant Compiler on 15-12-70 and as Computor on 26-5-71.
			(lx) Shri Birdhi Chand	Appointed as Assistant Compiler on 1-1-70 and as Computor on 26-5-71.
12	Peons	3	(i) Shri Jagir Singh	Appointed as Peon on 29-7-70.
			(ii) Shri Surjit Singh	Appointed as Peon on 20-8-70.
			(iii) Shri Ram Paul Singh	Appointed as Peon on 28-1-71.

APPENDIX II. 1

D.O. No. 37/10/68-RG.
Ministry of Home Affairs,
Registrar General, India.

A. CHANDRA SEKHAR

2/A Mansingh Road,
New Delhi-11.

12 December, 1968.

CENSUS OF INDIA 1971—CIRCULAR No. 1

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 co-operation of the State Government as well as a host of State Government officials throughout the State, and also of the local bodies and various other individuals over whom you may have no administrative control and it is only by commanding their goodwill that you can get the best out of them. It is the unstinted efforts of all the dedicated workers associated with the Census that had helped to build the reputation that the Indian Census enjoys as the single fruitful source of information about the country.

2. Unlike at the earlier censuses when the Census Organisation was being built up once in ten years like a phoenix, with the Census 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 tahsil/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 up-to-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 Government not to give effect to any changes of boundaries after 31st December, 1969. If at all the State Governments contemplate any changes, it is hoped that they would have given effect to them much earlier than this date. You may, therefore, in consultation with the State Government, bring all your maps up-to-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 desirable to choose a viable and stable unit with definite fixed boundaries. These should generally be comparable with the units of previous censuses. A revenue village with definite surveyed boundaries is generally preferred. In some States, Census Officers had thought of recognising even hamlets of villages as units of enumeration and the presentation of primary census data separately for these units. This may be feasible at least for the larger hamlets. Since the list of villages with the primary census data provided by the census serves as an invaluable frame for all types of future studies, suggestions have also been made that in respect of large villages the primary census data may be furnished for portions of villages 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 1961 Census was as follows:

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

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

(1) A minimum population of 5,000;

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

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

This definition, by and large had worked well and has brought about some uniformity of concept throughout the country. It is proposed to continue the same definition at the 1971 Census also which will enable us to have better comparability with the 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 reduction in the population size or due to the composition of the working population or other factors. This work must also be completed as early as possible since you have to develop your location codes for your State quickly. I expect that your office might have

already done some exercise in this regard. You may kindly finalise these, get the concurrence of the State Government also and let me have the final list of towns as quickly as possible.

9. The town 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 constitutions of town groups. This question was discussed recently at a seminar of geographers, sociologists, economists, town planners and other scholars at Delhi and it has been suggested that the following criteria may be applied in recognising a group of urban units to constitute a town group.

10. Two or more towns may be clustered together as a town group when the core town has a population of 100,000 or more and the distance of the adjacent towns does not exceed ten miles from the periphery of the core town and also there is functional linkage between the towns to be included in 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 future town groups. Your predecesor 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 numerals. 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 brakets 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 up-to-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 landmarks such as roads, rivers and canals, wells, temples, important public buildings, etc., should be indicated. This will serve as a basis for a rational 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 house-numbering system may be already in existence and every house may already be bearing a prominent house-number. 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 house numbers which can be indicated on the layout sketch and these can be marked on the doors of houses by chalk or tar, etc., on the eve of the houselisting operation. These house-numbering sketches need not be to scale but even notional maps with adequate details to identify every house will go a long way in achieving the objective in view, viz., the ultimate demarcation of the jurisdictions of the enumerator's blocks so as to ensure equitable load on the enumerators and complete coverage of area. In the notional maps, not merely should the built up area be shown but the entire area of a village within its recognised boundaries. This will enable a complete coverage of the entire geographical area constituting the village. At the 1961 Census, at the 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 villlage and town layout sketches.

17. While the above preparations go on, you should also determine the best agency suitable for census enumeration work. The experience of 1961 Census in your State will be useful. By and large, the school teachers proved to be the best agency. This will have to be of course supplemented by others. The observations recorded by your predecessor of the last census will help you in the selection of the enumeration agency. You should get the officer in charge of the tahsil, thana or municipality to prepare an inventory of all the personnel that will be available for census work. While such a list may be got ready about a year in advance of census enumeration, you may have to request the State Government to issue instructions to the effect that the personnel selected for census work should not be disturbed till the census enumeration is completed. It may be necessary that the list of such personnel is prepared with reference to the place of residence of the individual concerned and not the place of his work, for, the census enumerator is expected to work outside of his normal working hours and he would obviously find it convenient to attend to this if the area allotted to him for census purposes is close to his residence. It was also the experience at the last census that some institutions furnished the list and others did not, and, so much so, the census personnel were selected only from the institutions which furnished the lists. This led to unnecessary burden on some institutions. You may have to ask the local Census Officers to see that all the institutions and offices within their jurisdiction do furnish the lists of all the personnel. It may be good to gather some particulars about the age and qualifications of the persons offered for census work.

18. It will be advantageous for you to get the officials at various levels, i.e., at the District, Subdivison, 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 Houselist will be canvassed. The houselisting will have to be done about February—April, 1970, i.e., about a year in advance of the census enumeration.

20. The experience of the last census, as also the first pretest of the draft questionnaires for the 1971, showed that the size of the enumerator's block in rural areas may be about 750 to 1,000 in population, i.e., about 150 to 200 households, and in the urban areas, about 600 to 750 population, i.e., 120 to 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 house numbers 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 enumerators block. The census enumerator's blocks so formed at the census served as a frame for all types of future sampling studies as well. A general criticism has been levelled that the census enumerator's block were not easily identifiable. It is true that it may be difficult to reconcile between an area with some natural physical boundaries such as roads and streets, and the desired size of population ideally suited for an enumerator. For census purposes obviously, it is more important that we have blocks of convenient population size to ensure complete and convenient coverage. The enumerator's blocks had been generally indicated in the past in terms of merely house numbers that constitute a block such as, for example, along a straight road, house number 1 to house number 150 may form one enumerator's block and house numbers 151 to 250 may form another enumerator's block depending on the population size. Sometimes, the layout may be such that a cluster of houses will have to be allotted to an enumerator. Again, in a village which has both the built up area as also the cultivated area around with some odd farm houses, it will be necessary to clearly indicate the area allotted to an enumerator 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 house numbers along a street. At the same time, it may be advantageous to get each enumerator to prepare a separte sketch of the area allotted to him in which he can set out in little more detail all the landmarks and all the individual houses that constitute his block. The name of the street along which his jurisdiction may lie and also the names of the adjoining streets and localities can be shown. This may greatly help in easier identification of the enumerator's blocks in future. The census enumerator can be required to furnish this sketch along with the enumeration abstract which he would be required to furnish at the end of census enumeration.

21. In several urban areas the National Sample Survey organisation had already prepared an urban area frame. This was used at the 1961 Census in some States for the purpose of forming the census enumerator's blocks. You may examine if the urban 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 individual slip that will be canvassed on a universal basis. The instructions for the sampling design and the selection of the sample

will be issued to you separately from this office in due course. It is adequate for you to know at this stage that it will be necessary for you to have a good frame of the enumerator's blocks from which the sample will have to be selected. For these sample blocks a slightly better qualified enumerator, who may be a graduate or at least a matriculate, if possible, should be appointed.

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

24. You will have occasion to now 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 up-to-date to take into account the further changes in the schedules and these can be pretested. You may take about 1,000 urban households and 1,000 rural households for the pretest. You may, for the purpose of the pretest, divide them into blocks of about 100 households. You may pretest the household forms along with individual slips in half the number of blocks and the individual slips along 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 on in these various fields. Your main concentration should, however, be on the successful completion of the 1971 Census operations.

27. As in the past the census enumeration of the 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 up-to-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 developmental 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 tahsils, 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 enumerate a good number of households before completion of the training. Your predecessor of 1961 must have already laid down guidelines in this regard and might have also suggested improvements of procedure. You shall have to give careful attention to the training programme. I enclose for your information a circular on training issued at the 1961 Census in Andhra Pradesh which you may find of some use.

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

30. The entire census organisation should be fully keyed up and kept at a complete state of readiness to launch on the census enumeration as programmed. For this purpose you should draw up a census calendar indicating the various targeted dates by which each of the preparatory measures of the census enumeration should be completed. The census calendar drawn up for 1961 Census can help you draw up the calendar for the next census. You should constanlty review the progress of work and assure that the targeted 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 targeted 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 welcome. Generally much time is lost between the completion of census operations and the availability of the census data to the public. It would appear desirable to publish as quickly as possible handy popular versions, well illustrated, giving out several basic census data which are of great use and interest to the Government and the public. The primary census data will have to be published as quickly as possible.

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

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

Wishing you every success.

Yours sincerely,

(Sd.) . . .

(A. Chandra Sekhar).

APPENDIX II.2

Comments on the Draft Questionnaires for the 1971—Census based on the pretest in Punjab and Haryana : 13th November, 1967 to 8th December, 1967.

BY

R. L. ANAND

PART A—GENERAL

I. *Description of pretest operations*

The political atmosphere in the State is rather tense and if the pre-tests were made on an extensive scale, they might have led to this step being misconstrued as Government trying to collect information on religion, mother-tongue, etc. Hence the pre-tests were done unostentatiously in 12 blocks by the members of the Census Organisation, and only the Deputy Commissioners and Tahsildars concerned were intimated about it. The field staff consisted of the Tabulation Officer, two Economic Investigators, one Statistical Assistant, and two Assistant Compilers.

Incidentally, no expense was incurred on the pre-tests except the usual T.A. for the staff.

The names and location of the blocks are given in the enclosed statement. These blocks were among those where we had conducted recently the survey on 'Extent of under-registration of Births and Deaths', so that we had with us a complete list of households.

It will be noticed that the pretest covered six Enumerators' Blocks in Haryana and six in Punjab. Of these, four blocks were treated as sample areas, and in half portion of each of these four blocks, the extensive Fertility Questionnaire was canvassed, and in the other half, the simplified Fertility Questionnaire was attempted.

The pretest commenced on the 13th November, 1967, and was completed variously from the 5th to 8th December, 1967. Each enumerator conducted pretest in two blocks. The general instructions on houselisting and house-numbering were followed and three of the senior Enumerators acted also as the Supervisors.

II. *Sample Areas.*

I consider introduction of sampling in the 1971—census as a progressive step. Even in the 1961—census, the household schedules were processed on a sample basis.

It is for serious consideration whether the sample blocks should be 10 per cent of the total blocks or only 5 per cent. Other things remaining the same, as the size of the universe increases, the size of sample can be reduced without sacrificing accuracy in results. In the 1971-census. We will be dealing with some 500,000,000 individuals and I am of a view that even a 5 per cent sample should yield fairly dependable results.

III. *Time taken in filling the Schedules*

The enclosed statement shows the time taken for filling in (i) Individual Slip, (ii) Household Schedule with extensive Fertility Schedule, and (iii) Household Schedule with simplified Fertility Schedule. The time noted was for the actual filling the questionnaires, without taking into consideration the preliminary talks with the responding families or the time involved in moving from one house to another.

Since the Enumerators put on for pretest were given a more thorough training than will be possible at the time of the 1971-Census, and also because these persons were already soaked in census traditions, my feeling is that they took less time than the Enumerators would do in the actual census. I am inclined to adopt the following basis for calculating the work load per household for the 1971-Census, taking a household as of 6 persons:—

(i)	Non-sample areas ...	20 minutes.
(ii)	Sample areas with extensive Fertility Schedule ...	45 minutes.
(iii)	Sample areas with simplified Fertility Schedule ...	35 minutes.

The time taken for filling in the schedules will be about the same in urban and rural areas. In rural areas, the rights on land will take a little

longer time but this will be counterbalanced by the greater effort in noting the industry and occupations of individuals in urban areas.

IV. *Size of Enumerators' Blocks in* 1971—*Census*

I am of the view that the size of a block adopted in the 1961-Census was fairly judicious and it should not be altered in the 1971-Census: on an average 500 persons in urban areas and 750 persons in rural areas.

I am of the view that the size of sample and a non-sample block be the same; also the enumeration should be synchronous both in sample and non-sample blocks.

V. *Work Load*

On the basis of the time noted in Para III above, and a population of 750 persons in rural block and 500 persons in urban block, and assuming a household to consist of 6 persons, the work load for filling in the schedules calculates as shown below :

	Rural Blocks	Urban Blocks
	Man-hours	Man-hours
(i) Non-sample Blocks ..	42	28
(ii) Sample Blocks where simplified Fertility Schedules were tried ..	73	48
(iii) Sample Blocks where extensive Fertility Schedules were tried ..	94	63

VI. *Staff*

In villages, there is more elasticity of time both with the respondents and enumerators than in towns. Another feature in villages is that the women folk are more shy to reveal their fertility history to men than in towns.

Taking both these factors into considerations, I am of the view that in towns, we should have whole-time enumerators and in villages part-time enumerators.

In sample blocks of rural areas, we should have two enumerators instead of one and one of them should preferably be a woman. The woman enumerator will be at advantage in recording the fertility history whereas the man-enumerator will be stronger in recording rights on land. The two enumerators will thus be complimentary to one another. One of the two enumerators may be styled as Enumerator Incharge, and may be paid Rs. 5 more than the other enumerator.

Regarding the qualifications of the enumerators in sample areas, my feeling is that although Graduates should do better than matriculates, yet the Graduates might consider themselves over-qualified for the job and may have some hesitation in going about collecting information. So we might content ourselves with those who have passed the F.A. examination (10 years in school and two years in college). Care should, however, be taken that these enumerators should not be raw-youths: they should be persons with at least 8 years of service. In case F.A.s are not found in adequate number, I would make a selection from among the enumerators recruited for non-sample areas. Those who do well in training for non-sample enumeration, might be picked up for work in sample blocks.

Supervisors.—In the 1961-Census, we had one Supervisor, on an average, for 5.4 Enumerators. In the 1971-Census, on no account a Supervisor be allotted more than 4 Enumerators, since this time he will have to do extra work connected with the verification of the Enumerators' Posting Statement.

VII. *Concepts, Instructions and Formats*

On the whole, the concepts and instructions are very clear; they have stood the test of time during the 1961-Census. There are, however, two basic points which need reconsideration; Literacy and Migration.

(i) *Literacy.*—A very pertinent question is whether children reading in elementary classes be shown as literate or illiterate. The ability to read and write with intelligence does not develop in a student until he has passed 2nd standard. I would suggest that the students who read in the 3rd standard and onward, should be shown as literate. I would have stepped up this line of class, but I have noticed quite a number of grown up literate persons do not possess more education that what is given in the first two years at school.

Correspondingly, while calculating literacy, persons below the age of 8 years may be ignored into account instead of persons below the age of 5 years as in 1961.

(ii) *Migration.*—There are two heads under this question: place of birth, and place of last residence. In the case of last residence, we are to take into consideration only that place where the individual lived for at least six months. This will create an anamoly in the case of children born at the place of their maternal grand-parents or in hospitals located outside the place of enumerations, but moved to their parents' residence shortly thereafter. It is for consideration whether such children be not shown as born at the place of enumeration: of course this will not be absolutely correct, but certainly it will be realistic.

Secondly, in the case of defence personnel, the place of last residence need not be asked since they are forbidden to intimate their postings and movements. For the active defence personnel, the only entry against Q. 5-b may be made as CGS (Central Government Service).

Simplified Fertility Schedule.—The simplified Fertility Schedule is not adequate enough to yield the type of information sought. The only difference between the detailed schedule and the simplified schedule is that in the former case two more questions have to be asked : (i) age at which the children died and (ii) the order of their birth. The remaining columns of the schedule are simple arithmetic. I am, therefore, in favour of adopting the detailed Fertility Schedule or discarding it altogether.

VIII. *Population Record*

I am strongly of the view that the Population Record should be filled in even in the Non-sample areas. This will have three advantages. Firstly, the population record is an effective check on the total number of individual slips filled in, and in the Tabulation Office, the individual slips will be matched against the population record statements. Secondly, if by a mishap, the individual slips for some Enumerators' Blocks get lost or destroyed, the Population Record will provide the basic information on population. Thirdly, after the matching of individual slips with the Population Record statements, the population Record statements will be sent back to concerned towns and tahsils. They will thus provide a sort of National Register.

IX. *Early appointment of District Census Officers*

For the 1961-Census, District Census Officers were appointed for a period of 8 months when they were paid Rs. 75 per mensem. Looking back, I feel that at least in Punjab, Enumerators' Blocks in some areas were delimited without adequate information on the size of population. The houselist is a very important document which is helpful not only in demarcating the blocks, but also gives a very dependable idea about the number of various questionnaires to be printed. Besides, the maps for villages were by and large unsatisfactory since adequate time was not given for their preparation.

It is, therefore, suggested that for the 1971-Census, the District Census Officers should be in position in October, 1969. The first business they shall address themselves to will be the preparation of village maps: one map showing the entire village area, the boundary of the 'abadi', and such census houses as lie outside the abadi; and the other map showing the location of houses within the abadi. For this work, it will be necessary to have a very responsible officer in each District. Thereafter, the District Census Officers will have houselists prepared. The third step will be carving of Enumerators' Blocks. These three things, if properly done, will take about a year. In October, 1970, the houselists will be revised, deleting houses damaged during the monsoon and adding new ones erected.

District Census Officer might be paid Rs. 50 for the first twelve months and Rs. 75 for the subsequent eight months. Considering that the District Census Officer is the hub of the census activity, this additional expense of Rs. 600 on each District Census Officer will be very compensating.

X. *Translation of Instructions and Questionnaires*

Steps are being taken to have them translated into Punjabi and Hindi by the Languages Department. By 1971, there will be hardly any enumerator who would not know either Hindi or Punjabi. As such the Urdu translation will not be called for so far as Punjab and Haryana are concerned.

PART B—CENSUS QUESTIONNAIRES

Quite a number of points relating to the Questionnaires have been dealt with in Part A. The remaining points are discussed in this part.

(1) *General Houselist*

In the instructions at page 4, in the middle of the page, there is reference to Appendix IA and

Appendix IB. These might be changed into "Schedule A and Schedule B appended to these instructions".

At page 1 in the first para, in the last but one line, the words "they are" might be changed into "it is".

At page 2 sixth line from bottom of page 1, the words "Cart tracts" need to be changed to "cart tracks".

At page 4 sixth line from top, the word "say" after 'such as' appears to be redundant.

Second para of the houselisting for *'an* universal basis', *'a* universal basis' appears to be better. Further, the words Appendix IA and Appendix IB might be changed into 'Schedule A and Schedule B appended to these instructions'.

At page 9 seventh line from top, the word "Houses" might be changed into "households".

At page 11 third para from bottom second line, instead of "making or selling of goods" needs to be changed into "making *and* selling of goods". There should be a comma after repairing.

Schedule 'A' column 4, the word "residential" may be substituted by "residence".

Column 8.—Material of roofing—By roof, we take the surface exposed to sun and rain. Describing the type of roof on this basis alone will not be adequate. There is thatch roof supported on bamboos with mud on the top and there are elegant houses with lintel roofing with a thin layer of mud on the top to keep the house cool during summer and to prevent the roof from developing cracks during dry summer. There is a world, of difference between the two types of roofs and it will be absurd to club them together. I would suggest that the more common types of roofs be given in the Instructions and in column 8 only abbreviations assigned to them may be written. Some types of roofs are given below for illustration:—

(a) Lintel roof ;
(b) brick roof supported on bamboos and rafter ;
(c) thatch roof ;
(d) slate roof ;
(e) corrugated iron sheet roof ;
(f) Khaprail tiles.

The enumerator will in this case have to describe only such roofs as do not fall within the more common types mentioned above illustratively.

Schedule 'B' (Manufacturing Establishments).—Some household industries are of such small dimensions and carried out as ancillary to the household life, that it may not appear appropriate to the enumerator to record them. A peon's wife may be stitching clothes for her neighbours or a clerk's wife may be knitting socks and jersies for wages, or she may be preparing nalas, prandas, or she may be doing hand-embroidery. We do not want such activities to be ignored. In order to make it explicit to the enumerator, even such minor activities are also to be recorded. The following addition may be made to the heading of Column 3:—

(In case some industry is pursued in a minor way by a member of the house, his or her name and relationship to the Head).

(2) *Special Houselist*

In Instructions, at page 10 last words of the para facing column 24, Total living area; The word "kilometre" may be changed to "metre".

In order that information on living area is recorded accurately, every enumerator in sample blocks must be provided with a rod metre, with a groove in the centre. Such rods may be made from bamboo and when prepared in large number may not cost more than 25 paise each.

Column 3 of the houselist.—For houses occupied by tenants, in many cases, the age cannot be ascertained. Even some owners may not be knowing the age of their houses if they are very old. Some slabs may, therefore, be devised such as—

(i) With 5 years ;
(ii) 5 years to within 10 years ;
(iii) 10 years to post-independence ;
(iv) pre-independence ;
(v) 'Old'—in case the house appears to be superannuated.

Since water-supply, electricity supply and privy have relevance to residential houses only, columns 11 to 14 may be transposed to after the column presently numbered as 26 and the entire columns 11 to 26 may be filled up only in the case of residences.

At page 9 of the instructions relating to column 11, a sub-para reads as "if the census house is used as sitting place, cattle shed, etc.", write the use to which it is put (and add the name of the owner). The relevance of the word 'owner' is not clear: owner of what? of the census house or the cattle etc.? Further, in case it is a rented house, what is the justification for giving the name of the owner in preference to the occupier. This point needs to be looked into.

(3) *Individual Slip*

Q. 9. *Nationality.*—In 1961-census instructions, this term was not explained. This time it had been explained in the draft instructions. I am afraid the explanation only confounds the issue. It is very difficult to define the term nationality which has relevance with home-land, religion, citizenship, language, and common aspirations. I am of the view that either the explanation should be made more elaborate or left unexplained, and the reply may be recorded as the respondent desires.

Alternately the word 'nationality' may be substituted by 'citizenship' and in that case split into two: (i) by birth, and (ii) by domicile.

Literacy.—This point has been discussed in Part A.

Time taken in filling in Census Questionnaires

Block/Code No.	Individual Slip			Household Schedules with detailed fertility schedules			Household Schedule with simplified fertility schedule		
	No. of slips	Total time taken (minutes)	Average time per slip (minutes)	No. of schedules	Total time taken (minutes)	Average time per slip (minutes)	No. of schedules	Total time taken (minutes)	Average time per slip (minutes)
1	2	3	4	5	6	7	8	9	10
Villages									
1. Boharwala (2/1/271) ..	461	1202	2·5	..	..	..	..	..	..
2. Mangatwala (3/5/134) ..	561	974	1·8	46	655	14·2	46	490	10·6
3. Kunail (5/3/364) ..	299	608	2·0	..	..	..	..	..	..
4. Kanoi (9/3/46) ..	872	2255	2·6	..	..	..	..	..	..
5. Mamidi (12/3/218) ..	520	1339	2·6	43	722	16·8	40	328	8·2
6, Dingar Majra (13/3/24) ..	675	1469	2·2	..	..	..	..	..	..
7. Kukranwali (15/2/34) ..	678	1455	2·1	..	..	..	..	..	..
8. Akbarpur Nangal (16/2/69) ..	935	1900	2·0	..	..	..	..	..	..
Towns									
1. Moga (3/VI/3) ..	495	1178	2·4	49	745	15·2	46	364	8·0
2, Nabha (10/X/3) ..	688	2172	3·2	..	..	..	..	..	..
3. Kaithal (13/III/6) ..	753	1824	2·4	70	1213	17·3	64	707	11·0
4. Sirsa (15/V/6) ..	743	2230	3·0	..	..	..	..	.	..

APPENDIX

CENSUS OF

Houselisting

HOUSE

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

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

Line No.	Building No. (Municipal or Local Authority or Census No., if any)	Census House No.	Age of the House	Predominant construction material of Census House			Purpose for which Census house is used, e.g., residence, shop, shop-cum-residence, business, factory, workshop, school or other institution, bank, commercial house, office, hospital, hotel, etc. or vacant	If vacant, give reasons (e. g., Dilapidated, unsuitable for occupation, seasonally vacant, under repair or construction, etc.)	Is it used wholly or partly as an establishment ? Yes or No. If yes, enter further details in Schedule B and indicate the serial No. of that entry here
				Material of Floor	Material of Wall	Material of Roof			
1	2	3	4	5	6	7	8	9	10

Signature of Enumerator .....

Date.....

II (3)

INDIA, 1971

Schedule—A

LIST

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

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

If used wholly or partly as a dwelling								
Household No.	Name of the Head of Household	If S.C. or S.T.	No. of living rooms in the occupation of Census household	Does the household live in owned or rented house ? (a) Owned(O) (b) Rented (R)	*No. of persons normally residing in Census Household on day of visit of the enumerator*			Does the household cultivate land either owned or rented ? (Yes or No.)
					Males	Females	Total	
11	12	13	14	15	16	17	18	19

Signature of Supervisor .....

Date .....

CENSUS OF INDIA 1971

Houselisting Schedule—B

ESTABLISHMENT SCHEDULE

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

Name of Taluk/Tehsil/Anchal/Thana/Island.....Code No..... Name or No. of Ward/Mohalla/Enumerator's Block.....Code No. ....

Serial No.	Census House No.	If any manufacturing, processing or servicing is done, is it (a) registered Factory (b) Household Industry, (c) Unregistered Workshop	If used as shop or business house, (a) Wholesale or (b) Retail	If used as any other establishment Describe, e.g., Govt. Office, school, hospital, Railway Station, barber's saloon, Cinema, theatre, Hotel, Teashop, etc.	Name of the establishment or of the proprietor	Is the establishment (a) Govt. b) Private, (c) Co-operative Institution	Description of the products processing or servicing done in establishments coming under col. 3 or of the goods sold and bought in establishments coming under co .4	Average number of persons working daily last week or in the last working season including proprietors or family workers	Type of fuel or power used in establishments coming under col. 3
1	2	3	4	5	6	7	8	9	10

Signature of Enumerator .....

Date .....

Signature of Supervisor .....

Date .....

CENSUS 1971

Book No. .....

Slip No. .....

Location Code ——— Household No. [ ]

Name of Village/Town ———

1. (a) Name ——— 2. Sex ◯

1. (b) Relationship to Head ———

3. Age (Completed years) ——— 4. Marital Status

Birth Place

5. (a)(i) Place of birth ———

(ii) Rural or Urban ———

(iii) District ———
State ———
Country ———

Last residence

5. (b)(i) Place of last residence ———

(ii) Rural or Urban ———

(iii) District ———
State ———
Country ———

5. (c) Duration of present residence ———

6. Nationality ———

7. Religion ———

8. S.C. ☐ or S.T. ☐

9.(a) Literacy ☐

9. (b) Educational level ———

10(a) Mother tongue ———

10. (b) Other languages, if any ———

11. Working as cultivator ———

12. Working as agricultural labourer ———

13. Working at Household Industry
- (a) Description of work ———
- (b) Nature of Production, Processing or Servicing done ———
- (c) Class of worker ———

14. Doing work other than 11, 12 & 13
- (a) Description of work ———
- (b) Nature of Industry, Profession, Trade or Service ———
- (c) Class of worker ———
- (d) Name of Establishment ———

15.(a) Among 11 to 14 which is principal work △

15.(b) Secondary work ▽

16. Activity, if not working ▱

CENSUS Op

SPECIAL

(For Sample

(*Schedule*

Name of District.....(Code No.).....

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

Line No.	Building No. (Municipal Local Authority or Census No.)	Census House No.	Age of the house in years	Use to which the census house is put	If vacant give reasons	Is any type of production, processing or servicing done ? (If yes, the details to be given in Schedule B)	*Description of Census House*			*Drinking Water-supply*	
							Material of wall	Material of roof	Material of floor	Source	Distance, if not within the house
1	2	3	4	5	6	7	8	9	10	11	12
1											
2											
3											
4											
5											

Signature of Enumerator.....

Date.....

INDIA 1971

HOUSELIST

areas)

4)

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

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

Has the residence electric supply ?	Is there a privy ?	Household No.	Name of the Head of House-hold	Occupation of Head of House-hold	Total number of persons present in the household including the head				Total	No. of rooms occupied	Total living area (in Sq. metres)	Owned (O) or rented (R)	Rent paid
					Grown up (Age 15 & *over*)		*Children* (Age 1—14)						
					M	F	M	F					
13	14	15	16	17	18	19	20	21	22	23	24	25	26

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

CENSUS OF

MANUFACTURING ESTABLISH

(Schedule

Name of District.....(Code No.).....

Name of Island/Taluk/Tehsil/Thana/Anchal.....(Code No.), ...

Serial No.	Census House/ Houses No.	Name of the Establishment or proprietor	Public or private sector	Is this a Household Industry ?	Description of product, processing or servicing
1	2	3	4	5	6
1					
2					
3					

Dated Signature of Enumerator.....

INDIA 1971

MENT SCHEDULE

B)

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

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

Type of power or fuel used	*Average number of persons engaged daily last week including proprietor and family workers, if any*				Remarks
	Males	Females	Males	Females	
7	8	9	10	11	12

Dated Signature of Supervisor.....

CENSUS OF

HOUSEHOLD SCHEDULE

Part I

1. (a) Location Code..... 1. (b) Name of Village/Town.....

(c) Household No. [ ] [ ] 2. Is this { a homeless household / or / an institutional household (give name of the institution) } [ ]

3. Name of the Head of Household.....

4. Occupation of the Head of household ..... 5. Religion of Head.....

S.C. [ ]

6. or

S.T. [ ]

7. If nomadic.....

HOUSEHOLD ECONOMIC ACTIVITIES

8. Household Cultivation

	Local name of right	Area
A. Land under cultivation of Household—		
(i) Owned or held from Govt.		
(ii) Held from private persons or institutions for payment in money, kind or share		
(iii) Total of items (i) &(ii)		
B. Land given to private persons for cultivation for payment in money, kind or share		

	Nature of industry	Number of months in a year during which conducted
9. Household industry	(1)	
10. Workers	(2)	

Participants	*Household Cultivation and Household industry*		*Household cultivation only*		*Household industry only*	
	Males	Females	Males	Females	Males	Females
1	2	3	4	5	6	7
(a) Family Workers						
(b) Hired Workers						
Total						

Dated Signature of Supervisor .....

INDIA 1971

POPULATION RECORD

Part II

Serial No.	Name	Sex	Relationship to Head (indicate w.r.t. Sl. No. in column 1)	Age	Marital Status	Educational level	Description of work in the case of worker description of non-worker
1	2	3	4	5	6	7	8

TOTAL PERSONS

Dated Signature of Enumerator.....

PART III

BLOCK A—MARITAL

BOX 1

(a) Is marriage of widowed /divorced/separated permitted in your community	Yes/No
(b) If 'Yes' in (a) are there any women in this house so remarried	Yes/No
(c) If 'Yes' in (b) list their serial Nos. from population record for reference while filling certain detalis below	

BOX 2

Particulars	
1. Name	
2. Current marital status (Codes M, W or S)	of those Married once only (i)
3. No. of times married for those in Q. 2 (ii)	of those Married more than once (ii)
4. At what age was she married ? First marriage only for those in Q. 2 (ii)	
5. What was the husband's age then ?	
6. Interval (in yrs.) between marriage and the time she started living with husband	
7. Age at effective marriage (Q. 4+Q.6)	
8. No. of years to date since marriage was broken due to death of spouse/divorce/separation in case of re-married Q.2(ii) consider termination of first marriage only	
9. Age at widowhood/divorce/separation (Present age—Q. 8)	
10. Duration of effective married life [Present age —Q.7 or (Q. 9—Q.7)]	
11. No. of children born alive and those born dead (for those remarried enumerate only children born by first marriage	(i) Now alive and living here at present
	(ii) Now alive and living elsewhere at present
	(iii) Now dead
	(iv) Total of (i)+(ii)+(iii)
	(v) No. born dead
12. Did she give birth to a child during the period since 1st Jany/Sankrant/Holi/Ugadi/Tamil New Year of last year to date	Yes/No
13. If 'Yes' in Q. 12 is it a live birth or a still birth L/S	
14. If 'L' in Q. 13 indicate the date of birth	
15. Type of birth	Single/Twin/Triplets or more
16. Sex of child	Male/Female

Dated Signature of Enumerator.....

FERTILITY SCHEDULE

HISTORY

Serial No. of woman as in Population Record

PART III—

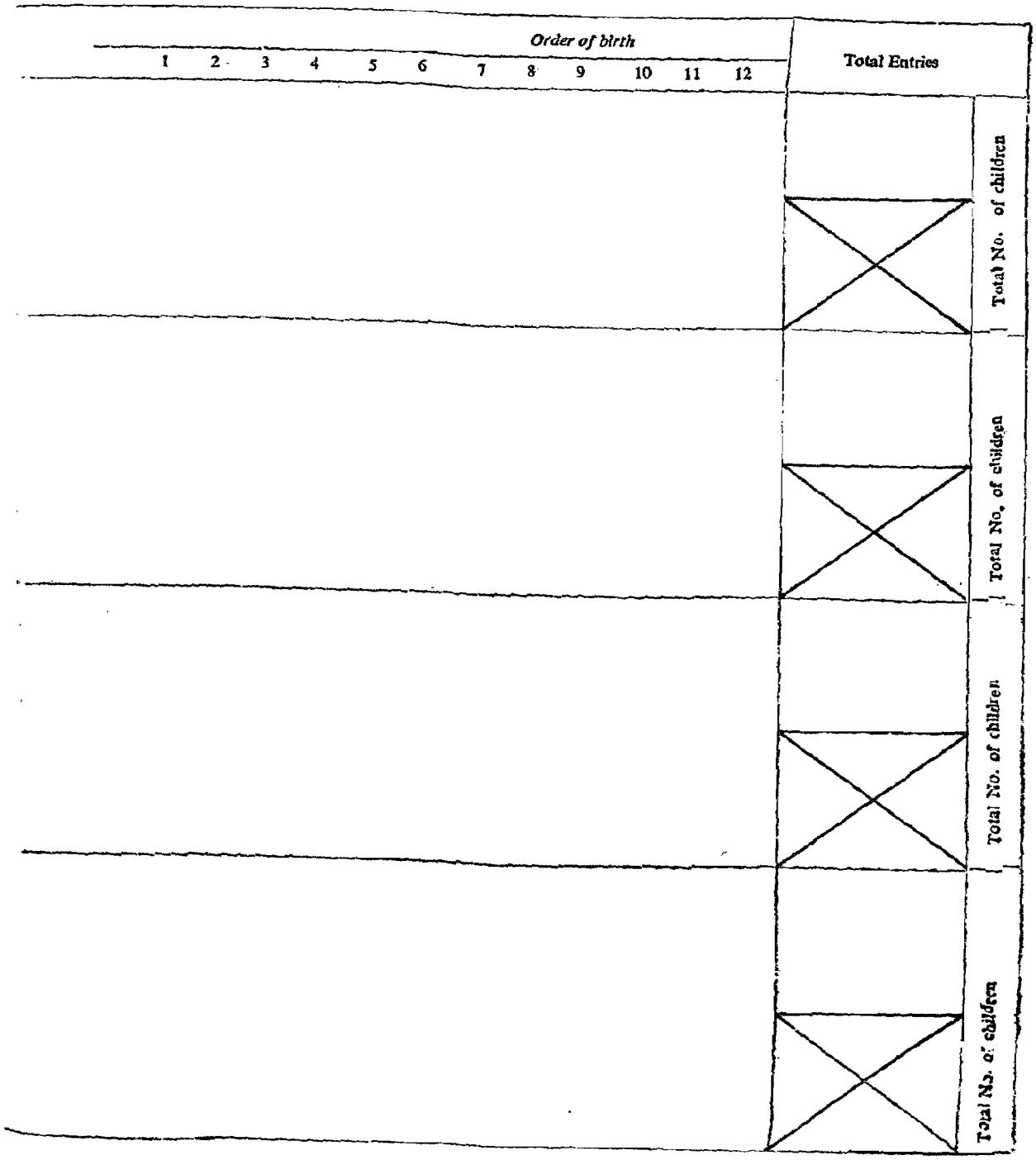
BLOCK B : FERTILITY

	Particulars	
Sl. No of woman as in Population Record	1. Present age of children now alive	M F
	2. (a) Age at death of those now dead	M F
	2. (b) No. of years passed since death of that child	M F
	3. Age of mother at birth of child, i.e. present age of mother—Q. 1 or [Q. 2(a)+Q.2(b)]	M F
S. No. of woman as in Population Record	1. Present age of children now alive	M F
	2. (a) Age at death of those now dead	M F
	2. (b) No. of years passed since death of that child	M F
	3. Age of mother at birth of child, i.e.(Present age of mother)—Q.1 or [Q.2(a)+Q.2(b)]	M F
Sl. No. of woman as in Population Record	1. Present age of those now alive	M F
	2. (a) Age of death of those who now dead	M F
	2. (b) No. of years passed since death of that child	M F
	3. Age of mother at birth of child, i.e. Present age of mother—Q.1 or [Q.2(a)+Q.2(b)]	M F
Sl. No. of woman as in Population Record	1. Present age of children now alive	M F
	2. (a) Age at death of those now dead	M F
	2. (b) No. of years passed since death of that child	M F
	3. Age of mother at birth of child, i.e. Present age of mother—Q.1 or [Q. 2(a)+Q2(b)]	M F

Dated Signature

FERTILITY SCHEDULE

HISTORY



of Supervisor

APPENDIX II.4

SECOND PRETEST REPORT FOR THE STATE OF PUNJAB—1971 CENSUS

BY

H. S. KWATRA

The pretests were done in 5 villages (one block in each village) and in 2 towns (4 blocks in each town)—all told in 13 blocks—partly by our own Assistant Compilers and partly by patwaris/teachers. Six were ordinary blocks and seven sample blocks. The two separate agencies were utilised with a view to having comparative results in the field trials. It was considered that our own men could appreciate better, the difficulties to be encountered by the Enumerators in the field and in interpretation of concepts and instructions. We feel convinced that this arrangement has given better results. S.C.O./D.S.C.O. (Hqrs.) participated in actual enumeration in almost all the blocks. The pretests were started on 19th March, 1969 and completed on 6th April, 1969 by all the Enumerators. Of course our own staff completed this operation earlier, being wholetime.

2. A training Seminar for two days was held on the 7-8th March, 1969 at Rupar for the benefit of Enumerators, etc., S.C.O. addressed the enumerators on the opening day of the Seminar. D.S.C.O./Tabulation Officers imparted thorough training to the staff before they were pushed into the field. Instructions to the enumerators were got cyclostyled in Punjabi and supplied to each enumerator/supervisor. Schedules were got locally printed in Punjabi and were canvassed in Punjabi by almost every enumerator. Some of the Enumerators, however, remarked that they would have been happier to canvass these in the English language. Revisional round organised from 7th April, 1969 to 9th April, 1969 in all the blocks, but this was not quite meaningful because population census was not done for the entire State. The Enumerators and Supervisors were later invited to Chandigarh and a seminar was held on the 15th-16th April, 1969, to discuss their difficulties in the pretesting of schedules, etc. They were given full opportunity for two days to explain their points of view on each schedule and on instructions to Enumerators.

3. *Sample Areas.*—We are taking 10% sample of the blocks for canvassing the Household form. It may be really very difficult to get Enumerators of the requisite calibre for the Sample Blocks and then to arrange for a specialised training for a large number of them. We may, therefore, seriously reconsider even now if the sample should not be reduced to 5% of the total blocks.

4. *Staff.*—We should have wholetime Enumerators in towns for the sample blocks unless it may be possible to do so for rural blocks also. We should select more of our enumerators from the Health & Family Planning Department this time for the Household Form. It would further be very useful if we can associate lady workers with the male enumerators in the sample blocks. We may have to employ one wholetime enumerator and one part-time lady worker for his assistance for the sample blocks for ensuring quality of work. In non-sample blocks, part-time enumerators can deliver goods, but they should be given higher honorarium this time in view of higher cost of living.

There should be one Supervisor for every batch of four Enumerators this time because he will have to do extra work in making a hundred per cent check of the Enumerator's Abstract and for ensuring good quality of work on the Household Form. He will also have to be given a higher honorarium this time in view of higher cost of living and for extra work to be put in.

5. *House Numbering.*—The work on house numbering along the instructions in the Manual on Permanent House Numbering is in progress in the State. Six copies of notional maps have to be prepared and for that purpose drawing paper is being asked for by the Districts. Arrangements for supply of this paper have to be made quickly to progress this Scheme further. Municipal Committees and Panchayats have been authorised by the State Government to incur expenditure on the supply and affixation of metallic plates. The State Government is likely to agree to provide Rs. eight lakhs for this scheme. The Government of India's share of Rs. two lakhs has also to be provided as a matching contribution. Metallic plates will be affixed on houses by the end of June/July, 1969 if drawing paper is supplied. Rate contract for the supply of metallic plates of the specifications shown

below * has been fixed at prices shown against each. Arrangements for supply of proper metallic plates were proving a great hurdle as small Municipal Committees and Panchayats were unable to invite suitable tenders for their supply for various reasons.

6. At the 1961-Census, house numbering was scheduled to be completed by the end of June, 1960, but it dragged on till the middle of October, 1960, in some areas. This time, it is proposed by R.G.I. that house-numbering should be completed by the end of January, 1970 and houselisting done in February/April, 1970. District Census Officers/Charge Officers should, therefore, be in position by October, 1969. Honorarium @ Rs. 75 for District Census Officers and Rs. 40 to Rs. 50 for Charge Officers will have to be sanctioned this time from October, 1969, as the programme is to be implemented earlier at this Census.

7. *Houselisting.*—Houselisting this time has two schedules i.e. 'A' & 'B'. Schedule A has 19 columns and Schedule B has 10 columns. As against these 29 columns, we had only 17 columns at the 1961 Census (Column 18 was for remarks). This time we have not provided any column for remarks. This column, however, needs to be provided for a variety of reasons. The kind of information now being required to be collected in Schedule B is not such that it can be had without imparting adequate training for a few days to the staff. At the last Census, houselisting was entrusted to the Tehsildars for rural blocks and to the Municipal Committees for urban blocks. Each Enumerator covered about four blocks and received Rs. 5 per block by way of honorarium for house numbering and houselisting, including cost of house-numbering material and carriage cost of paint, pots and brushes. If 600 households are canvassed by one Enumerator (i.e. four blocks), he will now have to spend about 80 man-hours after receiving adequate training. Even if he spends an hour a day, he can complete this work in three months' time. Now that we have decided in principle to give honorarium to the Enumerators this time there is a demand that they should not be expected to complete comprehensive houselists for 600 households for an honorarium of Rs. 20 only (Rs. 5 per block). If we do not have adequate funds to give honorarium (at enhanced rates) to enumerators for houselisting, then we may not use the term 'honorarium' of Rs. 5 per block. Instead, we should say that we will give Rs. 5 to them per block for out-of-pocket expenses only for various items. We may require the Municipal Committees and revenue staff to complete this houselisting work without any honorarium. It is their legitimate duty to do so at the Census. In case we decided to give some honorarium, then it should not be less than Rs. 10 per block.

8. Second D.S.C.O. should be in position by December, 1969 so that he can help in imparting training to the staff for houselisting in February/April, 1970. As this time, it has been decided to advance the completion of various stages of Census Operations, there will be a larger demand for funds to pay honorarium to staff in the field and for pay, etc. at the State Census Headquarters.

9. The definition of a 'Census house' continues to be flexible and it is still not fool-proof. The enumerator is, therefore, apt to use his discretion in allotting a number to a structure. Neither purpose nor building under the occupation of one household and used for a single purpose will qualify it to be one census house even though more than one kitchens have been provided. Then number of census houses will get inflated and deflated *vis-a-vis* number of households.

10. *Age of the house (Column 4).*—In urban areas, where houses are mostly occupied by tenants, it is difficult for an enumerator to find out the age of the house from the tenants. There can further be divergence of opinion between several tenants, living in the same building about the age of the house. In such circumstances, should the enumerator make his own conjecture or he may depend on the statement of the more intelligent tenant in the building or take the concensus and act on it.

In the case of kacha houses consisting of kacha walls and thatched roofs, especially occupied by Scheduled Castes, houses are renovated after every 3 or 4 years by replacing the roof and constructing new walls. Whether in such cases, these should be called new houses or old houses.

It is apprehended that Enumerators will make wild guesses about the age of old houses because the occupants in a number of cases will not be able to give the age correctly. Even for houses purchased, owners are not able to give reliable information in many cases.

11. *Material of floor.*—In case the floor area of the same house is made of different materials, it is not so easy for an insophisticated enumerator to physically verify all the rooms and then record the material of the floor. In such situations, the enumerator is bound to make his own conjectures. He will not make any searching enquiries for want of time, before recording the answer of the informant.

12. *Material of walls.*—When the walls are made of different materials, it is not safe to record the material with reference to the main bed

*Size—4″×2½″×⅛″=0.45 Paise per plate
„ 3″×1½″×⅛″=0·22 „ „ „

rooms as no specific rooms are earmarked as bed rooms in the rural areas. It will have to be clarified in instructions that the term 'bed room' in rural areas should be considered as synonymous with living rooms.

13. *Material of roof.*—A single storeyed house is pucca. Its roof consists of rafters and brick tiles, but on its top, there is mud plastering. The house owner reports it pucca from engineering point of view and from all other aspects of its use. Yet according to its definition, it would be a kacha roof because there is mud plastering on top. This kind of roofs may give misleading results.

14. *Purpose for which Census House is used.*—A house may be used for several purposes. However, the space provided for recording of the purpose is small. In villages, it has been found that houses are used as residences, cattle sheds, fodder's place, karyana shop, etc.

Enumerators are required to make searching enquiries to find out if any production, processing or servicing is being done or any business is carried on or any institution is being run in any part of the house, not easily noticeable from outside. It is considered that the Enumerator is not likely to make any searching enquiries about this question and he is bound to record only what he can see from outside or what he gathers from the informants. In a number of cases, he will be misled by the informant who may have reasons to conceal the purposes for which the house is being used, for example evasion of taxes or municipal bye-laws regarding construction. For instance, in Chandigarh a residential building cannot be used as a business house and a number of informants who are doing so will conceal this fact. It is, therefore, to be clarified to the Enumerator whether he should record in this column what has come to his notice by personal observation or what he is told by the informant.

15. *Vacant house.*—In a number of cases, it may be difficult for an Enumerator to record the reason(s) for the house lying vacant especially when even the neighbours may not be knowing exactly why the house has been kept vacant. In such cases, the Enumerator is required to make searching enquiries which he is not likely to make in his anxiety to complete the work quickly.

16. *Establishment* (*Column* 10).—The Enumerator is bound to get misleading replies against this column because some informants will be interested in concealing their household business for a variety of reasons. For example, evasion of taxes and contravention of building laws. The Enumerator has, therefore, to be told that he should record in this column what he observes on the spot and not what is given to him by the informant in reply.

17. *Name of the head of household* (*Column* 12).—In a number of cases in rural areas, it was noticed that some families/households recently split up exhibited a tendency to return themselves to enumerators as 'joint families' lest they should be required to pay *chuhla/chaukidara* tax separately. This trend was noticed despite the fact that they were cooking their food separately and running separate households. Enumerator has to be cautioned against such predilections.

The concept of head of household causes some confusion in the minds of the enumerated persons. Some persons are apt to take it as the individual who handles finances in the household while others take it as the person who is responsible for earning the bread of the family. The enumerator has, therefore, to be wide awake in explaining this concept properly to the enumerated so that the name of the head according to our concept is entered in this column. The concept of chief responsibility of maintenance of the household has to be clearly brought home to the Enumerator.

A few cases have come to the notice of Enumerator where heads of households were found to be absent from their normal place of enumeration for 4 or 5 days in a week for earning their livelihood in a nearby town and who returned to their place of residence in the village at week ends only. Doubts were expressed by the Enumerators if such persons living for most of the days of the week in towns should be recognised as heads of households. We have entered such persons as heads of households at their normal place of residence in the villages.

18. *Scheduled Caste or Scheduled Tribe* (*Column* 13).—Scheduled Castes/Tribes are listed as a Scheduled Caste or Scheduled Tribe in relation to a particular area in a State or Union Territory, members of that caste or tribe residing (i) in another area within the same State or Union Territory or (ii) in other areas out of the State or Union Territory are not recognised as belonging to Scheduled Caste or Scheduled Tribe as the case may be. This means that a Scheduled Caste or Scheduled Tribe from Madras State working in a factory in Punjab will not be enumerated as a Scheduled Caste in Punjab. We hope our presumption is correct.

As special concessions are being given to Scheduled Castes and Scheduled Tribes, some informants are prone to return their castes as such even though they may not be belonging to

such castes so that they may derive such concessions. The Enumerator has, therefore, to be cautioned against such malpractices. Generic and synonym of Scheduled Castes and Scheduled Tribes should also be supplied to the Enumerators for proper enumeration.

19. *Number of living rooms in the occupation of Census household* (*Column* 14).—A household was found shifting from one house to another and during the shifting period, meals were cooked by it at both the places. In such a situation, both the houses under occupation will have to be shown as belonging to the same census household. If the presumption is not correct, then further clarification is indicated.

If there is a single living room used in which goats are also tethered during winter and rainy seasons, whether it is a living room or a cattle shed. We have taken it as a living room. If our presumption is not correct, this needs further clarification.

20. *Does the household live in his own or rented house ?* (*Column* 15).—In a case four sons have made portions of the parental house and taken possession of various portions against the wishes of their old father who was also found claiming its ownership and simultaneously the sons were found paying the *chuhla* tax and also making alterations in the structure. An Enumerator is certainly going to be baffled by such a situation. Legal ownership of various portions in this case vests in the father and the sons have taken forcible possession of the house and are paying *chuhla* tax separately. Obviously the ownership has to be shown in father's name although *chuhla* tax is being paid by the sons individually. Some times sister's sons living with maternal uncle and sons-in-law living with their parents-in-law claim to be owners of the houses in which they are found at the time of enumeration. Enumerators have to be cautioned that such claims are not to be recognised and they should not be shown as owners.

21. *Number of persons normally residing in a census house on the day of visit by the Enumerator* (*Columns* 16—18).—It is not clear in the instructions whether normal residents present plus visitors are to be recorded or normal residents both present and absent are to be recorded.

22. *Does the household cultivate land either owned or rented ?* (*Column* 19).—This concept of 'cultivation' will not be easily intelligible to an average enumerator as observed at the Pretest. Lot of hammering will be required.

ESTABLISHMENT SCHEDULE

Part B

23. The definition of household industry as given in the Instructions to Enumerators provides that there can be some employees as well in addition to the members of the household. At the same time, instructions provide that there cannot *be a series of employees.* We have, therefore, to draw a line somewhere to make this definition precise. Unless this is done, the Enumerator is bound to be confused.

24. Columns 6-7 of this Schedule should change places with columns 3-4, to ensure systematic collection of data.

25. In column 8, space provided for the description of the products is inadequate.

26. *Average number of persons working daily in the last week or in the last working season* (*Column* 9).—Enumerators are not finding out the daily employment over a week, but are simply depending on the respondent's reply. Perhaps it is necessary to find out actually the daily employment over a week's period to work out the average. Information of persons working in the last working season is also mostly a guess work because the Enumerators do not make proper calculations.

INDIVIDUAL SLIP

27. *Name* (*Question* 1).—Names in rural areas are generally not christianed or spoken as full even in case of elderly persons. Full names in many cases are not known even to the persons concerned. Such situations have confused the Enumerator. We should permit them to record even half names in such situations.

28. *Relationship to Head* (*Question* 2).—Relationship to the head becomes difficult to determine in cases where the economic burden of the family is on one person and social responsibilities are on the other person. Such a situation also arises in cases where adverse possession of house or a property becomes an accomplished fact by the sons from father or mother. The Enumerators get confused in such situations.

In one case, an illegitimate child was found to be living in a household, but the head of the household had concealed this information. If such cases come to the notice of the Enumerators, should they be recorded as illegitimate children, against the wishes of enumerated persons.

29. *Age* (*Question* 4).—This is a very difficult question for the Enumerator because in the

rural areas particularly, the informants do not have any idea about their own ages, of their children and of elderly persons. Generally they ask the Enumerators to judge for themselves the ages of various members of their household. Howsoever, we may try to train our Enumerators. There are bound to be over-statements/ under-statements in the matter of recording age. In the case of unmarried girls the age is invariably under-estimated so that they may not spoil their chances of being married owing to advanced stage. Age is generally reported in respect of the running year and not for year completed. We should insist on collecting age in completed years. It may, therefore, be considered if we can change the heading of this column to "age in completed years". In case of old persons and unmarried females, historical events have to be narrated to find out the exact age and this process entails some delay to arrive at the correct age. Enumerators do not generally have adequate time to make searching enquiries, for recording correct age. In rural areas, age is, therefore, being recorded on a conjecture either at the instance of the informant or by the Enumerator.

30. *Place of Birth* (*Column* 6).—It was noticed that male informants were generally absent at the time of the visit of Enumerator. Married females in the family have been found unable to give the name of the place of birth in case of senior members of the family, including their husbands. It is, therefore, for consideration if there is any utility of writing the actual place of birth as it is not to be utilised as such later. What is required is whether birth is local or not. It should serve our purpose if it is merely written PL/PU.

In the case of children born at mother's paternal home and later shifted to their father's house after about 4-5 weeks, the place of birth is very often reported as the place of enumeration. The enumerator has to be cautioned that the place of birth should be shown as mother's paternal home village/town. In case of elderly persons, it becomes difficult for the enumerators to distinguish their place of birth between rural or urban. The enumerator does not have any list of urban areas that he can make a distinction. In one case, a man had reported that he had purchased his wife and neither he nor his wife knew the place of birth of the wife. What is to be recorded in such a case? Obviously, "Not known".

31. *District* (*Column* 6(c).—In a number of cases, it has been found that neither the Enumerator nor the persons enumerated knew the district in which the place of birth was located. In such situations, the enumerator gets confused.

32. *Nationality.*—(*Column* 9).—This question should precede Questions 6 and 7 so that in case of a foreigner, it may not be necessary to fill up columns 6 and 7. This appears to be a proper sequence.

33. *Place of last residence* (*Question* 7(*a*).—Accidental migration has necessarily to be distinguished from genuine migration. At the First Pretest Conference, six months' period was suggested as the minimum for reckoning of genuine migration, but now this has been reduced to three months. Clarification is required for this change for the benefit of Enumerators. Further what should be the last residence of infants born outside the place of enumeration, but present in the parent's home at the time of enumeration and still below six months in age. Obviously they have no place of last residence.

34. *Question* 8—*Duration of last residence*—A person may have shifted on more than one occasion to and from his place of enumeration for setting down as a normal resident. In such an event, should more than one place be recorded as last residence or should the Enumerator record only the latest previous residence. If the 2nd alternative is in view, then this question should be worded as follows :—

"Duration of latest previous residence".

Without this modification, the Enumerator is likely to be confused as to which particular last residence he is to take into account if there are more than one "last residences". On the other hand, if it is desired to study the full magnitude of migration, then the total period of all previous residences should be entered in this answer.

35. *If studying now* ? (*Question* 12).—Will studying have reference only to general or vocational education? Or else studying would also imply for example, attending a fruit preservation course for a short duration or learning typewriting and shorthand.

36. *Literacy* (*Question* 13).—For calculating literacy, persons below the age of 5 years were reckoned as illiterates at the 1961 Census. Literacy was thus determined among other criteria with reference to minimum age in 1961. Why is it necessary to make a departure from this principle at the 1971 Census ?

37. *Mother Tongue* (*Question* 15).—Despite the linguistic division of the Punjab State, tension was still prevailing in the return of the

mother-tongue by the enumerated persons at the Second Pretest. Members of one community were found pressing the Enumerator for writing as one language as the mother-tongue although they were speaking the other language in their households. The Enumerator is simply helpless when he is required to record whatever is returned by the enumerated person. His reporting to the senior officer(s) in this connection is also of no avail because no one can normally afford to invite a hornet's nest around him by making a probe into such a delicate question. When tensions are mounting high on such a delicate question, any probe can result in making such situations still worse. Unrealistic results have been obtained in the past on this question and almost the same picture is going to emerge at the 1971 Census.

At the time of the actual Census, therefore, tension will definitely be very high on this question. We have been advised by respectable members of the society that this question should be dropped in the interest of getting proper replies to other questions. The two communities are still at logger's heads to get maximum return in favour of the language of their choice/adoption. We should, therefore, be prepared to meet tense situations in this behalf during the Census Operations.

The political fate of Chandigarh city is still hanging in the balance. There will be a tremendous amount of tension in getting answers to this question at the Census in this town if by then the fate of this town is not decided. Political parties are already active in this town on this issue.

38. *Other languages* (*Question* 16).—There is so much of tension on the language issue that members of one community, even if they speak/write the other language, are not willing to subscribe to it as the second language in answer to this question. This situation will, however, arise only in case of diehards in the community.

Only such languages should be allowed to be recorded in answer to this question which a person can read and write otherwise even a student of 6th class can say that he knows English language because it is one of his subjects in the curriculum.

39. *Reference period of work.*—From the instructions, it is evident that if a household wife engages herself in any economically productive activity even for an hour a day, she has to be treated as 'worker'. There is no time limit prescribed for this type of economic activity to determine the status of a worker. It, therefore, means that if a housewife goes to any other man's house for a part-time job for an hour a day, she will come in the category of workers and this may lead to inflation of the figures of actual workers in the country. Similarly if a student takes one hours tuition work every day, he has also to be treated as a worker. This may also lead to inflating of the figuring of workers. As against these situations, a person cannot be treated as a worker in the agriculture industry unless he has put in regularly at least half the normal day's work dring major portion of the working season. Should we not, therefore, also fix some time-limit for part-time workers mentioned above? The working season as also the major part of the working season for various seasonal industries shall have to be defined in each State.

40. According to the definition of 'cultivator', fruit growing, vegetable growing or keeping orchards or grooves or working on plantation like tea, coffee, rubber and sincona and other medicinal plantation, are not covered in cultivation. For an Enumerator, to remember all this at the time of canvassing the schedules would be rather difficult and he is bound to confuse cultivation with these activities. We may, therefore, have to prepare small notes on such questions which may be given to the enumerators in addition to the exhaustive instructions contained in the manual. For instance, about the definition of cultivator, we may have to prepare a note as follows:—

> "Cultivation means ploughing, sowing and harvesting and production of wheat, paddy, jowar, bajara, etc., raw jute and fibre crops and cotton, etc., and other crops like sugarcane, groundnuts, etc. It does not include fruit growing, vegetable growing or keeping orchards or grooves or working on plantation like rubber, sincona and other medicinal plantation".

41. It is considered that an Enumerator of average ability will not easily follow the concept of 'cultivator' and 'agricultural labourer'. He is bound to make mistakes in categorising cultivators and agricultural labourers.

42. *Definition of household industry.*—For urban areas, it has been mentioned that the household industry must be within the same building/census house, if it is to be categorised as such. If a certain household is living in one census house and is keeping milch cattle for sale of milk in another census houses in the same street, should

then such activity be not considered as a household industry because the members of the household are looking after the milch cattle and are selling milk to augment family's income. If we strictly go by the definition of household industry for urban areas, then any activity in another census house of this nature cannot be treated as a household industry. This situation needs clarification.

43. *Nature of Industry, Profession, Trade or Service* [*Question* 17(d)].—An Enumerator of average intelligence is not likely to clearly understand the concepts involved in this intricate question. The Enumerator will just not have the patience and time to study the broad divisions and major groups of the India Standard Industrial Classification. He will, therefore, have to be coaxed to study these and to comprehend various concepts as best as he can.

This question can be answered by the actual workers in the household and not by their insophisticated females. Unfortunately when the Enumerator goes to a household, the working members are not present in the household as they have to go to attend to their various economic activities during the day time. Workers are available at their households either in the morning or in the evening. The enumerators have, therefore, to make two calls generally if proper answers have to be recorded against this question and if he has the patience to do so.

44. *Description of work* [*Question* 17(e)].—An average Enumerator is bound to confuse the scope of questions 17(e) and 17(d). Howsoever hard we may try to explain the concepts in actual practice, an average enumerator is bound to confuse the two concepts in 17(e) and 17(d). We may think of some other method by which these concepts can be clearly brought home to the Enumerator. At pretest, a number of enumerators were found confused in making distinction between the two questions.

Women folk found present at the Census house cannot give description of the work done by their men folk in the factories, business-houses, etc. The Enumerator has to call 2/3 times to get hold of the working males for recording answers to this question. Accurate results regarding detailed classification of workers are difficult to obtain from insophisticated Enumerators. An Enumerator cannot easily draw fine distinction between trade and commerce, manufacturing and construction, etc.

45. *If available for additional work, for how many months* ? (*Question* 19).—The scope of this question is very much restricted. Our Enumerators have been found confusing the concept of this question in the field because most of them did not appreciate its importance intelligently. It will have to be hammered into the heads of Enumerators that this question relates only to *seasonal workers*. Further the concept of 'seasonal worker' will have to be clearly explained to avoid any distressing results. On the whole it is not a simple question that every enumerator will fully grasp and get correct replies thereto. The enumerated persons in some cases have been found showing resentment for being asked such a question relating to their unemployment during a part of the year.

46. *If not working, category* ? (*Question* 20).—Should a three year old child going to a nursery be categorised as a student or dependent? There may be students who may have taken their examinations, but awaiting results. Will they be categorised as students (ST) or (NE) ?

47. *Enumeration of houseless population.*—Of course, each Enumerator will look after his own block for houseless population, but there can be serious omissions by some of them on the presumption that houseless population might have been recorded by the Enumerator working in the adjoining block(s). Enumerator's blocks will be so much intermingled that such mistakes are inevitable. This work will, therefore, need special attention of the supervisory staff on the crucial night of 28th February, 1971.

48. *Household Form.*—"Location code", "Name of village", "Name of head of household" and "Does he belong to S.C. or S. T.?" If so name of caste/tribe are given as caption in Part II—Fertility Schedule.

Enumerators have been found raising eyebrows as to why these particulars should not be given as a caption on the first page of the Household in Part I—Population Record. If there is a purpose behind giving these particulars in the Fertility Schedule—Part II, then clarification may be given for the satisfaction of the Enumerators.

49. *Population Record—Part—I.*—Enumerators have suggested that they should be allowed to copy the population record from the Individual Slip at their own homes instead of at the time of enumeration to save their time in the field. However, in case of ever-married females, they agree to copying out the relevant

record from the Individual Slip at the time of enumeration itself to avoid missing of any such important entry.

50. *Housing Schedule—Part II* (*Column* 1).—This is a repetition of column 4 of the Houselist. Enumerators are raising eye-brows for their having to make duplicate entries.

51. *Column* 2.—The answer to this question should be net result of the replies to Questions 5, 6 and 7 of the Houselist. But in actual practice, there will be several contradictions in replies to this question and the cumulative reply to the three questions of the Houselist mentioned above.

52. *Column* 3.—This is a repetition of Column 14 in the Houselist. The Enumerators are disturbed in their having to collect duplicate data.

53. *Column* 6.—There may be a number of census houses in the same building. If drinking water point is within the building and not in each census house separately, then should it be recorded that the drinking water point is not available in the census house. In this question, 'census house' and 'building' should be considered as synonymous term to avoid anomalies.

54. *Column* 9.—In this question, privy has reference to the building and not to each census house in the building as in case of drinking water point in column 6. The word building in the instructions is somewhat confusing because the intention is to find out if the household has its own privy for its exclusive use. There may be a privy in building, but unless various households living in the building have a privy separately for exclusive use, the purpose of this question is not served. The wording should, therefore, be 'whether arrangement exists for a separate privy for the household(s) in any census house?' Further a privy may be there in the census house but used only when someone is taken ill, should such a privy be not recognised and 'no' be recorded as answer to this question.

FERTILITY SCHEDULE—PART III

55. Widows, divorced and remarried women are hard nuts to crack for getting replies to this Schedule. They get irritated the moment such questions are put across. In the case of elderly ever-married women, it is not possible for insophisticated enumerators to distinguish between the foetal wastages and still-born children. Information on still births is generally concealed by the ladies and such cases are oftenly reported as "born alive", but now "dead". The Enumerators must have background knowledge of human reproduction and physiology to tackle this Schedule. Family Planning staff and nursing staff can, among others, be gainfully employed for this Schedule. It becomes difficult to secure the presence of all ever-married women in the household at the times of enumeration and Enumerators have to repeat their visit to the household.

56. *Column* 3(*b*).—There is generally a vague answer by elderly women on the question of 'age at their marriage'. Enumerators are prone to use their discretion lavishly on this question. Similarly in regard to age of their husbands at the time of marriage, the information will be unrealistic in many cases. Further, are we supposed to take the age of the couple at effective marriage (actual consummation) or the age at which formal marriage took place (without actual consummation)?

57. *Column* 3(*b*) —Even if some persons are able to give the exact date of birth, the Enumerator is generally not conversant with the Indian Calendar months. Enumerators must, therefore, be provided equivalents of Indian Calendar months in the instructions itself.

FAMILY PLANNING SCHEDULE—PART IV

58. It has been experienced by almost all the Enumerators in search of currently married males of 35 or below that they could find females only in the household at the time of enumeration. Currently married males in this age group are not present at their households during the working hours and it is generally during the working hours that the enumerators go for canvassing the schedules. It has, therefore, been suggested by the enumerators that they should be allowed to tackle either males or females, particularly in towns, for this particular schedule so that they may not have to repeat their visits just to get hold of the currently married males of 35 or below. Further it could be left to the discretion of the Enumerators to fill this block or any male member who is eligible and is found present.

A number of Enumerators came across households where there was none available in the age group of 35 years or nearabout. Instead they came across married males of 55—65 years of age and their wives even had passed the mensepause. Is it really necessary to put family planning questions to such old married couples

specially when the period of fertility in the female spouse had passed over? An upper age limit in terms of the age of the wife (45 years or so) be fixed to restrict this block to eligible couples alone.

59. *Awareness of family planning methods* (*Columns* 6-7).—As this is considered a part of sexology, the informant generally feels shy to disclose some of the method even though he may be knowing these very well and practising. Living in joint families where scope of sex re-union is comparatively lesser and breast feeding of the child for longer period, have also been reported as *methods of family planning/birth* prevention. Should these be also taken as indicating awareness of the family planning methods?

In some cases, the husband does not know if his wife is practising any method. In some cases a loop is inserted in disguise as a part of general treatment by nurses to avoid opposition and in such a case, the informant is quite ignorant of the insertion of the loop and consequently of the method being practised. In certain cases, oral pills are given as a medicine for headache and the informant does not know if she is practising any method.

Information on this particular schedule is very low. In some villages, strong resistance was noticed from the informants to disclose any information on this schedule. In a village, people were found very much opposed to the very idea of family planning and offered great resistance to any such question being put to any one in the village. The *bazigars* in a village threatened our party in our presence to slay their heads if they picked up any one out of them for sterilisation at a later date. They thought that we had gone to their village to select persons eligible for sterilisation. Despite our best efforts to make them understand the idea behind our enquiries, they were not convinced of our bona fides. We are, therefore, bound to meet tough resistance from backward and scheduled classes in the areas in the completion of this Schedule. We must, therefore, have specially trained Enumerators for such an assignment and that too on a wholetime basis.

60. It should take an Enumerator normally 45 minutes to complete the Household Form and Individual Slip, including the time of going to a household. On this basis 150 households will require 112 man-hours. If this work is to be completed in 19 days, then an Enumerator must work for 6 hours a day. Part-time enumerators cannot devote six hours a day for 19 days in addition to their normal work. But if we cannot meet the colossal cost on employment of an army of whole-time Enumerators, then we will have to arrange with the State Govts. in such a way that they spare their regular employees for this operation for 19 days without requiring them to attend their normal duties. This kind of arrangement can be fixed up at the highest level only. In the background of the present Central-State relations, some of the States are not likely to concur in such an arrangement. It is distressing to remark that the quality of our workers at lower levels has further deteriorated since the last Census and there is great indiscipline in their ranks that they can just take up anything seriously on basis of an honorarium. Frankly speaking, they just do not bother about the small honorarium and are even prepared to give us something for not putting them on this duty.

—:o:—

APPENDIX III

Copy of D.O. letter No. 9/3/69-CTU, dated 27th May, 1969, from Shri A. Chandra Sekhar, Registrar General, India, New Delhi-11 to all Superintendents of Census Operations.

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 wholetime workers even though their contribution to economic activity was marginal, it was felt necessary that the 1971 concept should distinguish them from fulltime 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 requirement and training of a separate set of Enumerators is now obviated. We shall have only uniform training for all Enumerators. The filling in 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 be in charge of separate enumerators.

I shall be sending you soon the final schedules as revised. You will have to work out the translated versions and keep them ready. As far as the Houselist is concerned I presume that you would have 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.

APPENDIX IV

CIRCULAR No. XVI

No. Census-Pb.-70/4728

Phone: 24095

GOVERNMENT OF INDIA
MINISTRY OF HOME AFFAIRS
OFFICE OF THE DIRECTOR OF CENSUS
OPERATIONS, PUNJAB, 72, SECTOR 5-B,
CHANDIGARH-18,

To

All the Deputy Commissioners in the State.

Dated the 27th May, 1970.

Subject : Revised Census Calendar—Part II—Actual Enumeration—Individual Count.

Sir,

I have the honour to invite your attention to paragraph 8 of my circular letter No. Census-Pb-69/3403, dated 19th August, 1969 with which a copy of the Census Calendar was sent to you,—*vide* annexure VI thereto.

2. We have been compelled to revise the Census Calendar for a variety of reasons. In the first instance, we have not been able to stick to the target date fixed for the completion of houselisting operation and secondly, we have not been able to get the filled-in schedules by the due-dates from the field agency. All this has necessitated that operations connected with actual Census count should be taken somewhat forward to enable the District Census Officers to prepare themselves for this important task.

3. I am accordingly enclosing with this circular the revised Census Calendar for the second phase of the census operations, i.e., dealing exclusively with actual census enumeration. We have now to stick to this Calendar meticulously because there can be *no* postponement of the actual census count as this operation has to synchronize with all other States, except in the hill areas. I am, therefore, to request you to go through this revised Census Calendar very carefully and to make all-out efforts to adhere to the target dates fixed for various operations. We must complete all our preparatory measures in time so that we can have actual count from the 10th February to 28th February, 1971.

4. Detailed instructions will follow in subsequent circulars on different items of work covered in the revised Census Calendar. Circular No. XV has already been issued dealing with item No. 2 in the Census Calendar regarding finalisation of census charges and delineation of supervisors' circles and census enumerators' blocks based on population estimates emerging from houselisting operation, 1970.

Yours faithfully,

(P. L. SONDHI)

Director, Census Operations.

No. Census-Pb.-70/4729, dated 27th May, 1970.

A copy, with two copies of the Census Calendar, is forwarded for information and necessary action to :

1. Regional Deputy Director, Census Operations, Jullundur and Patiala ;

2. All the District Census Officers in the State (by name) ;

In particular they will please take all necessary steps to ensure that various stages of enumeration are covered by the target dates. They should immediately bring to our notice if in any pocket there is information with them about any operation going behind the schedule and simultaneously take positive measures to step up operations in that pocket. Enumeration has to be done on the prescribed dates and there can be no postponement of these dates and for that reason, it is

extremely necessary that all preparatory measures should be complete by then.

Sd/-.

Director, Census Operations.

No. Census-Pb.-70/4730, dated 27th May, 1970.

A copy is forwarded to All Charge Officers for information and necessary action. They should note very carefully that enumeration has to be done on the prescribed dates and there cannot be any postponement whatever of these dates. They must, therefore, complete all stages of the work by these dates so that enumeration can be done on the prescribed dates.

Sd/-.

Director, Census Operations.

No. Census-Pb.-70/4731, dated 27th May, 1970.

A copy is forwarded to all the Sub-Divisional Officers (C) in the State for information and necessary action. As Sub-Divisional Census Officers, it is their primary duty to see that all stages of this work are complete by the target dates so that enumeration can take place on the prescribed dates. There can be no postponement of enumeration and they should, therefore, exercise utmost vigilance in their sub-division to achieve this objective.

Sd./-

Director, Census Operations.

No. Census-Pb.-70/4732, dated 27th May, 1970.

A copy is forwarded to the Secretary to Government, Punjab, Local Government Department (Committee I Branch dealing with Census), Chandigarh, for information and necessary action,

Sd./-

Director, Census Operations.

No. Census-Pb.-70/4733, dated 27th May, 1970.

A copy is forwarded to the Commissioners, Jullundur and Patiala Divisions for information and necessary action. There can be no postponement of the dates fixed for enumeration. It is, therefore, requested that during the course of their tours, they may impress upon the Deputy Commissioners to take all positive measures to ensure that all stages of this operation are completed by the target dates.

Sd./-

Director, Census Operations.

CENSUS 1971

REVISED CENSUS CALENDAR—PUNJAB

Part II—Actual Enumeration—Individual Count

Serial No.	Item of work	Target date by which work is to be completed	Action to be taken by
1	2	3	4
1	Development of Location Code Numbers of Tehsils, Villages and Towns in consequence of the recent reorganisation of Tehsils/Districts by the Punjab Government	June 15, 1970	Census Directorate
2	Finalisation of Census Charges and delineation of Supervisors, Circles and Enumerators' Blocks based on population estimates emerging from House-listing Operation of 1970	July 15, 1970	Reg. Dy. Directors/D.C.Os/ Charge Officers
3	Preparation of Charge Registers	July 15, 1970	Ditto
4	Preparation of Municipal Wards/Village Maps showing Census Enumerators' Blocks	August 31, 1970	Ditto
5	Working out of district requirements of Individual Slips, Population Records, Enumerators' Daily Posting Statements and Enumerators' Abstracts (for training and actual enumeration separately)	June 30, 1970	Census Directorate
6	*Programme for training of District Census Officers/Charge Officers to be drawn up and finalised by the respective Regional Deputy Directors and despatch of Instruction booklets for Deputy Directors, District Census Officers and Charge Officers*	*July 31, 1970*	*Reg. Dy. Directors/Census Directorate*
7	Uptodating of the lists of personnel available in various Government offices/ local body institutions and other institutions of the district for appointment as Enumerators and Supervisors for the Individual Count	August 31, 1970	Reg. Dy. Director/District Cen. Officers
8	Selection and ear-marking of Enumerators and Supervisors for the Individual Count.	September 15, 1970	D.C.Os/Charge Officers
9	Appointment of Supervisors and Enumerators, filling up of Charge Registers and their submission to the Census Directorate	September 30, 1970	Ditto
10	Drawing up of the programmes of intensive training of Supervisors and Enumerators.	September 30, 1970	D.C.Os/ Charge Officers
11	Despatch of Instructions booklets to districts	October 15, 1970	Census Directorate
12	Distribution of Instructions Booklets to Supervisors and Enumerators in the districts	November 30, 1970	Charge Officers
13	Initial round of training of Supervisors and Enumerators	November 1 to 30, 1970	Reg. Dy. Directors/ D.C.Os./Charge Officers
14	Despatch of Individual Slips and other prescribed forms to the districts	November 15, 1970	Census Directorate
15	Second round of training to Enumerators and Supervisors	December 1 to 31, 1970	Reg. Dy. Directors/D.C.Os./Charge Officers

Serial No.	Item of work	Target date by which work is to be completed	Action to be taken by
1	2	3	4
16	Uptodating of houselist forms and notional maps	December 1 to 31, 1970	Supervisors under the supervision of Charge Officers/D.C.Os.
17	Final round of training of Enumerators and Supervisors and distribution of Census Schedules (Individual Slips, Enumerators Posting Statements, Population Records and Enumerators' Abstracts) to the Enumerators and Supervisors..	January 1 to 31, 1971	District Census Officers/Charge Officers
18	Publicity for Census Enumeration	December 1, 1970 to February, 1971	Census Direcorate/ GOI Information Dte./D.C.Os.
19	Actual Census Enumeration	February 10 to 28, 1971	Enumerators and Supervisors
20	Enumeration of Houseless Population	February 28, 1971 (night)	Ditto
21	Revisional Round	March 1 to 3, 1971	Ditto
22	Filling up of Enumerators' Abstracts	March 3, 1971	Enumerators
23	Scrutiny of Enumerators' Abstracts by the Supervisors and communication of the provisional totals of the Enumerators' blocks to the Charge Officers.	March 4, 1971	Supervisors
24	Compilation of provisional totals for the Charges and their reporting to the District Census Officers	March 4, 1971	Charge Officers
25	Compilation of provisional totals of the districts and their reporting to the Directorate Census Operations, Punjab, Chandigarh and Registrar General, India, New Delhi	March 5, 1971	District Census Officers
26	Checking of Enumeration Records for completion	March 15, 1971	Charge Officers
27	Despatch of filled in Census Schedules to the concerned Regional Tabulation Offices.	March 31, 1971	District Census Officers
28	Post Enumeration Check (sample basis)	Date to be intimated later on	District Census Officers/ Charge Officers

APPENDIX VI. 1

No. 4/29/70-RG(Ad. I)
Government of India
Ministry of Home Affairs
Office of the Registrar General, India

2/A, Mansingh Road
New Delhi-11, the 24th March, 1970.

To

The Director of Census Operations and *ex officio* Superintendent of Census Operations, Punjab, Chandigarh.

Subject : Creation of temporary Class III and Class IV posts for the Coding and Punching Cell, during 1970-71.

Sir,

In exercise of the powers conferred on me by Rule 10(1) of the Delegation of Financial Powers Rules, 1958 read with the Ministry of Home Affairs' letter No. 2/16/59-Pb. I, dated the 22nd December, 1959, I have the honour to accord sanction to the creation of the under-mentioned temporary posts on the scale of pay specified against each of them for the Coding and Punching Cell to be set up in your office, in connection with the 1971 Census with effect from the 1st April, 1970 up to the 28th February, 1971:

Serial No.	Name of Post	Scale of Pay	No. of Posts
1	Tabulation Officer (for Records) ..	Rs 350—20—450—EB—25—475	One (1)
2	Senior Technical Assistant ..	Rs 350—20—450—EB—25—475	One (1)
3	Statistical Assistant (for Co-ordination) ..	Rs 210—10—290—15—320—EB—15—425	One (1)
4	Statistical Assistant (for Coding Supervision) ..	Rs 210—10—290—15—320—EB—15—425	Four (4)
5	Computor (for Code Checking) ..	Rs 150—5—160—8—240—EB—8—280—10—300	Twelve (12)
6	Computor (for Punching Supervision) ..	Rs 150—5—160—8—240—EB—8—280—10—300	Three (3)
7	Assistant Compiler (for Records) ..	Rs 110—3—131—4—155—EB 4—175—5—180	Two (2)
8	Assistant Compiler (for Coding) ..	Rs 110—3—131—4—155—EB—4—175—5—180	Twenty-four (24)
9	Assistant Compiler (for Key Punch/Verifier Operation) ..	Rs 110—3—131—4—155—EB—4—175—5—180	Twenty-Eight (28)
10	Upper Division Clerk ..	Rs 130—5—160—8—200—EB—8—256—EB—8—280—10—300	One (1)
11	Lower Division Clerk ..	Rs 110—3—131—4—155—EB—4—175—5—180	One (1)
12	Daftry ..	Rs 75—1—85—EB—2—95	One (1)
13	Peon ..	Rs 70—1—80—EB—1—85	Three (3)

2. Dearness and other allowances shall be admissible at the Central Government rates in force from time to time.

3. The expenditure is non-Plan and debitable to the Head "39—Miscellaneous Social and Developmental Organisation: C—Abstraction and Compilation" under the Grant for Census (Punjab circle of accounts) for the financial year, 1970-71 subject to funds being voted by the Parliament for that year.

Yours faithfully,
(A. CHANDRA SEKHAR)
Registrar General, India, and *ex officio*
Joint Secretary to the Government of India in the Ministry of Home Affairs

No. 429/70-RG(Ad. I) New Delhi-11, the 24th March, 1970.

Copy to :—

1. Accountant General, Punjab, Simla.
2. M. T. Unit.
3. Budget Assistant (Ad. II Section).
4. P. A. to Registrar General.
5. P. A. to Deputy Registrar General.
6. Order File.

Sd/- . . .,

(K. K. CHAKRAVORTY)
Central Tabulation Officer.

APPENDIX VI 2

From

The Secretary to Government, Punjab, Local Government Department.

To

All the Deputy Commissioners in the Punjab.

Memo. No. 10879-CI (ASO-2)-69/44, dated Chandigarh, the 14th October, 1969.

Subject : Clerical assistance to District/Sub-Division/Tehsil/Taluk establishments and local bodies in connection with the 1971—Census Work.

The Governor of Punjab is pleased to accord sanction to the creation of the following temporary posts in the offices of the Deputy Commissioners and Tehsildars posted in the Tehsil Headquarters in the Punjab, w.e.f. 1st November, 1969 to 28th February, 1970 for work connected with the 1971 human census :—

(i) 15 Assistants in the scale of Rs. 160-400; 1 Assistant in the scale of Rs. 160—400 in the office of each Deputy Commissioner in the Punjab and one each for the Jullundur, Ludhiana, Amritsar and Patiala cities at pay not exceeding Rs. 300 p.m. (i.e. the maximum of the scale of the pay of Upper Division Clerk in the Central Government Offices) as per details in annexure 'A'.

(ii) 56 Clerks in the scale of Rs. 110—200; 11 Clerks at the district headquarters, 37 Clerks at the Tehsil-headquarters and 8 clerks (two each for Jullundur and Ludhiana cities and four for Amritsar City), as per details in annexure 'A'.

(iii) 11 temporary posts of peons one for each district headquarters (as per details in annexure 'A').

2. The incumbents of these posts will be entitled to such allowances as may be sanctioned by the Punjab Government for their Staff from time to time.

3. The expenditure involved will be met in full by the Government of India and will be debited to the Government of India Census grant under the Central Head "39—Miscellaneous Social Service Organisations B—Enumeration". It is, therefore, essential that separate accounts in respect of pay and allowances, etc., of the staff appointed in this connection are maintained and a monthly consolidated statement of such expenditure for the district is furnished to the Director of Census Operations, Punjab for effective financial control on the provisions made and for reconciliation of the figures with the Accountant-General, Punjab.

4. The staff to be posted for the census work will not be entitled to any deputation allowance or special pay, as they will not be on deputation to the Central Government but would be appointed by the Deputy Commissioners from amongst the best available staff in their offices and would form part of their staff.

5. This issues with the concurrence of the Finance Department received with their U.O. advice No. 3048-7FG-69, dated 3rd October, 1969.

Sd/- . . .,

Assistant Secretary,
for Secretary to Government, Punjab,
Local Government Department.

No. 10879-CI(ASO-2)-69/45, dated, Chandigarh, the 14th October, 1969.

A copy is forwarded to the Accountant-General, Punjab, Simla, for information.

Sd/- . . .,

Assistant Secretary,
for Secretary to Government, Punjab,
Local Government Department.

No. 10879-CI(ASO-2)-69/46, dated Chandigarh, the 14th October, 1969.

A copy is forwarded for information to the :

(i) Commissioner, Jullundur/Patiala, Division, and

(ii) All Tehsildars and Tehsil Headquarters in Punjab.

Sd./-

Assistant Secretary,
for Secretary to Government, Punjab,
Local Government Department.

No. 10879-CI(ASO-2)-69/47, dated Chandigarh, the 14th October, 1969.

A copy is forwarded to the Director of Census Operations, Punjab, Government of India, Ministry of Home Affairs, Sector 5-B, Chandigarh, for information, with reference to his letter No. Census-Pb-/3440, dated 14th August, 1969.

2. He is requested that the necessary proposal for continuance of the posts during the financial year 1970-71 should be sent to this Department immediately.

Sd./-

Assistant Secretary,
for Secretary to Government, Punjab,
Local Government, Department.

A copy is forwarded to the Commissioner for Finance and Secretary to Government, Punjab, Finance Department, for information.

Sd./-

Assistant Secretary,
for Secretary to Government, Punjab,
Local Government, Department.

To

The Commissioner for Finance and
the Secretary to Government, Punjab,
Finance Department.

U.O. No. 10879-CI(ASO-2)-69, dated, Chandigarh, the 14th October, 1969.

ANNEXURE A

District	Tehsil/City	City with population 1 lack or more (1961)	Estimated 1971 population	Number of U.D.C. required	Number of L.D.C required	Number of peon
Rupar				1	1	1
	Rupar	..	..	..	1	..
	Kharar	..	..	..	1	..
	Anandpur Sahib	..	..	..	1	..
Hoshiarpur		..	..	1	1	1
	Dasuya	..	..	..	1	..
	Hoshiarpur	..	..	..	1	..
	Garshankar	..	..	..	1	
Jullundur				1	1	1
	Nakodar	..	..	..	1	..
	Jullundur	..	..	..	1	..
	Phillaur	..	..	..	1	..
	Nawanshahar	..	..	..	1	..
	Jullundur City	222, 569	311,597	1	2	..
Ludhiana				1	1	1
	Jagraon	..	..	..	1	..
	Ludhiana	..	..	..	1	..
	Samrala	..	..	..	1	..
	Ludhiana City	244,032	341,645	1	2	..
Ferozepur				1	1	1
	Fazilka	..	..	..	1	..
	Ferozepur	..	..	..	1	..
	Zira	..	..	..	1	..
	Moga	..	..	..	1	..
	Muktsar				1	..
Amritsar		..	..	1	1	1
	Ajnala	..	..	..	1	..
	Amritsar	..	..	..	1	..
	Tarn Taran	..	..	..	1	..
	Patti	..	..	..	1	..
	Amritsar City	376,295	526,813	1	4	..
Gurdaspur				1	1	1
	Gurdaspur	..	..	..	1	..
	Batala	..	..	..	1	..
	Pathankot	..	..	..	1	

District	Tehsil/City	City with population 1 lack or (more 1961)	Etimated 1971 population	Number of U.D.C. required	Number of L.D.C. required	Number of Peon
Kapurthala		..	..	1	1	1
	Phagwara	..	..	..	1	..
	Kapurthala	..	..	..	1	..
Bhatinda				1	1	1
	Faridkot	..	..	..	1	..
	Bhatinda	..	..	..	1	..
	Mansa	..	..	..	1	..
Sangrur				1	1	1
	Barnala	..	..	..	1	..
	Malerkotla	..	..	..	1	..
	Sangrur	..	..	..	1	..
Patiala				1	1	1
	Rajpura	..	..	..	1	..
	Patiala	..	..	..	1	..
	Nabha	..	..	..	1	..
	Sirhind	..	..	..	1	..
	Patiala City	125,234,	175,328	1	..	..
	Total		15	56		11
		District	11	11		11
		Tahsil	..	37		..
		City	4	8		..

APPENDIX VIII.1

METHOD FOR ESTIMATION OF TOTAL FORM REQUIREMENTS FOR 1971 CENSUS

General Census Requirements

(a) *Individual Slip.*—It has been based on projected population estimates which have been further increased by 10 per cent to cover wastage and emergency requirements.

(b) *Houselist Forms.*—Total estimated population has been divided by 5 to get estimated number of households. 1961 Census houses used as non-dwellings, and vacant have been inflated by 25 per cent and added to estimated number of households to give total number of entries for houselisting. Total number of entries has been divided by 40 (Number of lines) to get estimated number of forms which has been inflated by 10 per cent to cover wastage and emergency requirements. In order to safeguard against blank entries in some forms, this estimate has been enhanced by number of enumerators. As Houselist Forms are to be prepared in duplicate, estimates thus worked out have been doubled.

(c) *Establishment Schedule.*—We have provided four forms per enumerator as we require two copies of this schedule. According to estimated number of entries, number of forms required for one copy comes to less than 1 form per enumerator but to cover cases of business and industrial centres, two forms per enumerator have been provided which will be issued to each enumerator at the first instance and more forms will be issued to such enumerators who actually require more forms.

Instruction Books for Individual Slip :

It is based on total estimated number of enumerators and supervisors. Number of enumerators has been worked out by dividing Rural estimated population by 750 and Urban estimated population by 500 to which number of supervisors has been added by taking one supervisor for 5 enumerators. This estimate has further been enhanced by 25 per cent to cover stand-by enumerators, supervisors and other census officials.

Instruction Books for Houselisting :

This is also based on total estimated enumerators, and supervisors. Roughly 200 entries have been taken per enumerator for Houselisting and one supervisor for five enumerators. Estimates thus arrived at, have been enhanced by 25 per cent to cover other census officers.

Estimated requirement of Enumerator's Posting Statement :

Estimated male and female population has been divided by 40 (No. of lines) to get number of posting statements which has been further inflated 10 per cent to cover wastage.

Enumerator's Abstract :

This is equivalent to Instructions to Enumerators.

FORMS FOR TRAINING

There will be two training classes for practicals. Enumerator will use approximately half the forms supplied in first practical and the balance in second practical.

Individual Slip :

50 forms have been provided for each enumerator.

Houselist :

One form has been provided for each enumerator and supervisor. One side can be used for one practical and the other in second practical.

Establishment Schedule :

One form has been provided for each enumerator and supervisor. One side can be used for one practical and the other in second practical.

APPENDIX VIII. 2

No. of Schedules supplied by the Registrar General of India, for Houselisting in Punjab

Language	Forms received for Houselisting (including Training)		Instructions for filling up the Houselist and Establishment Schedule
	Houselist	Establishment Schedules	
1	2	3	4
Punjabi ..	271,900*	88,700*	21,900†
Hindi ..	34,600	10;300	2,500
English ..	*16,300*	*29,200*	*3,300*
Total ..	322,800	128,200	27,700

*Includes 7,000 Houselist forms and 4,000 Establishment Schedules, which were got printed from the Union Territory Press, Chandigarh.

†These were got printed from the Union Territory Press, Chandigarh.

APPENDIX VIII.3

Statement showing No. of various Schedules supplied to districts for the Houselisting Operations

District	Houselist forms for canvassing			Houselists forms for Training			Establishment schedules for Canvassing			Establishment schedules for Training			Instruction books for filling up Houselist and Establishment Schedule		
	Punjabi	Hindi	English	Punjabi	Hindi	English	Punjabi	Hindi	English	Punjabi	Hindi	English	Punjabi	Hindi	English
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
Gurdaspur ..	21,067	2,500	500	1,850	80	282	5,688	700	1,200	1,850	80	282	1,859	176	80
Amritsar ..	31,761	2,000	1,000	2,400	100	969	9,912	700	700	2,400	100	969	2,808	276	435
Ferozepur ..	32,738	2,500	1,000	2,900	80	729	10,820	700	2,200	2,900	80	929	3,060	291	250
Ludhiana ..	22,926	2,000	1,200	2,600	200	909	6,000	700	2,200	1,500	200	2,009	2,136	334	530
Jullundur ..	29,242	5,000	1,000	1,900	100	773	7,484	1,700	1,700	1,900	100	773	2,295	221	315
Kapurthala ..	6,089	3,000	500	550	70	154	1,088	700	2,700	550	70	154	706	81	90
Hoshiarpur ..	20,790	3,000	1,000	850	90	530	5,316	700	2,000	850	90	530	1,817	256	130
Ropar ..	10,571	2,000	1,000	1,150	80	134	2,466	700	1,000	1,150	80	134	996	185	45
Patiala ..	23,110	2,000	500	1,900	100	419	6,192	700	700	1,900	100	419	2,084	228	360
Sangrur ..	20,100	2,000	1,000	1,550	70	548	5,748	900	1,500	1,550	70	548	1,974	172	400
Bhatinda ..	22,172	2,000	500	1,850	80	453	6,736	700	700	1,850	80	453	2,045	240	130
Deputy Director (Field) for Reserve															
Jullundur ..	2,000	..	..	..	..	..	1,000	..	1,000	..	..	..	..	..	..
Patiala ..	2,000	..	..	..	..	..	1,000	..	1,000	..	..	..	..	..	..
Total ..	**2,44,566**	**28,000**	**9,200**	**19,500**	**1,050**	**5,900**	**69,450**	**8,900**	**18,600**	**18,400**	**1,050**	**7,200**	**21,780**	**2,460**	**2,765**

APPENDIX VIII. 4

No. of Schedules supplied by the Registrar General's office for Enumeration

Language		Individual Slip Pads (each 100 Slips)	Individual Slip Pads (each 25 Slips)	Population Record (each 50 Slips)	Population Recod (each 25 slips)	E.D.P.S. Males	E.D.P.S. Females	Enumerator's Abstract	Instructions for Enumerators	Degree Holders and Technical Personnel Cards
1		2	3	4	5	6	7	8	9	10
Punjabi	..	1,24,671	*52,226	†46,153	†31,894	1,89,000	1,66,000	29,000	29,500	..
Hindi	..	3,775	1,540	1,000	600	10,000	10,000	2,000	3,700	..
English	..	22,667	9,092	7,045	4,310	60,000	60,000	11,000	3,400	4,60,000‡
Total	..	**1,51,113**	**62,858**	**54,198**	**36,804**	**2,59,000**	**2,36,000**	**42,000**	**36,600**	**4,60,000**

*This figure includes 2,350 Individual Slip pads of 25 slips which were got printed from the Union Territory Press, Chandigarh.

†This figure includes 3,000 population Record pads of 50 slips and 6,000 pads of 25 slips which were got printed from the Union Territory Press, Chandigarh.

‡This figure includes one lac Degree Holders and Technical Personnel Cards which were got printed from the Union Territory Press, Chandigarh.

Note.—Enumerator's Daily Posting Statements Males and Females separately, Enumerator's Abstract and Instructions to Enumerator's in Punjabi were got printed from the Union Territory Press, Chandigarh.

APPENDIX

Statement showing Distribution of number of various

Serial No.	Name of district	Individual Slip Pads (Each 100 Slips)				Individual Slip Pads (Each 25 Slips)			
		Punjabi	English	Hindi	Total	Punjabi	English	Hindi	Total
1	2	3	4	5	6	7	8	9	10
1	Gurdaspur ..	10,753	1,751	316	12,820	4,590	725	135	5,450
2	Amritsar ..	16,077	2,825	634	19,536	6,330	986	265	7,581
3	Ferozepur ..	16,397	2,744	473	19,614	6,250	945	175	7,370
4	Ludhiana ..	12,187	2,549	494	15,230	5,400	885	125	6,410
5	Jullundur ..	13,035	2,365	375	15,775	5,225	826	175	6,226
6	Kapurthala ..	3,851	587	112	4,550	1,826	250	50	2,126
7	Hoshiarpur ..	9,013	1,361	256	10,630	4,250	625	125	5,000
8	Ropar ..	4,715	675	135	5,525	2,065	300	60	2,425
9	Patiala ..	12,091	850	267	13,208	4,420	666	130	5,216
10	Sangrur ..	11,450	500	50	12,000	3,450	500	100	4,050
11	Bhatinda ..	12,013	1,697	355	14,065	3,920	556	130	4,606
	Total ..	**1,21,582**	**17,904**	**3,467**	**1,42,953**	**47,726**	**7,264**	**1,470**	**56,460**

VIII. 5

Schedules to districts for Census Enumeration

E.D.P.S. Males				E.D.P.S. Females			
Punjabi	English	Hindi	Total	Punjabi	English	Hindi	Total
11	12	13	14	15	16	17	18
15,546	2,912	442	18,900	15,046	3,412	442	18,900
21,190	5,114	885	27,189	20,090	5,999	1,585	27,674
21,716	4,353	643	26,712	21,716	4,503	646	26,865
16,500	3,810	475	20,785	16,190	3,800	825	20,815
18,700	3,381	550	22,631	18,700	3,381	550	22,631
5,612	1,225	165	7,002	5,612	1,225	165	7,002
13,175	2,075	375	15,625	12,750	2,025	375	15,150
7,000	1,000	200	8,200	6,800	1,100	200	8,100
13,676	3,535	587	17,798	13,176	3,245	587	17,008
13,600	2,015	400	16,015	13,600	2,015	400	16,015
15,068	3,498	442	19,008	15,046	3,495	442	18,983
1,61,783	**32,918**	**5,164**	**1,99,865**	**1,53,726**	**34,200**	**6,217**	**1,99,143**

APPENDIX

Statement showing Distribution of number

Serial No.	Name of district	Population Records (Each 50 Slips)				Population Records (Each 25 Slips)			
		Punjabi	English	Hindi	Total	Punjabi	English	Hindi	Total
1	2	19	20	21	22	23	24	25	26
1	Gurdaspur ..	4,520	710	130	5,360	2,310	350	65	2,725
2	Amritsar ..	6,210	850	122	7,182	4,550	530	50	5,130
3	Ferozepur ..	5,930	962	105	6,997	4,610	520	78	5,208
4	Ludhiana ..	4,670	614	120	5,404	3,260	350	60	3,670
5	Jullundur ..	4,860	801	140	5,801	2,730	428	70	3,228
6	Kapurthala ..	1,658	225	45	1,928	865	113	22	1,000
7	Hoshiarpur ..	4,405	575	115	5,095	2,275	287	58	2,620
8	Ropar ..	1,970	275	30	2,275	1,090	138	27	1,255
9	Patiala ..	4,512	669	..	5,181	2,598	332	30	2,960
10	Sangrur ..	3,513	675	..	4,188	2,235	238	27	2,500
11	Bhatinda ..	3,856	589	100	4,545	2,780	868	50	3,698
	Total ..	46,104	6,945	907	53,956	29,303	4,154	537	33,994

VIII. 5

of various Schedules to districts for Census Enumeration

Enumerator's Abstracts				Degree Holders and Technical Personnel Cards	Instructions for Enumerators			
Punjabi	English	Hindi	Total		Punjabi	English	Hindi	Total
27	28	29	30	31	32	33	34	35
2,890	633	85	3,608	17,500	2,310	265	238	2,813
3,486	715	142	4,343	71,450	3,415	385	350	4,150
3,026	1,572	115	4,713	33,012	3,720	432	385	4,537
2,720	593	80	3,393	52,500	2,742	292	273	3,307
3,230	550	95	3,875	1,04,181	2,891	309	280	3,480
1,276	187	37	1,500	9,500	1,000	111	103	1,214
2,720	400	80	3,200	23,905	2,610	319	269	3,198
1,44	263	42	1,750	12,500	1,410	190	145	1,745
2,805	627	82	3,514	45,650	2,700	302	280	3,282
2,151	323	36	2,510	16,000	2,200	244	228	2,672
2,380	370	70	2,820	27,600	2,700	300	280	3,280
28,129	**6,233**	**864**	**35226**	**4,13,798**	**27,698**	**3,149**	**2,831**	**33,678**

APPENDIX IX

Copy of letter No. Dy. 882/PSDM/70, dated the 18th September, 1970 from Shri K. S. Ramaswamy, Deputy Home Minister, Government of India, Ministry of Home Affairs, New Delhi, addressed to Shri P. S. Badal, Chief Minister, Punjab, Chandigarh.

I have no doubt that you know that the Census enumeration in the country will come off in February/March, 1971. The Census in our country is an extremely complicated and onerous task for which very careful preparation has to be made even a couple of years in advance of the actual enumeration period. This requires the fixity of jurisdictions. The State Governments obstain from making any changes in the administrative boundaries of all territorial units for at least a period of one year before the census count to enable the demarcation of the census jurisdictions, mapping out of areas and fixing the responsibilities of census officers.

A couple of months ago, I happened to participate in the conference of State Census Directors at which the officers emphatically pointed out the unsuperable difficulties that were created on account of some changes in the administrative boundaries of districts, tahsils and towns that were effected now and then by the State Governments. The Ministry of Home Affairs had already advised the State Governments as far back as in April, 1968 that any changes in jurisdictions that were contemplated should be given effect to before 1970 and that from 1st January, 1970, till the completion of census enumeration work in 1971, no changes should be made. It is understood that the Punjab Government has made certain changes in the course of 1970 and some Press reports indicate that further changes are contemplated. I hope that you will kindly appreciate that in order to facilitate successful census taking in the State without omission or overlapping, it is most important that the administrative boundaries should not be reorganised till the census enumeration is completed. If the State Government has any proposals in hand, I would urge on you to kindly have them considered only after March, 1971. I should be grateful for an assurance from you in this regard.

APPENDIX X.1

Urban Agglomerations

Serial No.	Name of the Agglomeration and its constituents	Whether the Town/City in its own right or outgrowth
1	2	3
	DISTRICT GURDASPUR	
1	Sujanpur Town Agglomeration—	
	(i) Sujanpur Municipal Committee	Town
	(ii) Railway Colony	Outgrowth
	(iii) Harijan Colony	Outgrowth
2	Pathankot Town Agglomeration—	
	(i) Pathankot Municipal Committee	.. Town
	(ii) Mohalla Kanshi Nagar and Ishwar Nagar	
	(iii) Village Daulat Pur	
	(iv) Chakki Bank Railway Station	
	(v) S.D. College	
	(vi) Industrial Training Institute	.. Outgrowths
	(vii) Sunder Nagar	
	(viii) Nathu Nagar	
	(ix) Dhakki Village	
3	Batala Town Agglomeration—	
	(i) Batala Municipal Committee	.. Town
	(ii) Gaunspura	
	(iii) Haveli Chobdaran	
	(iv) Umarpura	
	(v) Bhatta Inderjit	
	(vi) Kothi Malawa	
	(vii) Alowal	
	(viii) Bawli Inderjit	
	(ix) Refugee Camp	Outgrowths
	(x) Sagarpur	
	(xi) Jhariwalan	
	(xii) Nawanpind	
	(xiii) Marrianwala	
	(xiv) Kharal	
	(xv) Mandi Ghauranga	
	(xvi) Bhode-Di-Khui	
	(xvii) Faizpura	
	(xviii) Bakewal	

Serial No.	Name of the Agglomeration and its constituents	Whether the Town/ City in its own right or outgrowth
1	2	3
4	Qadian Town Agglomeration—	
	(i) Qadian Municipal Committee	.. Town
	(ii) Harijan Colony	Outgrowths
	(iii) D.A.V. Higher Secondary School	
	(iv) Industrial Training Institute	
	(v) Balmik Grave Yard	
	DISTRICT AMRITSAR	
1	Amritsar City Agglomeration—	
	(a) (i) Amritsar Municipal Committee	.. City
	(ii) Bhwani Nagar (iii) Kot Mit Singh (iv) Mustafabad (v) Mustafabad Tung Pain (vi) Mokham Pura (vii) Quarter Rattan Chand Behari Lal, Power House (viii) Khanna Nagar (ix) Dhaipai (x) Kot Amar Singh (xi) Kangra Colony (xii) Anand Nagar (xiii) Shiv Nagar (xiv) Vijay Nagar (xv) Gopal Nagar (xvi) Jaura Phatki (xvii) Batala Road (xviii) Abadi Adrash Nagar (xix) Rajinder Nagar (xx) Quarters Railway Line Kot Khalsa (xxi) Doburji (xxii) Guru Arjan Nagar (xxiii) Gobind Nagar	.. Outgrowths
	(b) Chheharta Municipal Committee	.. Town
	(c) Amritsar Cantt	.. Town
2	Majitha Town Agglomeration—	
	(i) Majitha Municipal Committee	.. Town
	(ii) Rori and Idgah	.. Outgrowth
	DISTRICT FEROZEPUR	
1	Ferozepur Town Agglomeration—	
	(i) Ferozepur Municipal Committee	.. Town
	(ii) Basti Gobind Nagar	Outgrowths
	(iii) Chungi Mall Road to Mission Hospital	

Serial No.	Name of the Agglomeration and its constituents	Whether the Town/ City in its own right or outgrowth
1	2	3
2	Ferozepur Cantt Agglomeration—	
	(i) Ferozepur Cantt	.. Town
	(ii) Railway Station Cantt	.. Outgrowths
	(iii) Railway Colony	
3	Muktsar Town Agglomeration—	
	(i) Muktsar Municipal Committee	. Town
	(ii) Kishanpura (Basti at Bhatinda Road)	.. Outgrowths
	(iii) Banglows at Kot Kapura Road	
	(iv) Houses outside Municipal Committee limits at Malout Road	
	(v) Outside Municipal Committee limits at Tibbi Sahib Road	
4	Moga Town Agglomeration—	
	(i) Moga Municipal Committee	.. Town
	(ii) Nanak Nagri	. Outgrowth
5	Zira Town Agglomeration—	
	(i) Zira Municipal Committee	.. Town
	(ii) Mohalla Ghor Ghar	.. Outgrowth
6.	Dharam Kot Town Agglomeration—	
	(i) Dharamkot Municipal Committee	.. Town
	(ii) 80 Houses outside Municipal Committee limits	.. Outgrowth
7.	Jalalabad Town Agglomeration—	
	(i) Jalalabad Municipal Committee	.. Town
	(ii) Extended area block No. 22	.. Outgrowth
	DISTRICT LUDHIANA	
1.	Ludhiana City Agglomeration—	
	(i) Ludhiana Municipal Committee	.. City
	(ii) Industrial Area A & C	.. Outgrowths
	(iii) Basti Jodhewal	
	(iv) Janta Colony	
	(v) Railway Huts	
2.	Khanna Town Agglomeration—	
	(i) Khanna Municipal Committee	.. Town
	(ii) Outskirt Model Town	.. Outgrowth
	DISTRICT KAPURTHALA	
1.	Phagwara Town Agglomeration—	
	(i) Phagwara Municipal Committee	.. Town
	(ii) Jagatjit Cotton Textile Mill	.. Outgrowths
	(iii) Mohalla Gobindpura	
	(iv) Kot Rani	

Serial No.	Name of the Agglomeration and its constituents	Whether the Town/ City in its own right or outgrowth
1	2	3
	DISTRICT HOSHIARPUR	
	Hariana Town Agglomeration—	
	(i) Hariana Municipal Committee	.. Town
	(ii) Harijan Colony (iii) Mohalla Mahanta	.. Outgrowths
	DISTRICT ROPAR	
1.	Naya Nangal Town Agglomeration—	
	(i) Naya Nangal Municipal Committee	.. Town
	(ii) Naya Nangal (Rural) Block No. 11	.. Outgrowth
2.	Anandpur Sahib Town Agglomeration—	
	(i) Anandpur Sahib Municipal Committee	.. Town
	(ii) Railway Colony (iii) Nai Abadi (iv) Gurdwara Shahidi Bagh	.. Outgrowths
3.	Kharar Town Agglomeration—	
	(i) Kharar Municipal Committee	.. Town
	(ii) Naya Sahir—Badala Road (iii) Randhawa Road	.. Outgrowths
	DISTRICT PATIALA	
1.	Patiala City Agglomeration—	
	(i) Patiala Municipal Committee	.. City
	(ii) Partap Nagar (iii) Thapar College of Engineering (iv) Abadi Surrounding Wire Factory and Chemical Factory	.. Outgrowths
2.	Sanaur Town Agglomeration—	
	(i) Sanaur Municipal Committee	.. Town
	(ii) Bazigar Town (iii) Outer Areas	.. Outgrowths
	DISTRICT SANGRUR	
1.	Malerkotla Town Agglomeration—	
	(i) Malerkotla Municipal Committee	.. Town
	(ii) Houses outside Municipal Committee limits	.. Outgrowth
2.	Dhuri Town Agglomeration—	
	(i) Dhuri Municipal Committee	.. Town
	(ii) Shastri Nagar on Malerkotla Road (iii) Gandhi Basti on Kakarwal Road (iv) Himatpura	.. Outgrowths
3.	Longowal Town Agglomeration—	
	(i) Longowal Municipal Committee	.. Town
	(ii) Pindi Kehar Singh (iii) Pindi Dhilwan	.. Outgrowths

Serial No.	Name of the Agglomeration and its constituents	Whether the Town, City in its own right or outgrowth
1	2	3
4	Sangrur Town Agglomeration—	
	(i) Sangrur Municipal Committee	.. Town
	(ii) Basti Near Police Lines on Barnala Road (iii) Kishan Pura Basti (Partly) (iv) Police Lines and Jail (v) Remaining scattered area outside M.C. limits	.. Outgrowths
5	Bhawanigarh Town Agglomeration —	
	(i) Bhawanigarh Municipal Committee	.. Town
	(ii) Jhugi Basti outside Municipal Commitee limits	.. Outgrowth
6	Sunam Town Agglomeration—	
	(i) Sunani Municipal Committee	.. Town
	(ii) Chamar Tibi (iii) Moranwali (iv) Model Town (v) Gujhapeer (vi) Kothe Harigarh (vii) Kothe Singhpura	.. Outgrowths
7	Lehragaga Town Agglomeration—	
	(i) Lehragaga Municipal Committee	.. Town
	(ii) Khai Basti and area around the town	.. Outgrowth
8	Tapa Town Agglomeration—	
	(i) Tapa Municipal Committee	.. Town
	(ii) Primary Health Centre (iii) Basti Piara Lal (Partly) (iv) Basti Refugees (Puran Singh) (v) Kulian Bazigaran (vi) Electricity Colony	.. Outgrowths
9	Barnala Town Agglomeration—	
	(i) Barnala Municipal Committee	.. Town
	(ii) Kothe outside Municipal Committee E. Block Nos. 55, 56, 57, 58	.. Outgrowth
	DISTRICT BHATINDA	
1	Faridkot Town Agglomeration—	
	(i) Faridkot Municipal Committee	.. Town
	(ii) Railways Quarters (iii) Industrial Training Institute	.. Outgrowths
2	Kot Kapura Town Agglomeration—	
	(i) Kot Kapura Municipal Commitee	.. Town
	(ii) Part of Kothe Sanian	.. Outgrowth
3	Jaitu Mandi Town Agglomeration—	
	(i) Jaitu Mandi Municipal Committee	.. Town
	(ii) Kothe Lal-premi	.. Outgrowth

Serial No.	Name of the Agglomeration and its constituents	Whether the Town/ City in its own right or outgrowth
1	2	3
4	Bhatinda Town Agglomeration—	
	(i) Bhatinda Municipal Committee	.. Town
	(ii) Patti Jhutti (Railway Colony) (iii) Patti Mehna (Civil Station) (iv) Haji Rattan	.. Outgrowths
5	Budhlada Town Agglomeration—	
	(i) Budhlada Municipal Committee	Town
	(ii) Industrial Training Institute (iii) Bhikchi and Boha Road Colonies	.. Outgrowths
6	Bareta Town Agglomeration--	
	(i) Bareta Municipal Committee	.. Town
	(ii) New Abadi Bareta village	.. Outgrowth

APPENDIX X.2

Format of the Village Register

Serial No. of village	Name of village	Hadbast No.	Names of Hamlets or units in Abadi deh	Proposed number of Enumerator's Blocks in the village	Code No. of village	Code No. of Census Block	For Each Census Block		Persons Qualified to Act as		Names of Enumerators appointed (Designation and official address)	Names of Supervisors appointed (Designation and official address)	Remarks
							No. of Census Houses	Approximate present population	Enumerators (Name, designation and Official address)	Supervisors (Name, designation and official address)			
1	2	3	4	5	6	7	8	9	10	11	12	13	14

Format of the Town Register

Serial No. of Ward/ Division/ Municipal Block	Name of ward/ Division/Municipal Block, if any	Serial No. of Census Block	Name of Street, Mohalla etc., in the Block	For each census block			Persons qualified to act as			Names of Enumerators appointed (Designation and official address)	Names of Supervisors appointed (Designation and official address)	Remarks
				No. of Census Houses	Approximate present population	Proposed No. of Enumerator's Blocks	Enumerators (Name, designation and official address)	Supervisors (Name, designation and official address)	Code No. of Enumerators' Block			
1	2	3	4	5	6	7	8	9	10	11	12	13

APPENDIX XI. 1

Districtwise distribution of Enumerators by broad categories

District		Houselisting				Census Enumeration			
		Teachers	Village officials	Govt./ Local Administration officials	Others	Teachers	Village officials	Govt./ Local administration officials	Others
Gurdaspur									
Total	..	**960**	**292**	**199**	**52**	**1,260**	**288**	**199**	**27**
Rural	..	843	292	..	17	1,096	288	..	17
Urban	..	117	..	199	35	164	..	199	10
Amritsar									
Total	..	**1,416**	**329**	**286**	**299**	**1,706**	**234**	**407**	**212**
Rural	..	1,322	329	..	103	1,537	234	..	126
Urban	..	94	..	286	196	169	..	407	86
Ferozepur									
Total	..	**1,850**	**285**	**464**	**40**	**1,915**	**246**	**435**	**119**
Rural	..	1,670	285	..	40	1,759	246	..	100
Urban	..	180	..	464	..	156	..	435	19
Ludhiana									
Total	..	**1,355**	**366**	**188**	**349**	**1,184**	**353**	**600**	**61**
Rural	..	1,144	366	..	8	1,057	353	..	4
Urban	..	211	..	188	341	127	..	600	57
Jullundur									
Total	..	**1,260**	**339**	**168**	**196**	**1,388**	**307**	**174**	**421**
Rural	..	978	339	..	52	1,188	307	..	56
Urban	..	282	..	168	144	200	..	174	365
Kapurthala									
Total	..	**451**	**115**	**76**	**20**	**421**	**114**	**124**	**7**
Rural	..	426	115	..	3	399	114	..	2
Urban	..	25	..	76	17	22	..	124	5
Hoshiarpur									
Total	..	**1,788**	**390**	**57**	**219**	**1,237**	**310**	**141**	**70**
Rural	..	1,705	390	..	101	1,156	310	..	70
Urban	..	83	..	57	118	81	..	141	..
Ropar									
Total	..	**706**	**121**	**94**	**132**	**631**	**108**	**48**	**67**
Rural	..	686	121	..	89	608	108	..	5
Urban	..	20	..	94	43	23	..	48	62
Patiala									
Total	..	**1,456**	**282**	**108**	**201**	**1,423**	**125**	**333**	**78**
Rural	..	1,282	282	..	4	1,266	125	..	39
Urban	..	174	..	108	197	157	..	333	39
Sangrur									
Total	..	**1,274**	**275**	**147**	**234**	**1,185**	**183**	**219**	**145**
Rural	..	1,048	275	..	168	1,005	183	..	131
Urban	..	226	..	147	66	180	..	219	14
Bhatinda									
Total	..	**1,180**	**251**	**116**	**189**	**1,435**	**155**	**210**	**135**
Rural	..	970	251	..	127	1,216	155	..	134
Urban	..	210	..	116	62	219	..	210	1
Total for the State									
Total	..	**13,696**	**3,045**	**1,903**	**1,931**	**13,785**	**2,423**	**2,890**	**1,342**
Rural	..	12,074	3,045	..	712	12,287	2,423	..	684
Urban	..	1,622	..	1,903	1,219	1,498	..	2,890	658

APPENDIX XI.2

Districtwise distribution of supervisors by broad categories

District	Houselisting				Census Enumeration			
	Teachers	Village officials	Govt./ Local adminis-tration officials	Others	Teachers	Village officials	Govt./ Local adminis-tration officials	Others
1	2	3	4	5	6	7	8	9
Gurdaspur								
Total ..	**275**	**19**	**40**	**27**	**323**	**10**	**47**	**13**
Rural ..	234	19	..	17	278	10	..	13
Urban ..	41	..	40	10	45	..	47	..
Amritsar								
Total ..	**300**	**5**	**66**	**143**	**326**	..	**106**	**94**
Rural ..	280	5	..	96	289	..	..	80
Urban ..	20	..	66	47	37	..	106	14
Ferozepur								
Total ..	**446**	**10**	**100**	**47**	**426**	**9**	**83**	**89**
Rural ..	382	10	..	47	369	9	..	88
Urban ..	64	..	100	..	57	..	83	1
Ludhiana								
Total ..	**392**	**1**	**53**	**100**	**319**	..	**121**	**23**
Rural ..	325	1	..	24	280	..	..	12
Urban ..	67	..	53	76	39	..	121	11
Jullundur								
Total ..	**296**	**1**	**34**	**101**	**339**	**26**	**55**	**56**
Rural ..	233	1	..	61	280	26	..	26
Urban ..	63	..	34	40	59	..	55	30
Kapurthala								
Total ..	**128**	.	**13**	**19**	**115**	..	**22**	**16**
Rural ..	122	..	..	15	110	..	..	16
Urban ..	6	..	13	4	5	..	22	..
Hoshiarpur								
Total ..	**356**	**6**	**10**	**104**	**283**	**11**	**33**	**59**
Rural .	333	6	..	78	266	11	..	59
Urban ..	23	..	10	26	17	..	33	..

District	Houselisting				Census Enumeration			
	Teachers	Village officials	Govt./ Local adminis-tration officials	Others	Teachers	Village officials	Govt./ Local adminis-tration officials	Others
1	2	3	4	5	6	7	8	9
Ropar								
Total ..	**162**	**2**	**26**	**41**	**153**	**28**	**22**	**18**
Rural ..	156	2	..	35	146	28	.	3
Urban ..	6	..	26	6	7	..	2-	15
Patiala								
Total ..	**305**	**45**	**40**	**31**	**369**	**9**	**73**	**20**
Rural ..	259	45	..	19	313	9	..	18
Urban ..	46	..	40	12	56	..	73	2
Sangrur								
Total ..	**353**	**1**	**12**	**129**	**362**	**3**	**43**	**30**
Rural ..	259	1	..	118	295	3	..	28
Urban ..	94	..	12	11	67	..	43	2
Bhatinda								
Total ..	**158**	**11**	**18**	**19**	**313**	..	**18**	**48**
Rural ..	107	11	..	6	242	..	..	48
Urban ..	51	..	18	13	71	..	18	.
Total for the State								
Total ..	**3,171**	**101**	**412**	**761**	**3,328**	**96**	**623**	**466**
Rural ..	2,690	101	..	516	2,868	96	..	391
Urban ..	481	..	412	245	460	..	623	75

APPENDIX XII.1(i)

A. CHANDRA SEKHAR

9/62-PU/69-CTU (CEN)

March 3, 1970.

I am happy that I had the opportunity of seeing the permanent Housenumbering Scheme in your Municipality and the census houselisting. Let me tell you how much impressed I was with the complete mapping you have done, the very systematic way you have been tackling the Scheme and the effective training you have given to the field staff. Above all, your own dedication has undoubtedly been wholly responsible for the good work that is being turned out. My best wishes to you. Please also convey my good wishes to the President of the Municipal Committee, Jullundur, who has been taking such active interest. I look forward to the complete success of the ultimate Census enumeration in your area.

Shri I. S. Bhardwaj,
Secretary,
Municipal Committee,
JULLUNDUR.

Copy for information to Shri P. L. Sondhi, D.C.O., Punjab, Chandigarh.

Sd/-.

(A. Chandra Sekhar)

APPENDIX XII.1(ii)

From

The Secretary to Government, Punjab,
Local Government Department.

To

All the Deputy Commissioners in the State of Punjab.

Memo No. 7983-A-ICI-71/28165, dated Chandigarh, the 28th October, 1971.

Subject.—Implementation of Permanent Housenumbering Scheme in Punjab.

Sir,

I am directed to refer to Punjab Government circular memo No. 8119-CI(ASO2)-68/37817, dated 25th October, 1968, on the subject noted above and to say that the Census Department have now reported that they have implemented the Permanent House-numbering Scheme in the Punjab State. Metallic house-numbering plates on the basis of a permanent house-numbering system have since been affixed both in urban and rural areas. The numbers were put on metallic plates and these metallic plates have been got affixed. These are aluminium plates in blue and bear the block number and the house number. In bigger towns, the division number is also given on the plates in addition to the block number and the house number.

2. In this connection a copy of the Director of Census Operations, Punjab, Chandigarh No. Census-Pb-71/6686, dated 5th August, 1971, is enclosed. I am now to request that immediate instructions may kindly be issued to all the Municipal Committees in the State and all the local heads of different Governments that they should use only the permanent house numbers allotted to buildings by the Census Department in the course of implementation of this Scheme and that they should not use any other number at present existing on houses so that the present confusion arising out of multiple numbers on houses is removed for all times to come. The Municipal Committees can be further directed to arrange for obliteration or removal of the multiple numbers on the houses painted by different agencies/departments so that only one permanent number on the aluminium plates allotted by the Census Department is maintained on houses.

3. It is important that house numbers allotted on a permanent basis by the Census Department should be well maintained both in rural and urban areas. The responsibility for maintenance in rural areas should rest with the Panchayat and in urban areas with Municipal Committees. Whenever new constructions come up in between two houses already bearing house numbers, the new houses should be allotted sub-numbers by adding an alphabet to the lower of the two existing house numbers between which the new constructions have come up. Similarly, new constructions should be assigned house numbers immediately after they have come into being. It has to be made clear to all the Municipal Committees that they should now maintain this Scheme of Permanent House-numbering effectively and zealously and they should not grudge spending a little amount on extra plates that they may have to get prepared to be affixed on houses that may come up in future in towns. Similarly, the Block Development and Panchayat Officers should be required to ensure that this Scheme is maintained effectively in villages falling in their own block. A note of caution may be added that it will be a great tragedy if after doing so much that local authorities do not pay full attention to the maintenance of this Scheme.

4. The Municipal Committees may be asked to arrange for annual verification of house numbers and to furnish a certificate in the enclosed form to the State Government in the Local Government Department. A similar certificate should be obtained by the Director of Panchayats from the Block Development and Panchayat Officers about the maintenance of the Scheme.

5. I shall feel grateful if immediate action is taken on this communication under intimation to Government.

B. R. MAINI,

Section Officer, Committee (I),
for Secretary to Government, Punjab,
Local Government Department.

No. 7983-A-ICI-71/28166, dated Chandigarh, the 28th October, 1971.

A copy, with a copy of the enclosure, is forwarded to the Chief Secretary to Government, Punjab, with a request that instructions, as desired by the Census Department may be issued to all Government Departments for strict observance and to acknowledge receipt.

B. R. MAINI,

Section Officer, Committee (I),
for Secretary to Government, Punjab,
Local Government Department.

No. 7983-A-ICI-71/28167, dated Chandigarh, the 28th October, 1971.

A copy, with a copy of the enclosure is forwarded to the Secretary to Government, Punjab, Panchayat Department, with the request that the instructions of the Census Department are carried out meticulously.

B. R. MAINI,

Section Officer, Committee (I),
for Secretary to Government, Punjab,
Local Government Department.

No. 7983-A-ICI-71/28168, dated Chandigarh, the 28th October, 1971.

A copy, with a copy of the enclosure is forwarded to the Deputy Secretary to Government, Punjab, Revenue Department, for necessary action.

B. R. MAINI,

Section Officer, Committee (I),
for Secretary to Government, Punjab,
Local Government Department.

No. 7983-A-ICI-71/28169, dated Chandigarh, the 28th October, 1971.

A copy, with a copy of the enclosure, is forwarded to all. the Secretaries/Administrators of M.Cs., in Punjab for guidance and strict compliance and to acknowledge receipt.

B. R. MAINI,

Section Officer, Committee (I),
for Secretary to Government, Punjab,
Local Government Department.

No. 7983-A-ICI-71/28170, dated Chandigarh, the 28th October, 1971.

A copy is forwarded to the Director, Census Operations, Punjab, No. 72, Sector 5-B, Chandigarh-18, for information with reference to his letter No. Census-Pb/71/6686, dated 4th/5th August, 1971.

B. R. MAINI,

Section Officer, Committee (I),
for Secretary to Government, Punjab,
Local Government Department.

Copy of letter No. Census-Pb-71/6686, dated 5th August, 1971, from the Director, Census Operations, Punjab, Government of India, Ministry of Home Affairs, No. 72, Sector 5-B, Chandigarh, to the Secretary to Government, Punjab, Local Government Department, Chandigarh.

Subject.—Implementation of Permanent Housenumbering Scheme in Punjab.

I have the honour to invite your attention to your circular Memo No. 8119-CI(ASO-2)-68/37817, dated 25th October, 1968, to the address of Deputy Commissioners in the State on the subject noted above and its endorsement No. 37819, dated 25th October, 1968 to my address and to say that in pursuance of this letter and further correspondence, the Permanent House numbering Scheme in Punjab State stands implemented. Metallic house-numbering plates on the basis of a permanent housenumbering system have been affixed both in urban and rural areas. The scheme has been financed in towns by the Municipal Committees and in villages by the Panchayats, and a token subsidy of Rs. 35,000 from the Government of India.

2. The objective of the Scheme was to have a uniform system of housenumbering and to maintain it effectively and continuously so that it could serve all purposes, official as well as non-official, requiring location of the citizen at his household or the location of a house. It was also considered at the meetings of the State Coordination Committee for the implementation of this Scheme that there should be no duplication or multiplication of housenumbering as it sometimes happens when different agencies/departments paint different housenumbers on houses to suit their needs. It was, accordingly, decided in the meetings of the State Coordination Committee that only one good and permanent system should be able to serve the purposes of all departments/agencies. The Director, Census Operations, Punjab acted as a Convener of the State Coordination Committee for the implementation of this Scheme and he was required by this Committee that as soon as the Scheme was implemented in the State,

information should be sent to the Punjab Government to that effect so that instructions could be issued by it to the effect that multiple numbers existing on houses should be obliterated or removed and that the permanent house numbers allotted to a building/house should alone be allowed to remain on the premises. We have allotted permanent house numbers to all buildings in towns and villages. These numbers were put on metallic plates and these metallic plates have been got affixed. These are aluminium plates in blue and bear the block number and the house number. In bigger towns, the division number is also given on the plates in addition to the block number and the house number.

3. I am now to request that immediate instructions may kindly be issued to all the Municipal Committees in the State and all heads of Government Departments that they should use only the permanent house numbers allotted to buildings by the Census Department in the course of the implementation of this Scheme and that they should not use any other number at present existing on houses so that the present confusion arising out of multiple numbers on houses is removed for all times to come. The Municipal Committees can be further directed to arrange for obliteration or removal of the multiple numbers on the houses painted by different agencies/departments so that only one permanent number on the aluminium plates is maintained on the houses.

4. It is important that house numbers allotted on a permanent basis by us should be well maintained both in rural and urban areas. The responsibility for maintenance in rural areas should rest with the Panchayat and Municipal Committees in the urban areas. Whenever new constructions come up in between two houses already bearing house numbers the new houses should be allotted sub-numbers by adding an alphabet to the lower of the two existing house numbers between which the new constructions come up. Similarly, new constructions should be assigned housenumbers immediately after they have come into being. It has to be made clear to all the Municipal Committees that they should now maintain this Scheme of Permanent Housenumbering effectively and zealously and they should not grudge spending a little amount on extra plates that they may have to get prepared to be affixed on houses that may come up in future in towns. The Municipal Committees have spent in some cases sizable amount on the implementation of this scheme. For example, Jullundur Municipal Committee has spent nearly Rs. 50,000 and it should, therefore, be now in their own interest to give full attention to the maintenance of this housenumbering scheme. Similarly, the Block Development and Panchayat Officers should be required to ensure that this scheme is maintained effectively in villages falling in their own block. The Panchayats have spent a good amount on the purchase and affixation of these aluminium plates and it would be in the interest of all concerned if these numbers are maintained properly and extra plates are not grudged for affixation on new houses they may come up. I may add a note of caution that if after spending a few lacs on the implementation of the Scheme, the local authorities do not now pay full attention to the maintenance of the Scheme, it will be a great tragedy.

5. The Municipal Committees may be asked to arrange for annual verification of house numbers and to furnish a certificate in the enclosed form to the State Government in the Local Government Department. A similar certificate should be obtained by the Director of Panchayats from the Block Development and Panchayat Officers about the maintenance of the scheme. If we now maintain this Scheme as outlined in the Brochure on the Permanent Housenumbering Scheme issued by the Registrar-General, India, a copy of which was sent to you and all the local authorities, there would be sizable saving of Government money which is being spent by various departments on the affixation and painting of house numbers from time to time in connection with various schemes/surveys and elections, etc. I am to suggest that the State Government may issue directions to all the departments that in future they would not be allowed any expenditure on the painting of numbers on houses and that they must utilize now the numbers affixed on houses by way of aluminium plates on permanent basis. All State Government Departments may have to be addressed on this point by the Chief Secretary to Government, Punjab.

6. If for any reason there are any difficulties in the maintenance of this Scheme by the local authorities as outlined above, it would be good thing if a meeting of the State Coordination Committee constituted for the implementation of this Scheme is called.

7. I shall be grateful if immediate action is taken on this communication under intimation to us.

CERTIFICATE

House numbers ..... Maintenance..... Annual verification .....

Certificate for the year ending 31st March,.....

District.....Village.....Taluk.....Town.....

Name of locality or block in the serial order of the locality or block number	Total number of building at the beginning of the financial year		Total number of buildings added during the year		Total number of buildings at the end of the financial year		Remarks
	Residential	Non-residential	Residential	Non-residential	Residential	Non-residential	
1	2(a)	2(b)	3(a)	3(b)	4(a)	4(b)	5

Note.—In column (5) specify the new house number added (separately under residential and non-residential) and the number of houses demolished during the year, as follows and also any other explanatory remarks considered necessary.

Vacant numbers..... New numbers.....Residential..... Non-residential..... .

Certified that the house numbers have been marked and maintained correctly in all cases and that the plans and keys to the plans, have been duly maintained in accordance with the instructions issued by Government.

Signatures .....

Designation .....

(Karnam/Executive Officer/Municipal Commissioner/ Commissioner)

APPENDIX XII.2

Address by Shri Gurnam Singh, Chief Minister, Punjab at the 1st Conference of District Census Officers from 5th November to 7th November, 1969 at Chandigarh.

Friends :

I am very happy to be with you today when you are in the midst of your deliberations to finalize the procedural details of an operation which is of great national importance. I must congratulate you at having the privilege to be associated with the next Census Operations which make an important land-mark in the Census history : the next Census marks the completion of hundred years of census-taking in our country. Perhaps, all of you know that the decennial population Census in India is the biggest effort at collecting statistical data relating to the population of the country. It is the largest operation in the world and an envy of Asian and African countries. We have a rich tradition of taking complete censuses of population from the year 1872. The effort needed at each Census is becoming greater than that in the earlier censuses owing to the increasing population and the growing demands for more information from the Census. In fact Census has acquired a pivotal position in the formulation of all development plans since Independence. I am confident that you will do your very best to maintain the past reputation of this State in this national task.

2. In matters of collection of data, filling up of questionnaires, I trust you will appreciate that the success or otherwise of this gigantic effort will depend on the performance of the Enumerator who will form your front line, be it the school teacher or Patwari, who will do the actual houselisting and enumeration. Your task will be to enthuse that agent in every way. They will also have to be trained by you in such a way that the system of enumeration does not vary from person to person and from place to place. I am glad to know from your Director of Census Operations that series of short training classes are being organised for imparting adequate training to the enumeration agency. I am confident that our Deputy Commissioners and District Census Officers will take personal interest in organizing and running of such training classes and their active participation at such classes, will instill among the workers that sense of importance which Government attaches to Census.

3. Past experience has shown that the success of Census in a district depends chiefly on the interest taken by the Deputy Commissioner and his District Census Officer. My Government is, therefore, issuing instructions that a special note may be recorded in the annual confidential report for 1970 and 1971 of all those connected with the Census Operations on the interest taken by them in the successful completion of this national task. Those of you who give outstanding performance will also be rewarded in some other ways, like award of Census Medals and Commendation Certificates.

4. Your Director of Census Operations has approached my Government for freezing of the transfers of all those engaged in census operations till the middle of 1971 in order to ensure continuity of work etc. and I hope that we will be able to accede to his request.

5. Your first task concerns houselisting in February-March, 1970. You have by now received five circular letters from your Director, Census Operations, giving the necessary guidelines, towards completion of this first major operation. I am confident that you are taking full advantage of these in fixing up of necessary arrangements in the field so that you can complete your preparatory measures by the targeted dates. It is of utmost importance that all census operations are completed according to the Census Calendar drawn up for your State. I can imagine that no District in our State is lagging behind the time schedule for any operation and if any one is by chance, in that unfortunate situation, it is high time to catch up. I shall also take up this point with my Deputy Commissioners at the next Conference of Deputy Commissioners and Commissioners.

6. I feel proud of the fact that my State is perhaps one of the two in the country in which houselisting operations will be done on the basis of the Permanent House Numbering Scheme, which envisages affixation of metallic numbering plates, in a systematic manner, on all structures, residential or non-residential. I am glad to have been informed that almost all Town Committees and Block Development Officers have placed orders for supply of metallic numbering plates and we are hoping that by the end of November, our staff will have affixed plates in a majority of

towns/villages in the State. I would now request the District Census Officers to pay their special attention to this work in the next four or five weeks so that no house is left without a numbering plate.

7. All State Heads of Departments have issued instructions to their District Heads to provide you with staff for building up your enumeration agency. I trust that you are facing no difficulty in drafting necessary staff for this operation. In case there are any difficulties, these may be brought to the notice of my Government through your Director, Census Operations and we shall do our best to solve those.

8. It is appreciated that your task is by no means easy as you are being required to collect information on quite a few items which can give rise to some kind of controversy. You and your staff have, therefore, to be very vigilant and tactful in the field so as not to arouse any passions of any kind. You must train your enumeration agency to record the reply of the informants to such questions faithfully and accurately. You would do well by giving full assurance to the informants that all information collected in reply to the Census questionnaires will be kept strictly confidential and cannot even be produced as evidence in any Court of Law except for any offence connected with the Census Law itself.

I wish you all godspeed and success in the completion of the great task ahead of you.

—:o:—

APPENDIX XII.3.

Introductory talk by Shri K. D. Ballal, Deputy Registrar General, India, on the 6th November, 1969.

It is gratifying to note that Punjab is one of the few States which has made very satisfactory progress in one of preliminaries of Census taking viz., Permanent Housenumbering and preparation of notional maps providing a frame for accurate count.

We are counting the largest number of people in the world and count them at their houses. If we have to count the people and count them according to the maxim put up here—"Catch every man but once"—how do we do it ? It is not possible for any enumerator to remember whether he has gone to a house and has enumerated the inmates unless you have fixed a physical identity on that particular structure in terms of any kind of number.

2. The second question : Granted that we do have to number the structures, what we generally call the building or house, the question comes how to do so. These two terms which generally occur in our common parlance, called "building" and "house" are easy to understand but very difficult to define. There are several parts of the country in which we find variety of structures; in some parts of the country the structure is such that the roof itself hangs so low touching the ground the house has no walls as we generally understand. It is very difficult to say what parts of a structure constitute a "house" or what are the dimensions of a structure so as to call it a house. A building may have different portions and the portions may have been utilised for different purposes—may be a building has four portions, each of the portions having a main entrance leading to the common courtyard and each of the portions is in possession of a group of persons for dwelling, another portion may be used by different person for locating shop, the third part may be occupied by a workshop. If we number structure, as a whole, only we are not sure whether we have taken into account the various groups and the various uses of different portions of the building. We call part of the building mentioned just now as a "Census house" because the attributes thereof may not answer the normal definition of a "house" and, therefore, we say that this is a "Census house" and then we publish the data for the users with certain concepts and definitions adopted by us so that the data that we have thrown up have to be interpreted in the background of these explanations. Hence, housenumbering and houselisting is preliminary to ensure that all people are counted and unmistakably identified. Since we perform such an enormous operation of numbering the structure it is also utilised for taking "housing stock" in the country. When you come across a building you have to take into account the various parts of it, you have then to fix a number. The lists when compiled give us data about the number of houses, their building material viz., of roof and wall, number of rooms, and the number of persons living in them which ultimately will help us to know the degree of congestion. In 1971, we are taking complete census of establishments. We did take account of establishments in the 1961 Census but then only in relation to the manufacturing or processing or repairing or servicing establishments. At the 1971 Census, we will take account of all kinds of establishments. "Establishment" is again defined in a particular way for the purpose of census. At this operation we not only take the housing stock and the information about the establishments but also give almost precisely the population living in a given area which facilitates the task of formulation of enumerator's blocks in relation to the people in a given area. If this is not done it is quite likely that the blocks might not have an even optimum workload. It may contain 2,000 persons or may be 200 with the result that your planning is not satisfactory and you either overburden the enumerator or under-use him by not knowing how many persons are entrusted to him. The houselisting for taking "housing stock" also gives an aid for the formulation of the blocks for the final count.

3. After these two operations are over, you have sufficient time to carve out the enumerators' blocks according to the standard workload—600 to 750 people per block.

4. Precise identification of structures is all the more necessary since, we in India follow what is called the "canvasser method" of enumeration under which every enumerator visits the household and collects and records information in the schedules for each individual in the household either from the head of the household or from the individuals themselves or any other adult member of the household who knows and can give the details. In some of the developed countries other methods like "householder method" or "mailing method" are in vogue. Under the former, the schedules are left with the household and head of the household is expected to fill them

up and then these are collected by the enumerator; under the latter the schedules are sent through postal mail service after completion by the head of the household. These two methods are not practicable in India for obvious reasons at least, for some time to come, and therefore, we have to follow the traditional canvasser method. At the 1971 Census, the enumerator will visit each household in his block in a period of 19 days from 10th February to 28th February, 1971. Hence the identification of Structures by specific number becomes all the more important in Indian context.

5. A question may be asked, when the enumeration period is spread over a period of 19 days, how is the population count related to a point of time ? For the 1971 Census "1st March (sun-rise) 1971" is the reference date. The enumerator covers 10 to 20 houses every day according to a drawn up programme and taking into account the convenience of the respondents. Thus he will cover first, say 80—100 households in the first 7 or 8 days and after that there may be an occurrence of a birth or a death in some of the households he had already covered. For this purpose, after the enumeration period is over, he makes a quick round revisiting every household in his block from 1st March to 3rd March and ascertains whether any such event had taken place between his last visit to the household and the 1st March (sunrise) and if they had occurred, he takes note of them. He cancels the slip of the dead and fills up a fresh slip for the new born. In this manner. he updates his enumeration records and brings the count to the point of sunrise of 1st March, 1971. Apart from the population who live in "houses", he takes note of the places in his jurisdiction where houseless people are normally found and counts them on the night of 28th February. This in brief is the field operation.

6. Since this a course of Trainers' training, you would like to know the new features of 1971 Census :

(i) First new feature is the listing out of all the establishments recording various details in respect of each of them as per columns of the schedule, which will virtually be a census of establishments. Establishments, like manufacturing or processing factories or workshops, trading and commercial establishments, places of entertainments, schools, banks and other institutions, offices, etc. And we have laid down a definition of an establishment for the purpose of census. All places where goods are produced or manufactured not solely for domestic consumption or where servicing or repairs are done such as a factory, workshop or household industry or where retail or wholesale business is carried on or an office, or a place of entertainment and where in such places one or more persons work, all these places will be covered as establishments in the Census. The details which will be ascertained are product manufactured, service rendered, commodity bought/sold in retail or whole sale, average number of persons working, and in the case of manufacturing establishments, kind of fuel or power used.

(ii) Second feature is the collection and tabulation of migration statistics with reference to the last place of residence.

(iii) Next feature is the collection of fertility data; every ever-married woman will be asked whether a child was born during past one year.

(iv) There are various tabulations with which I need not bother you.

(v) The most important feature is the introduction of electronic data processing and sampling techniques in tabulation for the first time in the history of Indian Census.

(vi) The last feature casts on us, the field workers, a very heavy burden of collecting accurate and full data.

7. I will briefly deal with the importance of sampling techniques when I deal with "line no." column in the Houselist.

You will realise that there are quite a few concepts and definitions that all of you have to be well versed in so that you can impart training to the field workers in an informed manner. The accuracy of data will immensely depend on the intensive training given by you to the enumerators and to the extent they have been able to assimilate the lessons imparted to them. After training, close supervision is also necessary at every stage so that everything goes well according to schedule and the census field operations are brought to a successful finale.

I would not take much of your time in the introductory remarks. Let us take the houselist and instructions to fill up its columns. I will endeavour to explain all aspects of the work and the questions raised by you as we go through the Houselist and the Establishment Schedules and the instructions to fill them up.

Thank you.

APPENDIX XII.4

P. L. SONDHI,
DIRECTOR

OFFICE OF THE
DIRECTOR OF CENSUS
OPERATIONS, PUNJAB,
72, Sector 5-B,
Chandigarh 18.

No. Census-PB-69/6457
Dated the 20th November, 1969.

Subject : Training programme for houselisting operations.

My dear,

I write this in continuation of my marginally noted official communication to your address on the subject noted above and to request you to inaugurate the training class at your district headquarter on the *December, 1969. This will create enthusiasm and confidence in the trainees. As a matter of fact, it is necessary for you to receive this training yourself, being the Principal Census Officer of the district. It will, therefore, be very much appreciated if you actively participate in this training programme at the district headquarters where all your Sub-Divisional Officers (Civil), Block Development and Panchayat Officers, District Statistical Officers, District Census Officers and other Charge Officers will be required to undergo this training.

Margin
No. Census-Pb-69/6388, dated 18th November, 1969.

2. I will be coming over to some of the districts to impart training in such classes. I shall intimate to you later whether I am visiting your district or one of my Deputies will be doing so.

3. I need not reiterate that training is a very important aspect of census operations and the very success of these depends in a large measure in imparting complete and absolute training to various officers concerned who have further to train the enumeration agency at the level of Patwaris and school teachers. The various concepts and definitions used in the Census questionnaires require complete understanding on the part of the officers and others and this can be ensured only by arranging of such training classes where each trainee will get an opportunity to clear his doubts about each concept and definition.

With regards,

Yours sincerely,
Sd/-
(P. L. SONDHI)

All Deputy Commissioners in Punjab.

*As per marginally noted programme.

APPENDIX

PROGRAMME FOR TRAINING

Round	Stage	Persons to receive training	Persons to impart training	Duration (Days)
1	2	3	4	5
I	1	District Census Officer	Director/Deputy Director/ Tab. Officers	3
	2	DCO/Charge Officers/D.S.O./ B.D. & P. Os./S. D. Os. (C)	Ditto	1 or 2
	3	DCOs/Charge Officers/DSOs/ B. D. & P. Os./S. D. Os.(C)	Ditto	1
	4	Supervisors/Enumerators	D.C.Os./Charge Officers/DSOs/ B. D. & P. Os./ S. D. Os.(C)	1 at each centre
II	..	Meeting of Charge Officers	To be attended by DCOs/Deputy Directors	1
III	..	Supervisors/Enumerators	Charge Officers and Deputy Directors	1
IV	Sample Training	Enumerators/Supervisors	Charge Officers/ D.S.Os./B. D. & P. Os/ S.D.Os. (C)	4

Note 1.— The booklet of instructions will be supplied to each Supervisor and Enuing programme.

Note 2.—Final check-up of appointments of Enumerators and Supervisors and disOfficers one week before the actual operations.

Note 3.—From 1st to 7th February, 1970, actual numbering of census houses in 8th to 28th February, 1970, by Enumerators.

XII.5

IN HOUSELISTING OPERATIONS

Type of training	Period of training/date of meeting
6	7
(i) Explanation of instructions ; (ii) Forming of programme at District level	5th—7th November, 1969
(i) Explanation of instructions ; (ii) Forming of programme at Charge level ; (iii) Grouping of training centres within each charge ; (iv) Dates for training at each centre	1st, 2nd, 3rd, 6th, 8th December
(i) Grouping of enumeration and supervising staff and their strength *vis-a-vis* No. of Census blocks in the charge ; (ii) Practical training in the meeting ; (iii) Field training to canvass Houselist form in 10 Houses/ Households and Establishment Schedule in 5 Establishments, (iv) Distribution of apptt. letters for Supervisors/Enumerators and Establishment and Household Schedules for training purposes and canvassing	12th and 15th December
(i) To discuss concepts and definitions and explanation of instructions (ii) Distribution of apptt. letters to Supervisors/Enumerators after allotment of census blocks	16th to 31st December at Charge Officers HQ.
To take stock of the progress in each charge and remove bottle-necks, if any.	7th January, 1970
(i) Half day for practical class training . Each Enumerator and Supervisor will canvass Houselist in 10 Households and canvass 4-5 Establishments (ii) Half day for repeat lecture on explanation of instructions etc. (iii) To determine the requirements of Forms in regional language and English etc.	Meeting at Charge HQs. 8th to 23rd January, 1970
Each Enumerator will go to his/her Census block from 24th January to 27th January, 1970 and fill in 10 entries of the Houselist and 5 entries of Establishment Schedule. These entries should be checked by the Supervisors in the presence of their Enumerators and discrepancies if any, should be marked with a led pencil or ink. All the corrected schedules should be deposited with the Charge Officer concerned who will be held personally responsible to despatch this record to the office of Director, Census Operations, Punjab, by 1st February, 1970: At the meetings of Charge Officers the practical work done in field would be reviewed and further instructions imparted to Enumerators/Supervisors by Charge Officers/D. S. Os./B. D. & P. Os./ S. D. O. (C) from 28th to 31st January, 1970	Meeting at Charge Officers from 28th to 31st January, 1970

merator by the Charge Officer a couple of days before the beginning of train-

ibution of Houselist and Establishment Schedules will be done by the Charge

Blocks would be done by Enumerators. Actual houselisting will be done from

APPENDIX

Statement showing places/venues where training classes were held at the time

Amritsar	Bhatinda	Ferozepur	Gurdaspur	Hoshiarpur
1	2	3	4	5
1. Zila Parishad Hall, Amritsar	Municipal Office, Kot Kapura	Ajitwal	Municipal Hall, Sujanpur	Zila Parishad Hall, Hoshiarpur
2. Government Higher Secondary School, Patti	Municipal O ffice, Mansa	Town Hall, Ferozepur City	Municipal Hall, Pathankot	Municipal Office, Dasuya
3. Block Office, Bhikhiwind	Tahsil Office, Faridkot	Tow Hall, Guruharsahai	Municipal Hall, Dinanagar	Tahsil Office, Hoshiarpur
4. Government High School, Naraingarh	Tahsil Office, Mansa	Municipal Office, Talwandi Bhai	Municipal Hall, Gurdaspur	Rest Office, Bulhowal
5. Canal Rest House, Valtoha	Municipal Office, Budhlada	Town Hall, Tankanwali	Municipal Hall, Dhariwal	Bihala Panchayatgarh
6. Power and Research Institute, Amritsar	Municipal Office, Mansa	Municipal Office, Zira	Municipal Hall, Batala	Hariana Rest House
7. Municipal Office, Amritsar	Tahsil Office, Nathana	Town Hall, Dharamkot	Municipal Hall, Fatehgarh Churian	High School, Nasrala
8. Government High School, Chhehrata	B.D. P.O.'s Office Jhunir	Town Hall, Muktsar	Municipal Hall, Qadian	Rest House, Mehtiana
9. Chogawan	Municipal Office, Baretta	Tow Hall, Gidderbaha	Municipal Hall, Dera Baba Nanak	Municipal Office, Jandiala
10. Kohali	B.D. P.O.'s Office, Nathana	Town Hall, Malout	Municipal Hall, Sri Hargobindpur	Municipal Office, Hoshiarpur
11. Tahsil Office, Ajnala	Municipal Office, Kot Fatta	Town Hall, Abohar	Block Office, Fatehgarh	High School, Baghpur
12. S.D.O.'s Office, Ajnala	Municipal Office, Bhatinda	Town Hall, Jalalabad	Dharkalan	Jahan Kalan
13. Canal Rest House, Patti	Block Office, Mansa	Town Hall, Fazilka	Durangla	Block Office, Mahilpur
14. Municipal Office, Chheharta	Bhhuchomandi	Tahsil Office, Fazilka	Block Office, Sri Hargobindpur	Block Office, Garhshankar
15. Raja Sansi	Tahsil Office, Bhatinda	Government High School, Jallabad	Gahlri	Rest House, Bullowal
16. Tahsil Office, Ramdas	D.C.'s Office, Bhatinda	Sub-Tahsil Office, Abohar	Tahsil Office, Pathankot	Panchayatgarh, Bahala
17. Block Office, Patti	Municipal Office, Faridkot	Police Rest House, Nihal Singhwala	Marchowal	Unchi Bassi
18. Gagomahal	Tahsil Office, Budhlada	Tahsil Office, Zira	Mianpur	Tahsil Office, Dasuya
19. Dial Bharang	Kotkapura	Kot-Ise-Khan	Block Office, Dhar	Nasrala
20. Jastarwal	Jaitu (Kanungo Circle)	Dharamkot	Tahsil Office, Batala	Rest House, Mathiana
21. Bhrang	Municipal Office, Jaitu	Makhu	Narot Jaimal Singh	Municipal Office, Garhdiwala
22. Municipal Office, Khem-Karan	Tahsil Office, Phul	District Board Hall, Ferozepur	Canal Rest House, Gurdaspur	Block Office, Saroya
23. Government High School, Dain Ganj, Amritsar	Talwandi Sabo	Government High School, Mamdot	Tahsil Office, Gurdaspur	Government High School, Tanda
24. Tahsil Office, Patti	Municipal Office, Raman	Government High School, Guruharsahai	Block Office, Gurdaspur	Balachaur
25. Tahsil Office, Tarn Taran	Block Office, Sangat	Government High School, Firozshah	Government High School, Kalanaur	Samiti Rest House, Hajipur
26. Tahsil Office, Amritsar	Rampura Phul	Tahsil Office, Muktsar	Tibber	Samiti Rest House, Talwara
27. Baba Bakala	Tahsil Office, Faridkot	Zila Parishad Hall, Ferozepur	Block Office, Kahnuwan	Sub-Tahsil Office, Mukerian
28. Beas	Block Office, Faridkot	Government High School, Badhni Kalan	Khunda	D.A.V. Higher Secondary School, Balachaur
29. Chola Sahib	Municipal Office, Sangat	S.D.O.'s Court Room, Moga	Mulianwala	Government High School, Sahfa
30. Fatehgarh Churian	Municipal Office, Gonlana	Police Rest House, Baghapurana	Phajjupura	Municipal Office, Garhshankar

XII. 6

of Houselisting Operation in the Punjab State

Jullundur	Kapurthala	Ludhiana	Patiala	Ropar	Sangrur
6	7	8	9	10	11
Allawalpur	Government High School, Bolath	Municipal Office Khanna	Rajpura Township	Municipal Office, Rupar	Municipal Office, Sangrur
Kishangarh	Rimidi	Block Office, Dehlon	Municipal Office, Samana	D.C. Office, Ropar	Government High School, Amargarh
Town Hall Jullundur	Tahsil Office, Phagwara	Town Hall, Ludhiana	Municipal Hall, Patiala	Municipal Office, Morinda	Government Middle School, Rurki Kalan
Municipal Office, Adampur	Tahsil Office, Sultanpur	Municipal Office, Jagraon	Tahsil Office, Nabha	Government High School, Ghanoli	Canal Rest House, Mahorana
Municipal Office, Banga	Tahsil Office Kapurthala	Municipal Office, Samrala	Tahsil Office, Amloh	Middle School, Mianpur	Government School, Himtana
Municipal Office, Nakodar	Block Office, Nodala	Municipal Office, Ludhiana	Municipal Office, Gobindgarh	Government High School, Lothari	Jaimalpur
Municipal Office, Kartarpur	Town Hall, Kapurthala	Co-operative Bank, Raikot	Municipal Office, Amloh	Government High School, Bela	Tahsil Office, Malerkotla
Municipal Office, Jullundur	Town Hall, Phagwara	Tahsil Office, Jagraon	Municipal Office, Nabha	Block Office, Chamkaur Sahib	Government, School, Hakimpura
Jasmer	Municipal Office, Sultanpur	Block Office, Sidhwan Bet	Tahsil Office, Sirhind	Government High School, Jhajj	Government School, Bhogiwal
Jandu Singha	Block Office, Sultanpur	Block Office, Sudhar	Chanarthal	Naya Nangal	Government School, Rohira
Municipal Office, Alwalpur	..	Tahsil Office, Samrala	Kalaur	Nangal Township	Government School, Sandhaur
Municipal Office, Nurmahal	..	Block Office, Machhiwara	Municipal Office, Sirhind	Anandpur Sahib	Government High School, Sherpur
Municipal Office, Phillaur	..	Municipal Office, Jagraon	Municipal Office, Bassi	Municipal Office, Kharar	Government High School, Tibba
Municipal Office, Nawanshahr	..	Block Office, Ludhiana	Tahsil Office, Rajpura	Government High School, Mullanpur	Government High School, Alal
Municipal Office, Rahon	..	Block Office, Pakhowal	Mardanpur	Rest House, Kurali	Tahsil Office, Dhuri
Tahsil Office, Jullundur	..	Block Office, Doraha	Ghanaur	Tahsil Office, Kharar	Government Middle School, Ladda
Goraya	..	Block Office, Dehlon	Lalru	Tahsil Office, Ropar	Government School, Bhasaur
Shahkot	..	Sub-Tahsil Office, Payal	Derabassi	Office of the F.C. I., Naya Nangal	Government High School, Longowal
Bhogpur	..	Zila Parishad Hall, Ludhiana	N.A.C., Rajpura	Municipal Office, Kurali	Block Office, Cheema
A. S. High School, Nakodar	..	Government Higher Secondary School Ludhiana	Municipal Office, Banur	Government Primary School, Mianpur	Sheron Canal, Rest House
Government High School, Lohian	..	Station Headquarters, Halwara	Tahsil Office, Patiala	Municipal Office, Anandpur Sahib	Bhawanigarh
Apra	..	Municipal Office, Payal	Municipal Office, Sanaur	Nurpur Bedi	Canal Rest House, Nidanpur
Uggi	..	Municipal Office, Doraha	Tahsil Office, Samana	Government School, Sohana	Government High School, Gharachon
Jullundur Cantt	..	Kum Kalan	Ghanewal	Government High School, Bajrur	Government High School, Deh Kalan
Tahsil Office, Phillaur	..	Khamano	Bassi Pathana	Government High School, Saneta	Government Middle School, Ghabdan Kothi
Tahsil Office, Nakodar	..	Manke	Dudhansadhan	Government High School Landran	Block Office, Lehra
Tahsil Office, Nawanshahr	..	Khanna	Pataran	Government High School Chuni Kalan	Government School, Kotla
Jandiala	..	..	..	Kartarpur Sahib	Government School, Sular
Mukandpur	..	..	..	Government School, Khizrabad	Government High School, Khauhrian
Government Middle School, Shahkot	..	..	..	Government School, Ghanauli	Government School, Gurne

Amritsar	Bhatinda	Ferozepur	Gurdaspur	Hoshiarpur
1	2	3	4	5
31. Gandiwind	Municipal Office, Kot Fatta	Tahsil Office, Moga	Raipur	Block Office, Garhshankar
32. Khiala Kalan	Khiala Kalan	Asafwala	Sujanpur	Government High School, Achhalpur
33. Kacha Pacca	Barewal	Makhu	Block Office, Durangla	Rest House, Kot Fatui
34. Khalra	Municipal Office, Maur	Lambi	Block Office, Dera Baba Nanak	Block Office, Talwara
35. Khadur Sahib	Chakan	Kala Tiba	Block Office, Fatehgarh Churian	Municipal Office, Mukerian
36. Verowal	Slaftpura	Gidderanwali	..	Block Office, Dasuya
37. Majitha	Panj Gaiain	..	..	Government High School, Khuda
38. Othian	Kutti	..	..	Government Primary School, Shamchaurasi
39. Mansawala	Gudda	..	..	Government High School Baghpur
40. Reyya	Bhagata	..	..	Government High School, Nandachaur
41. Chawinda Devi	Bhikhi	..	..	Municipal Office, Hariana
42. Lauka	Budhlada	..	..	Khalsa High School, Shamchaurasi
43. Mattewal	Baja Khana	..	..	Government Middle School, Jahankhelan
44. Tarsikka	..	..	..	Samundra
45. Lopoki	..	..	..	Kathgarh
46. Baba Bakala	..	..	..	Dhaddar
47. Tangara	..	..	..	Chabewal
48. Municipal Office, Tarn Taran	..	..	..	Bhunga
49. ..	..	..	..	Tanda
50. ..	..	..	..	..

Note.—At each Centre four rounds of tra'ning

Jullundur	Kapurthala	Ludhiana	Patiala	Ropar	Sangrur
6	7	8	9	10	11
Government Middle School, Mehatpur	..	..	..	Government Middle School, Bela	Tahsil Office, Sunam
Rurka Kalan	..	..	..	Block Office, Chamkaur Sahib	Moonak Dharamsala
..	..	..	..	Rest House, Kurali	Government School, Chhajli
..	..	..	..	Abiana	Rest House, Khanauri Kalan
..	..	..	..	Bhanupali	Government School, Mahlan
..	..	..	..	Majri	Tahsil Office, Barnala
..	..	..	..	..	Municipal Office, Tapa
..	..	..	..	..	Primary School, Kutba
..	..	..	..	..	Block Office, Mahal Kalan
..	..	..	..	..	Municipal Office, Bhawanigarh
..	..	..	..	..	Municipal Office, Longowal
..	..	..	..	..	Municipal Office, Barnala
..	..	..	..	..	Municipal Office, Tapa
..	..	..	..	..	Municipal Office, Malerkotla
..	..	..	..	..	Municipal Office, Dhuri
..	..	..	..	..	Municipal Office, Ahmedgarh
..	..	..	..	..	Municipal Office, Lehragaga
..	..	..	..	..	Municipal Office, Bhadar
..	..	..	..	..	Municipal Office, Sunam
..	..	..	..	..	Government High School, Tallewal

were held on different dates.

up and then these are collected by the enumerator; under the latter the schedules are sent through postal mail service after completion by the head of the household. These two methods are not practicable in India for obvious reasons at least, for some time to come, and therefore, we have to follow the traditional canvasser method. At the 1971 Census, the enumerator will visit each household in his block in a period of 19 days from 10th February to 28th February, 1971. Hence the identification of Structures by specific number becomes all the more important in Indian context.

5. A question may be asked, when the enumeration period is spread over a period of 19 days, how is the population count related to a point of time ? For the 1971 Census "1st March (sun-rise) 1971" is the reference date. The enumerator covers 10 to 20 houses every day according to a drawn up programme and taking into account the convenience of the respondents. Thus he will cover first, say 80—100 households in the first 7 or 8 days and after that there may be an occurrence of a birth or a death in some of the households he had already covered. For this purpose, after the enumeration period is over, he makes a quick round revisiting every household in his block from 1st March to 3rd March and ascertains whether any such event had taken place between his last visit to the household and the 1st March (sunrise) and if they had occurred, he takes note of them. He cancels the slip of the dead and fills up a fresh slip for the new born. In this manner. he updates his enumeration records and brings the count to the point of sunrise of 1st March, 1971. Apart from the population who live in "houses", he takes note of the places in his jurisdiction where houseless people are normally found and counts them on the night of 28th February. This in brief is the field operation.

6. Since this a course of Trainers' training, you would like to know the new features of 1971 Census :

(i) First new feature is the listing out of all the establishments recording various details in respect of each of them as per columns of the schedule, which will virtually be a census of establishments. Establishments, like manufacturing or processing factories or workshops, trading and commercial establishments, places of entertainments, schools, banks and other institutions, offices, etc. And we have laid down a definition of an establishment for the purpose of census. All places where goods are produced or manufactured not solely for domestic consumption or where servicing or repairs are done such as a factory, workshop or household industry or where retail or wholesale business is carried on or an office, or a place of entertainment and where in such places one or more persons work, all these places will be covered as establishments in the Census. The details which will be ascertained are product manufactured, service rendered, commodity bought/sold in retail or whole sale, average number of persons working, and in the case of manufacturing establishments, kind of fuel or power used.

(ii) Second feature is the collection and tabulation of migration statistics with reference to the last place of residence.

(iii) Next feature is the collection of fertility data; every ever-married woman will be asked whether a child was born during past one year.

(iv) There are various tabulations with which I need not bother you.

(v) The most important feature is the introduction of electronic data processing and sampling techniques in tabulation for the first time in the history of Indian Census.

(vi) The last feature casts on us, the field workers, a very heavy burden of collecting accurate and full data.

7. I will briefly deal with the importance of sampling techniques when I deal with "line no." column in the Houselist.

You will realise that there are quite a few concepts and definitions that all of you have to be well versed in so that you can impart training to the field workers in an informed manner. The accuracy of data will immensely depend on the intensive training given by you to the enumerators and to the extent they have been able to assimilate the lessons imparted to them. After training, close supervision is also necessary at every stage so that everything goes well according to schedule and the census field operations are brought to a successful finale.

I would not take much of your time in the introductory remarks. Let us take the houselist and instructions to fill up its columns. I will endeavour to explain all aspects of the work and the questions raised by you as we go through the Houselist and the Establishment Schedules and the instructions to fill them up.

Thank you.

APPENDIX XII.4

P. L. SONDHI,
DIRECTOR

OFFICE OF THE
DIRECTOR OF CENSUS
OPERATIONS, PUNJAB,
72, Sector 5-B,
Chandigarh 18.

No. Census-PB-69/6457
Dated the 20th November, 1969.

Subject : Training programme for houselisting operations.

My dear,

I write this in continuation of my marginally noted official communication to your address on the subject noted above and to request you to inaugurate the training class at your district headquarter on the *December, 1969. This will create enthusiasm and confidence in the trainees. As a matter of fact, it is necessary for you to receive this training yourself, being the Principal Census Officer of the district. It will, therefore, be very much appreciated if you actively participate in this training programme at the district headquarters where all your Sub-Divisional Officers (Civil), Block Development and Panchayat Officers, District Statistical Officers, District Census Officers and other Charge Officers will be required to undergo this training.

Margin
No. Census-Pb-69/6388, dated 18th November, 1969.

2. I will be coming over to some of the districts to impart training in such classes. I shall intimate to you later whether I am visiting your district or one of my Deputies will be doing so.

3. I need not reiterate that training is a very important aspect of census operations and the very success of these depends in a large measure in imparting complete and absolute training to various officers concerned who have further to train the enumeration agency at the level of Patwaris and school teachers. The various concepts and definitions used in the Census questionnaires require complete understanding on the part of the officers and others and this can be ensured only by arranging of such training classes where each trainee will get an opportunity to clear his doubts about each concept and definition.

With regards,

Yours sincerely,
Sd/-
(P. L. SONDHI)

All Deputy Commissioners in Punjab.

*As per marginally noted programme.

APPENDIX

PROGRAMME FOR TRAINING

Round	Stage	Persons to receive training	Persons to impart training	Duration (Days)
1	2	3	4	5
I	1	District Census Officer	Director/Deputy Director/ Tab. Officers	3
	2	DCO/Charge Officers/D.S.O./ B.D. & P. Os./S. D. Os. (C)	Ditto	1 or 2
	3	DCOs/Charge Officers/DSOs/ B. D. & P. Os./S. D. Os.(C)	Ditto	1
	4	Supervisors/Enumerators	D.C.Os./Charge Officers/DSOs/ B. D. & P. Os./ S. D. Os.(C)	1 at each centre
II	..	Meeting of Charge Officers	To be attended by DCOs/Deputy Directors	1
III	..	Supervisors/Enumerators	Charge Officers and Deputy Directors	1
IV	Sample Training	Enumerators/Supervisors	Charge Officers/ D.S.Os./B. D. & P. Os/ S.D.Os. (C)	4

Note 1.— The booklet of instructions will be supplied to each Supervisor and Enuing programme.

Note 2.—Final check-up of appointments of Enumerators and Supervisors and dis- Officers one week before the actual operations.

Note 3.—From 1st to 7th February, 1970, actual numbering of census houses in 8th to 28th February, 1970, by Enumerators.

XII.5

IN HOUSELISTING OPERATIONS

Type of training	Period of training/date of meeting
6	7
(i) Explanation of instructions ; (ii) Forming of programme at District level	5th—7th November, 1969
(i) Explanation of instructions ; (ii) Forming of programme at Charge level ; (iii) Grouping of training centres within each charge ; (iv) Dates for training at each centre	1st, 2nd, 3rd, 6th, 8th December
(i) Grouping of enumeration and supervising staff and their strength *vis-a-vis* No. of Census blocks in the charge ; (ii) Practical training in the meeting ; (iii) Field training to canvass Houselist form in 10 Houses/ Households and Establishment Schedule in 5 Establishments, (iv) Distribution of apptt. letters for Supervisors/Enumerators and Establishment and Household Schedules for training purposes and canvassing	12th and 15th December
(i) To discuss concepts and definitions and explanation of instructions (ii) Distribution of apptt. letters to Supervisors/Enumerators after allotment of census blocks	16th to 31st December at Charge Officers HQ.
To take stock of the progress in each charge and remove bottle-necks, if any.	7th January, 1970
(i) Half day for practical class training . Each Enumerator and Supervisor will canvass Houselist in 10 Households and canvass 4-5 Establishments (ii) Half day for repeat lecture on explanation of instructions etc. (iii) To determine the requirements of Forms in regional language and English etc.	Meeting at Charge HQs. 8th to 23rd January, 1970
Each Enumerator will go to his/her Census block from 24th January to 27th January, 1970 and fill in 10 entries of the Houselist and 5 entries of Establishment Schedule. These entries should be checked by the Supervisors in the presence of their Enumerators and discrepancies if any, should be marked with a led pencil or ink. All the corrected schedules should be deposited with the Charge Officer concerned who will be held personally responsible to despatch this record to the office of Director, Census Operations, Punjab, by 1st February, 1970. At the meetings of Charge Officers the practical work done in field would be reviewed and further instructions imparted to Enumerators/Supervisors by Charge Officers/D. S. Os./B. D. & P. Os./ S. D. O. (C) from 28th to 31st January, 1970	Meeting at Charge Officers from 28th to 31st January, 1970

merator by the Charge Officer a couple of days before the beginning of train-

ibution of Houselist and Establishment Schedules will be done by the Charge

Blocks would be done by Enumerators. Actual houselisting will be done from

APPENDIX

Statement showing places/venues where training classes were held at the time

Amritsar	Bhatinda	Ferozepur	Gurdaspur	Hoshiarpur
1	2	3	4	5
1. Zila Parishad Hall, Amritsar	Municipal Office, Kot Kapura	Ajitwal	Municipal Hall, Sujanpur	Zila Parishad Hall, Hoshiarpur
2. Government Higher Secondary School, Patti	Municipal O ffice, Mansa	Town Hall, Ferozepur City	Municipal Hall, Pathankot	Municipal Office, Dasuya
3. Block Office, Bhikhiwind	Tahsil Office, Faridkot	Tow Hall, Guruharsahai	Municipal Hall, Dinanagar	Tahsil Office, Hoshiarpur
4. Government High School, Naraingarh	Tahsil Office, Mansa	Municipal Office, Talwandi Bhai	Municipal Hall, Gurdaspur	Rest Office, Bulhowal
5. Canal Rest House, Valtoha	Municipal Office, Budhlada	Town Hall, Tankanwali	Municipal Hall, Dhariwal	Bihala Panchayatgarh
6. Power and Research Institute, Amritsar	Municipal Office, Mansa	Municipal Office, Zira	Municipal Hall, Batala	Hariana Rest House
7. Municipal Office, Amritsar	Tahsil Office, Nathana	Town Hall, Dharamkot	Municipal Hall, Fatehgarh Churian	High School, Nasrala
8. Government High School, Chhehrata	B.D. P.O.'s Office Jhunir	Town Hall, Muktsar	Municipal Hall, Qadian	Rest House, Mehtiana
9. Chogawan	Municipal Office, Baretta	Tow Hall, Gidderbaha	Municipal Hall, Dera Baba Nanak	Municipal Office, Jandiala
10. Kohali	B.D. P.O.'s Office, Nathana	Town Hall, Malout	Municipal Hall, Sri Hargobindpur	Municipal Office, Hoshiarpur
11. Tahsil Office, Ajnala	Municipal Office, Kot Fatta	Town Hall, Abohar	Block Office, Fatehgarh	High School, Baghpur
12. S.D.O.'s Office, Ajnala	Municipal Office, Bhatinda	Town Hall, Jalalabad	Dharkalan	Jahan Kalan
13. Canal Rest House, Patti	Block Office, Mansa	Town Hall, Fazilka	Durangla	Block Office, Mahilpur
14. Municipal Office, Chheharta	Bhhuchomandi	Tahsil Office, Fazilka	Block Office, Sri Hargobindpur	Block Office, Garhshankar
15. Raja Sansi	Tahsil Office, Bhatinda	Government High School, Jallabad	Gahlri	Rest House, Bullowal
16. Tahsil Office, Ramdas	D.C.'s Office, Bhatinda	Sub-Tahsil Office, Abohar	Tahsil Office, Pathankot	Panchayatgarh, Bahala
17. Block Office, Patti	Municipal Office, Faridkot	Police Rest House, Nihal Singhwala	Marchowal	Unchi Bassi
18. Gagomahal	Tahsil Office, Budhlada	Tahsil Office, Zira	Mianpur	Tahsil Office, Dasuya
19. Dial Bharang	Kotkapura	Kot-Ise-Khan	Block Office, Dhar	Nasrala
20. Jastarwal	Jaitu (Kanungo Circle)	Dharamkot	Tahsil Office, Batala	Rest House, Mathiana
21. Bhrang	Municipal Office, Jaitu	Makhu	Narot Jaimal Singh	Municipal Office, Garhdiwala
22. Municipal Office, Khem-Karan	Tahsil Office, Phul	District Board Hall, Ferozepur	Canal Rest House, Gurdaspur	Block Office, Saroya
23. Government High School, Dain Ganj, Amritsar	Talwandi Sabo	Government High School, Mamdot	Tahsil Office, Gurdaspur	Government High School, Tanda
24. Tahsil Office, Patti	Municipal Office, Raman	Government High School, Guruharsahai	Block Office, Gurdaspur	Balachaur
25. Tahsil Office, Tarn Taran	Block Office, Sangat	Government High School, Firozshah	Government High School, Kalanaur	Samiti Rest House, Hajipur
26. Tahsil Office, Amritsar	Rampura Phul	Tahsil Office, Muktsar	Tibber	Samiti Rest House, Talwara
27. Baba Bakala	Tahsil Office, Faridkot	Zila Parishad Hall, Ferozepur	Block Office, Kahnuwan	Sub-Tahsil Office, Mukerian
28. Beas	Block Office, Faridkot	Government High School, Badhni Kalan	Khunda	D.A.V. Higher Secondary School, Balachaur
29. Chola Sahib	Municipal Office, Sangat	S.D.O.'s Court Room, Moga	Mulianwala	Government High School, Sahfa
30. Fatehgarh Churian	Municipal Office, Goniana	Police Rest House, Baghapurana	Phajjupura	Municipal Office, Garhshankar

XII. 6

of Houselisting Operation in the Punjab State

Jullundur	Kapurthala	Ludhiana	Patiala	Ropar	Sangrur
6	7	8	9	10	11
Allawalpur	Government High School, Bolath	Municipal Office Khanna	Rajpura Township	Municipal Office, Rupar	Municipal Office, Sangrur
Kishangarh	Rimidi	Block Office, Dehlon	Municipal Office, Samana	D.C. Office, Ropar	Government High School, Amargarh
Town Hall Jullundur	Tahsil Office, Phagwara	Town Hall, Ludhiana	Municipal Hall, Patiala	Municipal Office, Morinda	Government Middle School, Rurki Kalan
Municipal Office, Adampur	Tahsil Office, Sultanpur	Municipal Office, Jagraon	Tahsil Office, Nabha	Government High School, Ghanoli	Canal Rest House, Mahorana
Municipal Office, Banga	Tahsil Office Kapurthala	Municipal Office, Samrala	Tahsil Office, Amloh	Middle School, Mianpur	Government School, Himtana
Municipal Office, Nakodar	Block Office, Nodala	Municipal Office, Ludhiana	Municipal Office, Gobindgarh	Government High School, Lothari	Jaimalpur
Municipal Office, Kartarpur	Town Hall, Kapurthala	Co-operative Bank, Raikot	Municipal Office, Amloh	Government High School, Bela	Tahsil Office, Malerkotla
Municipal Office, Jullundur	Town Hall, Phagwara	Tahsil Office, Jagraon	Municipal Office, Nabha	Block Office, Chamkaur Sahib	Government, School, Hakimpura
Jasmer	Municipal Office, Sultanpur	Block Office, Sidhwan Bet	Tahsil Office, Sirhind	Government High School, Jhajj	Government School, Bhogiwal
Jandu Singha	Block Office, Sultanpur	Block Office, Sudhar	Chanarthal	Naya Nangal	Government School, Rohira
Municipal Office, Alwalpur	..	Tahsil Office, Samrala	Kalaur	Nangal Township	Government School, Sandhaur
Municipal Office, Nurmahal	..	Block Office, Machhiwara	Municipal Office, Sirhind	Anandpur Sahib	Government High School, Sherpur
Municipal Office, Phillaur	..	Municipal Office, Jagraon	Municipal Office, Bassi	Municipal Office, Kharar	Government High School, Tibba
Municipal Office, Nawanshahr	..	Block Office, Ludhiana	Tahsil Office, Rajpura	Government High School, Mullanpur	Government High School, Alal
Municipal Office, Rahon	..	Block Office, Pakhowal	Mardanpur	Rest House, Kurali	Tahsil Office, Dhuri
Tahsil Office, Jullundur	..	Block Office, Doraha	Ghanaur	Tahsil Office, Kharar	Government Middle School, Ladda
Goraya	..	Block Office, Dehlon	Lalru	Tahsil Office, Ropar	Government School, Bhasaur
Shahkot	..	Sub-Tahsil Office, Payal	Derabassi	Office of the F.C.I., Naya Nangal	Government High School, Longowal
Bhogpur	..	Zila Parishad Hall, Ludhiana	N.A.C., Rajpura	Municipal Office, Kurali	Block Office, Cheema
A. S. High School, Nakodar	..	Government Higher Secondary School Ludhiana	Municipal Office, Banur	Government Primary School, Mianpur	Sheron Canal, Rest House
Government High School, Lohian	..	Station Headquarters, Halwara	Tahsil Office, Patiala	Municipal Office, Anandpur Sahib	Bhawanigarh
Apra	..	Municipal Office, Payal	Municipal Office, Sanaur	Nurpur Bedi	Canal Rest House, Nidanpur
Uggi	..	Municipal Office, Doraha	Tahsil Office, Samana	Government School, Sohana	Government High School, Gharachon
Jullundur Cantt	..	Kum Kalan	Ghanewal	Government High School, Bajrur	Government High School, Deh Kalan
Tahsil Office, Phillaur	..	Khamano	Bassi Pathana	Government High School, Saneta	Government Middle School, Ghabdan Kothi
Tahsil Office, Nakodar	..	Manke	Dudhansadhan	Government High School Landran	Block Office, Lehra
Tahsil Office, Nawanshahr	..	Khanna	Pataran	Government High School Chuni Kalan	Government School, Kotla
Nandiala	..	..	..	Kartarpur Sahib	Government School, Sular
Mukandpur	..	..	..	Government School, Khizrabad	Government High School, Khauhrian
Government Middle School, Shahkot	..	..	..	Government School, Ghanauli	Government School, Gurne

Amritsar	Bhatinda	Ferozepur	Gurdaspur	Hoshiarpur
1	2	3	4	5
31. Gandiwind	Municipal Office, Kot Fatta	Tahsil Office, Moga	Raipur	Block Office, Garhshankar
32. Khiala Kalan	Khiala Kalan	Asafwala	Sujanpur	Government High School, Achhalpur
33. Kacha Pacca	Barewal	Makhu	Block Office, Durangla	Rest House, Kot Fatui
34. Khalra	Municipal Office, Maur	Lambi	Block Office, Dera Baba Nanak	Block Office, Talwara
35. Khadur Sahib	Chakan	Kala Tiba	Block Office, Fatehgarh Churian	Municipal Office, Mukerian
36. Verowal	Slaftpura	Gidderanwali	..	Block Office, Dasuya
37. Majitha	Panj Gaiain	..	..	Government High School, Khuda
38. Othian	Kutti	..	..	Government Primary School, Shamchaurasi
39. Mansawala	Gudda	..	..	Government High School Baghpur
40. Reyya	Bhagata	..	..	Government High School, Nandachaur
41. Chawinda Devi	Bhikhi	..	..	Municipal Office, Hariana
42. Lauka	Budhlada	..	..	Khalsa High School, Shamchaurasi
43. Mattewal	Baja Khana	..	..	Government Middle School, Jahankhelan
44. Tarsikka	..	..	..	Samundra
45. Lopoki	..	..	..	Kathgarh
46. Baba Bakala	..	..	..	Dhaddar
47. Tangara	..	..	..	Chabewal
48. Municipal Office, Tarn Taran	..	..	..	Bhunga
49. ..	..	..	..	Tanda
50. ..	..	..	..	..

Note.—At each Centre four rounds of training

Jullundur	Kapurthala	Ludhiana	Patiala	Ropar	Sangrur
6	7	8	9	10	11
Government Middle School, Mehatpur Rurka Kalan	..	..	..	Government Middle School, Bela	Tahsil Office, Sunam
..	..	..	..	Block Office, Chamkaur Sahib	Moonak Dharamsala
..	..	..	..	Rest House, Kurali	Government School, Chhajli
..	..	..	..	Abiana	Rest House, Khanauri Kalan
..	..	..	..	Bhanupali	Government School, Mahlan
..	..	..	..	Majri	Tahsil Office, Barnala
..	..	..	..	..	Municipal Office, Tapa
..	..	..	..	..	Primary School, Kutba
..	..	..	..	..	Block Office, Mahal Kalan
..	..	..	..	..	Municipal Office, Bhawanigarh
..	..	..	..	..	Municipal Office, Longowal
..	..	..	..	..	Municipal Office, Barnala
..	..	..	..	..	Municipal Office, Tapa
..	..	..	..	..	Municipal Office, Malerkotla
..	..	..	..	..	Municipal Office, Dhuri
..	..	..	..	..	Municipal Office, Ahmedgarh
..	..	..	..	..	Municipal Office, Lehragaga
..	..	..	..	..	Municipal Office, Bhadar
..	..	..	..	..	Municipal Office, Sunam
..	..	..	..	..	Government High School, Tallewal

were held on different dates.

APPENDIX

CENSUS

Training

District———————————————————

Tehsil/Town———————————————————

Serial No.	Name of Supervisor/Enumerator	Number of Circle/ Block	*Attendance in*		
			1st Training class on	2nd Training class on	3rd Training class on
1	2	3	4	5	6

XII. 7

1971

Register

Charge No. _____

Ward No. _____

Training Class		Initial of the trainer	Particulars of material issued to trainers	Initial of trainees in token of having received the material	Initial of Enumerators/Supervisors in token of having received the appointment letter
4th Training class on	Practical Exercises on				
7	8	9	10	11	12

APPENDIX XII - 8

CONFIDENTIAL
IMMEDIATE
TIME BOUND

D.O. No. CENSUS-PB. 69/7466

CENSUS 1971
CIRCULAR No. XI

GOVERNMENT OF INDIA
MINISTRY OF HOME AFFAIRS
OFFICE OF THE DIRECTOR CENSUS
OPERATIONS, PUNJAB.

December 27, 1969.

P. L. SONDHI, IAS
Director of Census Operations,
Punjab.

Subject : Training of Charge Officers for Houselisting Operations.

My dear,

During the course of our recent tours, it has been noticed by all of us that Charge Officers are not still in a position to give proper training to the enumeration agency. At some places Charge Officers have been found faltering on various points which need clarification and elaboration. At some places it has been found that they do not themselves have a clear idea about various concepts/definitions adopted for census purposes. It is apparent that at the time Charge Officers were imparted training they did not apply their mind. Perhaps they thought that they would not be required to act as trainers. Now when they are asked to take the floor for imparting training to enumerators/supervisors they generally shirk and ask visiting Headquarters officers to take the floor and act as trainers. Your Charge Officers must be made to realize that they have to act as trainers and that the success of houselisting will depend to the extent to which they can train the enumeration agency in the filling up of various schedules.

2. On the whole our impression is that the Charge Officers are still not fully trained. You may, therefore, convene another training class of your Charge Officers at District Headquarters and explain once again the concepts and definitions to them and give all other necessary instructions about the manner in which they have to train the enumeration agency. I feel that this is very essential because the general standard of training is not up to the mark so far at the charge level. You must satisfy yourself that each Charge Officer is able to deliver the goods before you allow them to disperse in your training class.

3. If you let me know immediately in advance as to when you propose to collect your Charge Officers for training at District Headquarters I may be able to detail my officers to assist you. This should not, however, impede your progress of training of the enumeration agency. The idea is to equip better your Charge Officers for the 2nd round of training of enumerators.

Yours sincerely,

P. L. SONDHI.

No. Census-PB. 69/7467, dated the 27th December, 1969.

A copy is forwarded to all the District Census Officers (by name) in the State for information and necessary action.

P. L. SONDHI,

Director Census Operations,
Punjab.

No. Census-PB. 69/7468, dated the 27th December, 1969.

A copy is forwarded to the Deputy Directors Census Operations (Field) for information and necessary action.

P. L. SONDHI,

Director Census Operations,
Punjab.

APPENDIX XII·9

CONFIDENTIAL
TIME BOUND

No. Census-Pb.-69/7315

H. S. KWATRA,
DEPUTY DIRECTOR.

OFFICE OF THE DIRECTOR OF
CENSUS OPERATIONS,
PUNJAB 72, SECTOR 5-B,
CHANDIGARH-18.
(Phone : 24095).

December 23, 1969.

Subject : Training of enumeration agency for houselisting.

My dear,

We have highlighted the importance of thorough training to the enumeration agency for houselisting in a number of letters issued from our organisation. At the Conference of District Census Officers early in November, 1969, the question of the training of the enumeration agency was also discussed threadbare and it was impressed on all the District Census Officers that the success of houselisting operations will depend in a large measure on our ability to give proper and adequate training to the enumeration agency. Keeping this end in view, the Charge Officers at the district level were imparted training by one or the other Headquarters' officer in the first round. The District Census Officers were required to give further training to the Charge Officers in the second round or, if necessary, even in the third round to ensure that Charge Officers understood everything without any confusion in the interpretation of various concepts and definitions adopted for census purposes.

2. I am sorry to point out that in spite of all the emphasis laid by us on the training aspect, the results are not so far encouraging. We happened to go to a training centre where training was to be imparted at 3.00 p.m. and when we actually reached there, we discovered that training had been started at 2.00 p.m. and finished at 2.50 p.m. In the first instance, timings were changed without any intimation to the District Census Officer and to the Director of Census Operations. It was quite a surprise to us that both the Houselist and Establishment Schedules had been explained to the Enumerators in less than 50 minutes. Besides, the class comprised of about 150 Enumerators because all the three batches were taken together by one Charge Officer. This was clearly in contravention of our instructions that a class of enumerators should not exceed 40 so that there should be a proper ratio between the trainer and trainees. The class was conducted in the open and it is doubtful if the trainer was audible to 150 Enumerators. Several doubts arose in our minds about the efficacy of such a training class. We accordingly put a few questions to the trainer about the various definitions adopted for census purposes. We were quite disappointed that even the trainer did not understand the implications of various definitions e.g., the trainer did not understand clearly what a 'census house' is and what is a 'cultivating household'. He did not explain to the Enumerators if vegetable growing and gardening were covered by the term 'cultivator'. He also could not explain what a 'household industry' is and what are its special characteristics as envisaged in the booklet containing Instructions to Enumerators for houselisting. Since the trainer did not understand clearly what a 'household industry' is, we got suspicious if any Enumerator understood what a 'household industry' was. We accordingly put a few questions to the Enumerators who had just completed their training class. None of them was able to define what a 'household industry' is. Similarly, they were quite bewildered about what a 'census house' is. They also did not know what an 'establishment' was. In short, the Charge Officer had not explained the definitions of various concepts to the training class and he had simply told them as to how the columns were to be filled. He had simply told them that if a household was cultivating, it should be shown as such and if it did not cultivate any land, it should be shown as not a 'cultivating household'. No one out of the Enumerators interviewed by us understood what a 'cultivating household' is. If we go by this kind of a standard of training, we

shall land ourselves into serious difficulties and our data would become completely unreliable.

3. I am, therefore, to request you kindly to convene a meeting of your Charge Officers and impress upon them to explain various definitions and concepts to the Enumerators in detail and not to hasten the work of training by limiting it to a period of less than an hour. Even a good Trainer should not take less than three hours to explain all the definitions and concepts and the way in which various columns have to be filled up. We have to make sure that each Enumerator understands census concepts and definitions and if we find that some of them do not catch our points, we have to replace them. In short, we cannot take any risk with any Enumerator that he should be allowed to fill up the Houselist and Establishment Schedule without properly understanding as to what he is expected to do. I am, therefore, to impress upon you once again, that you should take very great care about the training aspect and try to be present at as many centres of training as possible so that you can properly supervise the work of Charge Officers. The Charge Officers should not be tempted to complete this training in a slipshod manner as we have noticed at one or two places. The Charge Officers must be made to feel their responsibility and they should be asked to deliver goods according to our expectations. We must maintain the fair name of census tradition in the Punjab State. You can help us in this direction by paying utmost attention to the training programme which is now in progress in your district. Our Director, Census Operations has already written to the Deputy Commissioners to spare you on a whole-time basis for the next two months so that you can devote full attention to the houselisting operations.

4. We are confident that you will be able to ensure 100 per cent attendance of Enumerators for training purposes and further arrange training in such a way that no Charge Officer is allowed to impart this training in a slipshod manner. You can personally interview some of the Enumerators after the training class and find out for yourself if they have properly understood various implications.

5. It has been noticed that attendance at the classes is not 100 per cent. This is quite a serious matter. You can, therefore, take action under section 11 of the Census Act. You may issue show cause notices to the Enumerators/Supervisors who have not attended your classes and require them to explain why they did not attend the classes. If their explanation is not found satisfactory, they may be prosecuted under section 11 of the Census Act. It is a statutory obligation on anyone called upon to perform a duty for taking of a census that he should comply with the orders and show reasonable diligence in performance of his duties. If you issue show cause notices to a few Enumerators, you will be creating the right atmosphere for all others to take active interest in the performance of their duties. You may also report to the Heads of the Departments about the absentee Enumerators/Supervisors. In short, you have to adopt all necessary measures to ensure 100 per cent attendance at the classes. I am sure, you are taking attendance of the Enumerators in the Training Register prescribed for the purpose.

6. I owe apologies for writing this letter. The Director, Census Operations, is on tour and in his absence, I am signing this letter.

With kind regards,

Yours sincerely,

H. S. KWATRA.

No. Census-Pb.-69/7316-17, dated 23rd December, 1969.

A copy is forwarded to the Deputy Directors of Census Operations, Patiala and Jullundur for information and necessary action.

H. S. KWATRA,
Deputy Director of Census Operations.

cc : All Charge Officers in Punjab.

APPENDIX XII.10

CONFIDENTIAL
TIME BOUND

P. L. SONDHI, I.A.S.,
DIRECTOR

D.O. No. Census-Pb.-69/7463
OFFICE OF THE DIRECTOR OF
CENSUS OPERATIONS,
PUNJAB 72, SECTOR 5-B,
CHANDIGARH 18.

December 27, 1969.

Subject : Utilisation of Sub-Divisional Officers (Civil) as Census Officers.

My dear,

Margin

D.O. No. Census-Pb-69/6255, dt. 12-11-69

I have to invite your attention to my marginally noted letter on the subject noted above and to say that during the course of our recent tours to various districts in connection with the training programme for houselisting operations, it has been observed that Sub-Divisional Officers (C) are not taking adequate amount of interest in their sub-divisions in the organisation and running of the training programme. We have hardly come across any training class which may have been addressed by any Sub-Divisional Officer (C). At one or two places, it has been noticed, that even though the Sub-Divisional Officer (C) was doing his routine work at his headquarters, he did not care to go to the training class which was being held at a stone's throw from his office. I had requested you to make effective use of your Sub-Divisional Officers (C) for census operations but it seems that this point has not carried conviction so far. The standard of training by Charge Officers, it has been observed by us, is not at all up to the mark and, in a number of cases, we have noticed, that the Charge Officers themselves have not picked up the essential ingredients of various census definitions and concepts.

2. Your Charge Officers will certainly take better interest if they find that your S.D.Os. (C) are vigilant about their activities connected with the training programme. Except the District Census Officer, no senior officer from districts is paying any attention to the training programme at the level of charges. It will be appreciated that training is a very important aspect of census operations and if we do not, at this stage, give due importance to this, we will not be able to collect the right type of information in the census schedules. I am, therefore, to request you kindly to give your personal attention to this matter and also make sure that your S.D.Os. (C) take adequate amount of interest in the training programme in their jurisdiction. We have imparted training to your S.D.Os. (C) at district headquarters and they should now be able to explain various concepts and definitions to the Enumerators/ Supervisors at the training classes. I am sure your Charge Officers will improve the quality of their work if S.D.Os. (C) join hands with them and exercise necessary vigilance over the training classes. I am sorry that at quite a few places, I have noticed, training was being imparted in a slipshod manner by the Charge Officers.

With regards,

Yours sincerely,

P. L. SONDHI.

Deputy Commissioner.

No. Census-Pb.-69/7464, dated 27th December, 1969.

A copy is forwarded to all the District Census Officers in Punjab (By name) for information and necessary action.

P. L. SONDHI,

Director of Census Operations.

No. Census-Pb.-69/7465, dated 27th December, 1969.

A copy is forwarded to the Deputy Directors of Census Operations, Jullundur and Patiala for information and necessary action.

P. L. SONDHI,
Dorector of Cansus Operations,
Punjab, Chandigarh.

APPENDIX XII.11

TIME BOUND/CENSUS-1971. Phone : 24095

No. Census-Pb.-70/1319

GOVERNMENT OF INDIA
MINISTRY OF HOME AFFAIRS
OFFICE OF THE DIRECTOR OF CENSUS
OPERATIONS PUNJAB, 72, SECTOR 5-B,
CHANDIGARH-18.

Dated the 9th February, 1970.

To

1. All the District Census Officers in the State (by name).
2. All the District Statistical Officers in the State (by name).

Subject : Certificate of Trainers of Supervisors' Special Class.

Sir,

I have the honour to address you on the subject noted above and to say that as a result of our discussions held at Jullundur and Patiala on the 6th and 7th February, 1970, respectively, a certificate has been evolved which each Trainer is requested to furnish at the end of his training class to me. Necessary copies of this certificate are enclosed with this letter which may be filled up and sent to me immediately after the training of the Supervisors is over.

2. The training certificate gives you an indication of the lines along which training has to be imparted to the Supervisors in the special round now being arranged. If you meticulously follow the points taken up in the certificate, the training of the Supervisors would be complete. You must see that the Supervisors take action on all the points included in the certificate to be given by you. We feel certain that the results will be far better, if the Supervisors adhere to the instructions now being given by you along the lines of the certificate.

3. I am also enclosing a copy of the time-table drawn up by us for this special training of Supervisors. This programme has been slightly revised as a result of our discussions at Jullundur and Patiala. This programme supersedes the programme already circulated to you,—*vide* aur letter No. Census-Pb.-70/1233, dated 4th February, 1970.

Yours faithfully,

P. L. SONDHI,

Director of Census Operations.

Encl: as above.

SPECIAL TRAINING PROGRAMME FOR SUPERVISORS

Revised Time Table

Serial No.	District	Tehsil	February, 70		Name of Trainer	Venue
			Date	Time		
1	2	3	4	5	6	7
1	Patiala	1. Patiala (U) (M.C., Patiala and Sangrur)	11th	10·30 a.m.	Director	Town Hall
		Patiala (R) ..	11th	2·00 p.m.	D.C.O.	Do
		2. Nabha M.C. ..	11th	10·30 a.m.	D.D.C.O. (P)	
		Amloh ..	11th	10·30 a.m.	D.C.O.	
		3. Sirhind ..	12th	10·30 a.m.	D.D.C.O. (P)	
		4. Rajpura ..	13th	10·30 a.m.	D.S.O.	
		N.T. Samana Circle I and M.C. Samana and	14th	10·30 a.m.	D.C.O.	M.C. Office, Samana
		N.T. II Derabassi Rajpura ..	14th	10·30 a.m.	D.S.O.	Block Office, Derabassi
2	Rupar	1. Rupar ..	13th	10·30 a.m.	D.D.C.O. (H)	D.C. Office
		2. Kharar ..	11th	10·30 a.m.	D.S.O.	Tahsil Office
		3. Anandpur Sahib ..	11th	10·30 a.m.	D.C.O.	Ditto
3	Bhatinda	1. Bhatinda ..	11th	10·30 a.m.	T.O. I	Ditto
		Bhatinda ..	11th	2·00 p.m.	T.O.I.	Ditto
		2. Mansa ..	12th	10·30 a.m.	D.S.O.	Gandhi Memorial School
		3. Faridkot ..	13th	10·30 a.m.	D.C.O.	Tah. Office
4	Sangrur	1. Sangrur ..	12th	10·30 a.m.	D.C.O.	Bansal Garden
		2. Barnala ..	13th	10·30 a.m.	D.C.O.	Near Tah. Office
		3. Malerkotla ..	12th	10·30 a.m.	D.S.O.	Tah. Office
5	Ludhiana	1. Ludhiana ..	11th	10 30 a.m.	D.C.O.	(Two classes in Town Hall)
		Ludhiana ..	11th	2·00 p.m.	D.S.O.	(Two classes in Z. Parishad)
		2. Jagroan ..	12th	10·30 a.m.	D.S.O.	Tah. Office
		Jagroan ..	12th	2·00 p m.	D.S.O.	M.C. Office
		3. Samrala ..	13th	10·30 a.m.	E.I. (G)	
		Samrala ..	13th	2·00 p.m.	D.C.O.	
6	Jullundur	1. Jullundur (R) ..	11th	10·30 a.m.	D.C.O.	
		Jullundur (U) ..	11th	2·00 p.m.	Secy. M.C.	
		2. Phillaur ..	11th	10·30 a.m.	D.S.O.	
		3. Nakodar ..	12th	2·00 p.m.	D.S.O.	
		4. Nawanshahr ..	11th	10·30 a.m.	D.D.C.O. (J)	
7	Hoshiarpur	1. Hoshiarpur ..	12th	10·30 a.m.	D.C.O.	Town Hall
		2. Dasuya ..	12th	10·30 a.m.	D.S.O.	Tah. Office
		3. Garhshankar ..	13th	10·30 a.m.	T.O.I.	Tah. Office

Serial No.	District	Tehsil	February, 70 Date	Time	Name of Trainer	Venue
1	2	3	4	5	6	7
8	Kapurthala	1. Kapurthala	.. 13th	10·30 a.m.	D.C.O.	
		2. Phagwara	.. 11th	10·30 a.m.	D.S.O.	
		3. Sultanpur Lodhi	.. 12th	10·30 a.m.	D.S.O.	
9	Amritsar	1. Amritsar	.. 11th	10·30 a.m.	D.D.C.O. (H) or TO II	
				2·00 p.m.	D.S.O. or TO II	
		2. Patti	.. 12th	10·30 a.m.	D.C.O.	
		3. Ajnala	.. 13th	10 30 a.m.	D.S.O. or TO II	
		4. Tarn Taran	.. 12th	10·30 a.m.	D.D.C.O. (H) or TO II	
10	Gurdaspur	1. Gurdaspur	.. 13th	10·30 a.m.	D.D.C.O. (J)	
		2. Batala	.. 12th	10·30 a.m.	D.D.C.O. (J).	
		3. Pathankot	.. 14th	10·30 a.m.	D.S.O.	
11	Ferozepur	1. Ferozepur	.. 11th	10·30 a.m.	E.I. (S)	
		2. Moga	.. 12th	10·30 a.m.	D.S.O./E.I.(S)	
		3. Zira	.. 13th	10·30 a.m.	D.C.O.	
		4. Muktsar	.. 13th	10·30 a.m.	D.S.O.	
		5. Fazilka	.. 13th	10·30 a.m.	E.I. (S).	

Certificate of Trainers of Supervisors' Special Class held at ———— (Time) on ———— (date) at ———————— (name of centre) in district ———————— (name of district).

It is certified that I have taken the special round of Supervisors' training class at ———— (name of centre). The number of Supervisors expected to come to this class was ———— and actually———Supervisors were present. List of those present with their complete addresses is attached.

2. That I have told the Supervisors that Enumerators should show them the first copy of each schedule as filled up in the field and Houselist Abstract and after getting scrutiny of 100 per cent entries therein, they should make the second fair copy of each schedule and Houselist Abstract.

3. That I have told the Supervisors that they should record a certificate over their signatures on the schedules and Houselist Abstract to the effect that "100 per cent of the entries in the schedules and Houselist Abstract have been checked by me and 25 per cent entries in the schedules have been checked on the spot".

4. That I have told the Supervisors that they should not affix their signatures on the Houselist and Establishment Schedule and Houselist Abstract until they have checked 100 per cent of the entries made by the Enumerators in such schedules and Houselist Abstract.

5. That I have told the Supervisors that every Enumerator should hand over to them, along with the schedules and Houselist Abstract, the notional map showing therein numbers of houses in the blocks canvassed by them (Enumerators) in printed file covers.

6. That I have gone through the printed Guidelines for Supervisors from A to Z in the class of Supervisors today and have explained various implications of these Guidelines to them.

7. That I have explained once again the definitions and various census concepts to the Supervisors today.

8. That I have also explained to the Supervisors today how various columns of the schedules and Houselist Abstract have to be filled up.

9. That I have advised the Supervisor to draw up a time-table with their Enumerators for checking of 25 per cent of the entries in the schedules on the spot.

10. It is certified that the following Charge Officers were also present at the class of Supervisors today.

Name	Designation
1. ————	————
2. ————	————
3. ————	————
4. ————	————

Dated ————.

Signature of the Trainer.

Designation ————.

APPENDIX XII.12

GUIDELINES FOR THE SUPERVISORS FOR CHECKING FILLED IN HOUSELISTS AND ESTABLISHMENT SCHEDULES

Your primary duties are :

(i) To know your enumerators ;

(ii) To ensure that boundaries of the respective enumerators' blocks are known to the concerning enumerators and to you ; and that there is no overlapping of Block boundaries in terms of buildings ;

(iii) To ensure that the enumerators are well trained in the instructions for house-numbering and houselisting and that their doubts, if any, have been clarified ;

(iv) To ensure that the requisite number of schedules have been received by the enumerators ;

(v) To supervise the work of the enumerators while they are in action and to ensure that actual work proceeds according to schedule and that enumerator does day-to-day work and does not allow it to be accumulated ;

(vi) To ensure that every house has been numbered ; and

(vii) To check cent per cent entries of the Houselists. Establishment Schedules and the Houselist Abstract of each enumerators' block. In case of missing, erroneous or doubtful entries, please visit the house and correct the entries.

2. The following points should deserve your special attention while checking the Houselist Establishment Schedule and the Houselist Abstract :

HOUSELIST

(i) *Location Code No.*—See that Location Code number is correctly and legibly written.

(ii) *Col.* I, *Line No.*—There must be a serial number on *each* line, irrespective of whether a line covers Census House or only a Household and it should be continuous for the entire enumerators' block. The entry on a line should not overflow into the next line,

If the entries on any line are struck off either because the entry is wrong or due to some other reason, such a line will not get a serial number. If one is already assigned to such a line, it should be struck off and subsequent serial numbers corrected accordingly.

(iii) *Cols.* 2, 3 *and* 8.—(*Building No., Census House No. and, Household No.*).—These three columns should be scrutinised together to see that these correspond to one another as stipulated in the instruction (*see* paras 29 to 35 and 44 to 46 of the Instructions booklet).

If a building has only one census house and the census house has only one household, the census house number (col. 3) and number of the household (col. 8) will be the same, as the building number (col. 2).

If the building has more than one census house, then it will be indicated in col. 3 by putting sub-number in round brackets for each of the census house after the building number, for example, if a building with No. 23 has three census houses in it, then the census house No. *in col.* 3 *for* each of the census houses will be :

23(1), 23(2) and 23(3).

When a census house has more than one households, these will be distinguished by adding alphabets (a), (b), (c), etc., to the number of the census house. *Example* : Census house No. 23(1) above has three households, their numbers in col. 8 will be written respectively as :

23(1)(a), 23(1)(b) and 23(1)(c), the entries pertaining to each household being made in a separate line, of course.

In case where a new building has come up between two buildings already numbered, say between 23 and 24, the new building will have an additional No. with an oblique mark as '23/1' which will be carried over to cols. 3 and 8.

In some towns and cities building numbers already exist and if these have been accepted (your charge officer will advise you in this regard) for census purposes, then whatever number exists on the building it should be recorded in col. 2, e.g., '35A', '35B', or "2/33" or "2/63", etc,

Very Important :

(a) Please ensure that *vacant plot and building under construction, the ceiling of which is not complete* are not to be numbered nor recorded, in the Houselist. Vacant houses, i.e., those with walls and a roof will have numbers and will be recorded in the Houselist.

(b) If a building has more than one census house, the building No. (col. 2) will appear only against the entry of the first census house. Entries in col. 2 pertaining to other census houses in the same building will be 'blank'. Similarly, if a census house has more than one household, the number of the census house will be entered in col. 3 against the entry of the first household. Col. 3 against subsequent households in the same census house will be blank. Please refer to the filled in specimen Houselist given to you during training. The above will be clear.

(iv) *Cols. 4 and 5.*—Do not accept entries like 'kacha' or 'pucca' in these columns. Specific material of wall and roof should be recorded in these columns respectively. (*See* para 38 of the Instructions booklet).

If there are more than one household in a census house, entries in cols. 4 and 5 will appear only against the first household, i.e., household whose number (col. 8) is indicated by alphabet (a); for subsequent households in that census house, cols. 4 and 5 will remain blank.

(v) *Cols. 6 and 7.*—If the entry in column 6 is just "residence", corresponding entry in col. 7 should be 'No' and cols. 8 to 16 should be filled in as there is bound to be a household in a residence.

If the entry in col. 6 is 'shop-cum-residence' or 'workshop-cum-residence' etc., the entry in col. 7 will be 'yes' and even then cols. 8 to 16 are to be filled in, with regard to the household residing there.

Only in case where col. 6 denotes that the census house is not used as a 'residence', either wholly or partly, cols. 8 to 16 will be blank.

When entry in col. 6 is 'vacant', please check up that the 'reasons' for 'vacancy' are noted in col. 17. [*See* para 39(13) of the Instructions booklet].

Whenever there is 'yes' in col. 7, please check up with the Establsihment Schedule, that this entry is recorded there.

Verify the correctness of entry in col. 6 with reference to 'yes' in col. 7, from the details in the Establishment Schedule.

Example.—Entry in col. 6 is 'shop' and in col. 7 is 'yes'. Corresponding detailed entry in Establishment Schedules indicates that it is a 'workshop'. In such a case, the entry in col. 6 of the 'Houselist' should be corrected as 'workshop'.

(vi) *Col. 9.*—*See* para 47 of the Instructions booklet. In addition please ensure that the enumerator adds "INSTITUTION" boldly in this column in respect of Institutional Households. This has to be done to enable the enumerator to post col. 9 of the Houselist abstract correctly.

(vii) *Col. 10.*—If the 'head' of the household belongs to Scheduled Caste/Scheduled Tribe, then only S.C./S.T. as the case may be, will be written and the name of the 'caste' or 'tribe' will also be written. Check up that the name occurs in the list of Scheduled Castes/Tribes, supplied to you. Do not accept entries like 'Achhut', 'Harijan'. There should be specific name from the list.

If the head does not belong to SC/ST, there should be 'X' in this column.

In the case of 'Institutional' household such as Boarding House, Hostel, Jail, etc., *see*, that there is 'X' in this column. (*See* paras 48-49 of the Instructions booklet).

(viii) *Col. 11.*—Please ensure that 'Bathrooms' or 'Latrines' are not counted as rooms. (*See* para 51 of the Instructions booklet).

(ix) *Col. 12.*—(*See* paras 54-55 of the Instructions booklet).

(x) *Cols. 13, 14 and 15.*—Ensure that figure in col. 15 is equal to figures in col. 13 *plus* col. 14.

(xi) *Cols. 16-17.*—(*See* paras 58—60 of the Instructions booklet).

(xii) After scrutinising the columns of the Houselist as above, please check up that Form I of Houselist Abstract has been filled in properly. It should be seen that page by page entries are made in each column.

If the line numbers are given properly then the total lines of the Houselist for each enumerator's block will be equal to the total of the figures in cols. 5, 6 and 8 of the Abstract or total lines in Houselist = cols. 5 + 6 + 8 of the Abstract.

Apply the above check to ensure that Abstract contains all the 'line entries' in the Houselist.

ESTABLISHMENT SCHEDULE

(i) Make sure that for all 'yes' entries in col. 7 of the Houselist, there is a corresponding entry in this Schedule. Check concerning entry in col. 6 of Houselist and verify that the nature of establishment is correctly entered.

(ii) *Col.* 1.—There should be a running serial for each entry (line) for the entire enumerator's block.

If any entry is struck off either by the enumerator or by you while checking succeeding serial number should be corrected and correspondence with col. 7 of the Houselist should be ensured.

(iii) *Col.* 2.—*See* that this is the same number as recorded in col. 3 of the Houselist.

(iv) *Col.* 3.—Do not accept entries in abbreviated form like 'TISCO'; it should be complete name like 'Tata Iron & Steel Co. Ltd.'

(v) *Col.* 4.—*See* paras 70—73 of the Instructions booklet.

(vi) *Col.* 5.—In addition to the hired workers and apprentices paid or unpaid, if any, include, the working proprietors and family workers (*See* paras 74—76 of the Instructions booklet).

(vii) *Col.* 6.—Distinction between Registered factory, workshop (unregistered) and Household Industry should be clearly understood. These would normally be mutually exclusive. (*See* paras 78—87 of the Instructions booklet).

(viii) *Col.* 7.—*See* para 88 of the Instructions booklet.

(ix) *Col.* 8.—If animal power is used as in the case of oil Ghani, say 'animal power'. If human power is used say 'manual power'.

(x) *Cols.* 9-10.—For establishments like Bank, Insurance Co., Pawn shop, write 'Banking Services', Insurance Services', 'Money-lending Services', respectively in col. 9 and put a 'X' in col. 10 (*See* paras 92—96 of the Instructions booklet).

(xi) *Col.* 11.—Establishments not covered in cols. 6—10, will appear in this column.

(xii) Please note that if there is entry in col. 11, there will be no entries in cols. 6—10; if there are entries in cols. 6—8, there will be no entries in cols. 9—11 and if there are entries in cols. 9 or 9 and 10, there will be no entries in cols. 6—8 and 11.

(xiii) Yours is a vital role in this operation. Accurate and full coverage of this operation solely depends on your close supervision and checking of the filled in schedules.

And, mind you, there is no short cut or alternative to intensive study of the instructions and assimilating them thoroughly to carry out the tasks entrusted to you.

APPENDIX

ਭਾਰਤ ਦੀ

ਅਦਾਰਾ

ਜ਼ਿਲ੍ਹੇ ਦਾ ਨਾਂ.....ਓ.....ਕੋਡ ਨੰ: .....2.....

ਤਹਿਸੀਲ ਦਾ ਨਾਂ.....ਅ.....ਕੋਡ ਨੰ:.....2/1.....

ਲੜੀ ਨੰ:	ਮਰਦਮਸ਼ੁਮਾਰੀ ਮਕਾਨ ਨੰ:	ਅਦਾਰੇ ਜਾਂ ਮਾਲਕ ਦਾ ਨਾਂ	ਕੀ ਅਦਾਰਾ (ੳ) ਸਰਕਾਰੀ/ਨੀਮ–ਸਰਕਾਰੀ ਹੈ, (ਅ) ਪਰਾਈਵੇਟ ਹੈ, (ੲ) ਸਹਿਕਾਰੀ ਸੰਸਥਾ ਹੈ	ਪਿਛਲੇ ਹਫ਼ਤੇ ਜਾਂ ਪਿਛਲੇ ਕੰਮ ਦੇ ਮੌਸਮ ਵਿਚ ਰੋਜ਼ਾਨਾ ਕੰਮ ਲੱਗੇ ਵਿਅਕਤੀਆਂ ਦੀ ਔਸਤ ਗਿਣਤੀ, ਮਾਲਕ ਅਤੇ/ਜਾਂ ਪਰਵਾਰਕ ਕਾਮੇ ਜੇ ਕੋਈ ਹੋਣ, ਸ਼ਾਮਲ ਕਰਕੇ	ਜੇ ਕੋਈ ਉਤਪਾਦਨ ਕੀ ਇਹ (ੳ) ਘਰੇਲੂ ਉਦਯੋਗ ਹੈ, (ਅ) ਰਜਿਸਟਰ ਹੋਇਆ ਕਾਰਖਾਨਾ ਹੈ, (ੲ) ਰਜਿਸਟਰ ਨਾ ਹੁੰਦੀ ਵਰਕਸ਼ਾਪ ਹੈ
1	2	3	4	5	6
1	102/1(1)	ਮਾਨਕ ਚੰਦ	ਪਰਾਈਵੇਟ	2	×
2	102/1(2)	ਦੁਲੀ ਚੰਦ	ਪਰਾਈਵੇਟ	1	×
3	103	ਭੀਕੂਸਾ ਬੀੜੀ ਕੰਪਨੀ	ਪਰਾਈਵੇਟ	15	ਰਜਿਸਟਰ ਨਾ ਹੋਈ ਵਰਕਸ਼ਾਪ
4	104	ਮੰਗਲ ਬਰਾਹੀ	ਪਰਾਈਵੇਟ	2	ਰਜਿਸਟਰ ਨਾ ਹੋਈ ਵਰਕਸ਼ਾਪ
5	105	ਭਾਰਤੀ ਮਾਨਸਿਕ ਰੋਗ ਹਸਪਤਾਲ	ਸਰਕਾਰੀ	20	×
6	108(1)	ਸਟੇਟ ਬੈਂਕ ਆਫ ਇੰਡੀਆ	ਨੀਮ–ਸਰਕਾਰੀ	52	×
7	109	ਕਮਲ ਟਾਕੀਜ਼	ਪਰਾਈਵੇਟ	31	×
8	110(1)	ਡਾਕਟਰ ਖੰਨੇ ਦਾ ਕਲਿਨਿਕ	ਪਰਾਈਵੇਟ	2	×
9	110(2)	ਡਾਕਟਰ ਖੰਨੇ ਦੀ ਦਵਾਈ ਦੀ ਦੁਕਾਨ	ਪਰਾਈਵੇਟ	3	ਰਜਿਸਟਰ ਨਾ ਹੋਈ ਵਰਕਸ਼ਾਪ
10	112	ਐਸ. ਕੇ. ਚੈਟਰਜੀ	ਪਰਾਈਵੇਟ	2	ਘਰੇਲੂ ਉਦਯੋਗ
11	113	ਅਜੰਤਾ ਸਹਿਕਾਰੀ ਕਪੜਾ ਮਿਲ ਲਿਮਿਟਿਡ	ਸਹਿਕਾਰੀ	20	ਰਜਿਸਟਰ ਹੋਇਆ ਕਾਰਖਾਨਾ

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ਅਨੁਸੂਚੀ

ਪਿੰਡ ਜਾਂ ਕਸਬੇ ਦਾ ਨਾਂ.....ਏ..... ਕੋਡ ਨੰ: ..... .III .....

ਵਾਰਡ/ਮੁਹੱਲਾ/ਗਿਣਤੀਕਾਰ ਦੇ ਬਲਾਕ ਦਾ ਨਾਂ ਜਾਂ ਨੰ: .....6/4..... ਕੋਡ ਨੰ: .....6/4 .....

ਪ੍ਰਕਿਰਿਆ ਜਾਂ ਸਰਵਿਸਿੰਗ ਕੀਤੀ ਜਾਂਦੀ ਹੋਵੇ		ਜੇ ਵਪਾਰਕ ਅਦਾਰੇ ਦੇ ਤੌਰ ਤੇ ਵਰਤਿਆ ਜਾਂਦਾ ਹੋਵੇ		ਜੇ ਹੋਰ ਅਦਾਰੇ ਦੇ ਤੌਰ ਤੇ ਵਰਤਿਆ ਜਾਂਦਾ ਹੈ ਤਾਂ ਲਿਖੋ, ਉਦਾਹਰਣ ਵਜੋਂ ਸਰਕਾਰੀ ਦਫਤਰ, ਸਕੂਲ, ਹਸਪਤਾਲ, ਰੇਲਵੇ ਸਟੇਸ਼ਨ, ਨਾਈ ਦੀ ਦੁਕਾਨ, ਸਿਨੇਮਾ ਘਰ, ਹੋਟਲ, ਚਾਹ ਦੀ ਦੁਕਾਨ ਆਦਿ
ਉਤਪਾਦਨ ਹੋਣ ਵਾਲੀਆਂ ਵਸਤਾਂ, ਪ੍ਰਕਿਰਿਆ ਜਾਂ ਕੀਤੀ ਜਾਂਦੀ ਸਰਵਿਸਿੰਗ ਦਾ ਵੇਰਵਾ	ਬਾਲਣ ਜਾਂ ਸ਼ਕਤੀ ਜਿਹੜੀ ਵਰਤੋਂ ਵਿਚ ਆਉਂਦੀ ਹੈ, ਦੀ ਕਿਸਮ	ਖਰੀਦੀਆਂ//ਵੇਚੀਆਂ ਜਾਂਦੀਆਂ ਚੀਜ਼ਾਂ ਦਾ ਵੇਰਵਾ	ਕੀ (ਓ) ਥੋਕ ਜਾਂ (ਅ) ਪਰਚੂਨ	
7	8	9	10	11
×	×	ਪੰਸਾਰੀ ਦੀ ਹੱਟੀ	ਪਰਚੂਨ	×
×	×	×	×	ਚਾਹ ਦੀ ਦੁਕਾਨ
ਬੀੜੀ ਬਣਾਉਣਾ	ਸਰੀਰਕ	×	×	×
ਲਕੜੀ ਦਾ ਫਰਨੀਚਰ ਬਣਾਉਣਾ	ਸਰੀਰਕ	×	×	×
×	×	×	×	ਮਾਨਸਿਕ ਰੋਗੀ ਹਸਪਤਾਲ
×	×	ਬੈਂਕਿੰਗ ਸੇਵਾਵਾਂ	×	×
×	×	×	×	ਸਿਨੇਮਾ ਘਰ
×	×	×	×	ਡਾਕਟਰ ਦਾ ਕਲਿਨਿਕ
ਦਵਾਈਆਂ	ਸਰੀਰਕ	×	×	×
ਮਿਠਿਆਈਆਂ ਬਣਾਉਣਾ	ਕੋਲਾ	×	×	×
ਸੂਤ ਦੀ ਰੰਗਾਈ	ਭਾਪ	×	×	×

ਸੁਪਰਵਾਈਜ਼ਰ ਦੇ ਹਸਤਾਖਰ.....ਸਹੀ.....ਲ.....ਵ.....ਹ ਮਿਤੀ.....3-3-70.....

ਜ਼ਿਲ੍ਹੇ ਦਾ ਨਾਂ.....ੳ..... ਕੋਡ ਨੰ: .....2 .....

ਤਹਿਸੀਲ ਦਾ ਨਾਂ .....ਅ..... ਕੋਡ ਨੰ: .....2/1..... .....

ਲਾਈਨ ਨੰ:	ਇਮਾਰਤ ਨੰ: (ਨਗਰ ਪਾਲ਼ਕਾ ਜਾਂ ਸਥਾਨਕ ਅਥਾਰਿਟੀ ਜਾਂ ਮਰਦਮਸ਼ੁਮਾਰੀ ਨੰ:)	ਮਰਦਮਸ਼ੁਮਾਰੀ ਮਕਾਨ ਨੰ:	ਮਰਦਮਸ਼ੁਮਾਰੀ ਮਕਾਨ ਬਨਾਣ ਤੇ ਲੱਗੀ ਵਧੇਰੀ ਸਮੱਗਰੀ		ਮਨੋਰਥ ਜਿਸ ਲਈ ਮਰਦਮਸ਼ੁਮਾਰੀ ਮਕਾਨ ਦੀ ਵਰਤੋਂ ਕੀਤੀ ਜਾਂਦੀ ਹੈ, ਜਿਵੇਂ ਕਿ ਰਿਹਾਇਸ਼, ਦੁਕਾਨ, ਦੁਕਾਨ ਸਮੇਤ ਰਿਹਾਇਸ਼, ਵਪਾਰ, ਕਾਰਖਾਨਾ, ਵਰਕਸ਼ਾਪ, ਵਰਕ ਸ਼ਾਪ ਸਮੇਤ ਰਿਹਾਇਸ਼, ਸਕੂਲ, ਬੈਂਕ, ਵਣਜ ਘਰ, ਦਫ਼ਤਰ, ਹਸਪਤਾਲ, ਹੋਟਲ ਆਦਿ, ਜਾਂ ਖਾਲੀ	ਕੀ ਇਹ ਸਾਰੇ ਦਾ ਸਾਰਾ ਜਾਂ ਥੋੜ੍ਹਾ ਅਦਾਰੇ ਦੇ ਤੌਰ ਤੇ ਵਰਤਿਆ ਜਾਂਦਾ ਹੈ ? ਹਾਂ ਜਾਂ ਨਹੀਂ। ਜੇ ਹਾਂ ਤਾਂ ਹੋਰ ਵੇਰਵਾ ਅਦਾਰਾ ਅਨੁ–ਸੂਚੀ ਦੇ ਵਿਚ ਦਿਉ ਅਤੇ ਇਥੇ ਉਸ ਅੰਦਰਾਜ ਦਾ ਲੜੀ ਨੰ: ਦਸੋ
			ਦੀਵਾਰ ਤੇ ਲੱਗੀ ਸਮੱਗਰੀ	ਛਤ ਤੇ ਲੱਗੀ ਸਮੱਗਰੀ		
1	2	3	4	5	6	7
1	101	101	ਪੱਕੀਆਂ ਇੱਟਾਂ	ਜੀ. ਸੀ. ਆਈ. ਚਾਦਰਾਂ	ਰਿਹਾਇਸ਼	ਨਹੀਂ
2	102	102(1)	ਗਾਰਾ	ਟਾਇਲਾਂ	ਖਾਲੀ	ਨਹੀਂ
3		102(2)	ਗਾਰਾ	ਟਾਇਲਾਂ	ਰਿਹਾਇਸ਼	ਨਹੀਂ
4	102/1	102/1(1)	ਕੱਚੀਆਂ ਇੱਟਾਂ	ਐਸਬੈਸਟੋਸ ਸੀਮਿੰਟ ਚਾਦਰਾਂ	ਦੁਕਾਨ ਸਮੇਤ ਰਿਹਾਇਸ਼	ਹਾਂ—1
5						
6		102/1(2)	ਕੱਚੀਆਂ ਇੱਟਾਂ	ਐਸਬੈਸਟੋਸ ਸੀਮਿੰਟ ਚਾਦਰਾਂ	ਚਾਹ ਦੀ ਦੁਕਾਨ	ਹਾਂ—2
7	103	103	ਪਕੀਆਂ ਇੱਟਾਂ	ਜੀ. ਸੀ. ਆਈ. ਚਾਦਰਾਂ	ਵਰਕਸ਼ਾਪ	ਹਾਂ—3

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ਵਾਰਡ/ਮੁਹੱਲਾ/ਗਿਣਤੀਕਾਰ ਦੇ ਬਲਾਕ ਦਾ ਨਾਂ ਜਾਂ ਨੰ: .....6/4..... ਕੋਡ ਨੰ: ... .6/4.....

ਜੇ ਸਾਰਾ ਜਾਂ ਥੋਹੜਾ ਰਿਹਾਇਸ਼ ਲਈ ਵਰਤਿਆ ਜਾਂਦਾ ਹੋਵੇ

ਪਰਵਾਰ ਨੰ:	ਪਰਵਾਰ ਦੇ ਮੁੱਖੀ ਦਾ ਨਾਂ	ਜੇ ਅ. ਜ. ਜਾਂ ਅ. ਕ. ਵਿਚੋਂ ਹੋਵੇ, ਤਾਂ ਜਾਤੀ/ਕਬੀਲੇ ਦਾ ਨਾਂ ਲਿਖੋ	ਮਰਦਮ-ਸ਼ੁਮਾਰੀ ਪਰਵਾਰ ਦੇ ਕਬਜ਼ੇ ਅਧੀਨ ਰਿਹਾਇਸ਼ੀ ਕਮਰਿਆਂ ਦੀ ਗਿਣਤੀ	ਕੀ ਪਰ-ਵਾਰ ਆਪਣੇ ਜਾਂ ਕਿਰਾਏ ਦੇ ਮਕਾਨ ਵਿਚ ਰਹਿੰਦਾ ਹੈ ? (i)ਆਪਣਾ (ਅ) (ii) ਕਰਾਏ ਦਾ (ਕ)	ਗਿਣਤੀਕਾਰ ਦੇ ਫੇਰੀ ਵਾਲੇ ਦਿਨ ਮਰਦਮਸ਼ੁਮਾਰੀ ਪਰ-ਵਾਰ ਵਿਚ ਸਧਾਰਨ ਰੂਪ ਵਿਚ ਰਹਿ ਰਹੇ ਵਿਅਕਤੀਆਂ ਦੀ ਗਿਣਤੀ			ਕੀ ਪਰ-ਵਾਰ ਖੇਤੀ ਕਰਦਾ ਹੈ ? (ਹਾਂ ਜਾਂ ਨਹੀਂ)	ਵਿਸ਼ੇਸ਼ ਕਥਨ
					ਪੁਰਸ਼	ਇਸਤਰੀਆਂ	ਜੋੜ		
8	9	10	11	12	13	14	15	16	17
101	ਸੁੰਦਰ ਲਾਲ	ਅ. ਜ. ਚਮਾਰ	3	ਕ	2	3	5	ਹਾਂ	
×	×	×	×	×	×	×	×	×	ਕਰਾਏਦਾਰਾਂ ਦੇ ਨਾਂ ਹੋਣ ਕਰਕੇ
×	×	×	×	×	×	×	×	×	ਗੁਆਂਢੀ ਦੇ ਦੱਸੇ ਅਨੁਸਾਰ ਕਾਬਜ਼ ਵਿਅਕਤੀ ਤੀਰਥ ਯਾਤਰਾ ਤੇ ਗਿਆ ਹੋਇਆ ਹੈ।
102/1(1)(ੳ)	ਮਾਨਕ ਚੰਦ	×	2	ਅ	2	1	3	ਨਹੀਂ	
102/1(1)(ਅ)	ਦੁਲੀ ਚੰਦ	×	1	ਅ	1	1	2	ਨਹੀਂ	
×	×	×	×	×	×	×	×	×	
×	×	×	×	×	×	×	×	×	

1	2	3	4	5	6	7
8	104	104	ਬਾਂਸ	ਪਰਾਲੀ	ਵਰਕਸ਼ਾਪ ਸਮੇਤ ਰਿਹਾਇਸ਼	ਹਾਂ—4
9						
10	105	105	ਪੱਕੀਆਂ ਇੱਟਾਂ	ਸੀਮਿੰਟ ਕੰਕਰੀਟ	ਮਾਨਸਿਕ ਰੋਗ ਹਸਪਤਾਲ	ਹਾਂ—5
11	106	106	ਇਮਾਰਤੀ ਲੱਕੜੀ	ਪੱਤੇ	ਰਿਹਾਇਸ਼	ਨਹੀਂ
12	107	107	ਘਾਹ	ਪਰਾਲੀ	ਖਾਲੀ	ਨਹੀਂ
13	108	108(1)	ਪੱਕੀਆਂ ਇੱਟਾਂ	ਆਰ. ਸੀ. ਸੀ.	ਬੈਂਕ	ਹਾਂ—6
14		108(2)	ਪੱਕੀਆਂ ਇੱਟਾਂ	ਆਰ. ਸੀ. ਸੀ.	ਗਰਾਜ	ਨਹੀਂ
15	109	109	ਪੱਕੀਆਂ ਇੱਟਾਂ	ਜੀ. ਸੀ. ਆਈ. ਚਾਦਰਾਂ	ਸਿਨੇਮਾ ਘਰ	ਹਾਂ—7
16	110	110(1)	ਪੱਕੀਆਂ ਇੱਟਾਂ	ਟਾਇਲਾਂ	ਡਾਕਟਰ ਦਾ ਕਲਿਨਿਕ	ਹਾਂ—8
17		110(2)	ਪੱਕੀਆਂ ਇੱਟਾਂ	ਟਾਇਲਾਂ	ਦਵਾਈਆਂ ਦੀ ਦੁਕਾਨ	ਹਾਂ—9
18	111	111	ਗਾਰਾ	ਪਰਾਲੀ	ਰਿਹਾਇਸ਼	ਨਹੀਂ
19	112	112	ਕੈਨਵਸ	ਕੈਨਵਸ	ਰਿਹਾਇਸ਼ ਸਮੇਤ ਵਰਕਸ਼ਾਪ	ਹਾਂ—10
20	113	113	ਪੱਕੀਆਂ ਇੱਟਾਂ	ਜੀ. ਸੀ. ਆਈ. ਚਾਦਰਾਂ	ਕਾਰਖਾਨਾ	ਹਾਂ—11

ਗਿਣਤੀਕਾਰ ਦੇ ਹਸਤਾਖਰ.....ਸਹੀ.. ..... ਪ ਕ ਰ .... ਮਿਤੀ.....1-3-70.....

8	9	10	11	12	13	14	15	16	17
104(ੳ)	ਮੰਗਲ ਬਰਾਹੀ	×	1	ਅ	2	×	2	ਨਹੀਂ	
104(ਅ)	ਸ਼੍ਰੀਧਰ	×		ਅ	1	×	1	ਨਹੀਂ	
105	ਜਨਰਲ ਸੁਪਰਡੈਂਟ	×	60	ਕ	65	×	65	×	
106	ਸੁਕਨ ਮਾਂਝੀ	×	1	ਅ	3	2	5	ਨਹੀਂ	
×	×	×	×	×	×	×	×	×	ਟੁਟਾ ਭੱਜਾ
×	×	×	×	×	×	×	×	×	
×	×	×	×	×	×	×	×	×	
×	×	×	×	×	×	×	×	×	
×	×	×	×	×	×	×	×	×	
×	×	×	×	×	×	×	×	×	
1 1	ਗੁਲਤਾਨ ਰਾਮ	×	2	ਕ	3	3	6	ਨਹੀਂ	ਚੁਗਿਰਦੇ ਵਲੇ ਇਹਾਤੇ ਵਿਚ ਦੋ ਛੋਟੀਆਂ ਝੋਂਪੜੀਆਂ ਹਨ
112	ਐਸ. ਕੇ. ਚੈਟਰਜੀ	×	1	ਅ	1	2	3	ਨਹੀਂ	
×	×	×	×	×	×	×	×	×	
			ਜੋੜ	80	12	92			

ਸੁਪਰਵਾਈਜ਼ਰ ਦੇ ਹਸਤਾਖਰ.....ਸਹੀ.....ਲ ਵ ਹ .....ਮਿਤੀ...3-3-70

ਨਮੂਨਾ ਇੰਦਰਾਜ਼ਾਂ ਲਈ ਵਿਆਖਿਆਤਮਕ ਨੋਟ:

ਮਕਾਨ ਸੂਚੀ

1. ਤਅਲਕ/ਤਹਿਸੀਲ ਆਦਿ ਦੇ ਸਾਹਮਣੇ ਦਰਜ ਕੋਡ ਨੰ: 2/1 ਦਾ ਭਾਵ ਜ਼ਿਲ੍ਹਾ ਨੰ: 2 ਦੀ ਤਹਿਸੀਲ ਨੰ: 1 ਹੈ।

2. ਨਮੂਨੇ ਦੇ ਅਜਿਹੇ ਇੰਦਰਾਜ ਕਿਸੇ ਅਜਿਹੇ ਕਸਬੇ, ਜਿਸ ਦਾ ਕੋਡ ਨੰ: ਹੋਵੇ, ਦੇ ਸੰਬੰਧ ਵਿਚ ਕੀਤੇ ਗਏ ਹਨ। ਕਿਰਪਾ ਕਰਕੇ ਇਹ ਗੱਲ ਨੋਟ ਕਰ ਲਈ ਜਾਵੇ ਕਿ ਕਸਬੇ ਲਈ ਕੋਡ ਨੰ: ਰੋਮਨ ਅੱਖਰਾਂ ਵਿਚ ਲਿਖਿਆ ਜਾਂਦਾ ਹੈ।

3. ਨਮੂਨਾ ਇੰਦਰਾਜ਼ ਵਿਚ ਇਹ ਮਿੱਥ ਲਿਆ ਗਿਆ ਹੈ ਕਿ ਵਾਰਡ ਦਾ ਕੋਈ ਨਾਂ ਨਹੀਂ ਹੈ ਅਤੇ ਨਾਂ ਦੀ ਥਾਂ ਉਸ ਦਾ ਨੰ: 6 ਹੈ ਅਤੇ ਗਿਣਤੀਕਾਰ ਦਾ ਬਲਾਕ ਨੰ: 4 ਹੈ।

ਨੋਟ:—ਜਿਥੇ ਮਕਾਨ ਸੂਚੀ ਤਿਆਰ ਕਰਨ ਤੋਂ ਪਹਿਲਾਂ ਗਿਣਤੀਕਾਰ ਦੇ ਬਲਾਕ ਨਹੀਂ ਬਣਾਏ ਗਏ, ਜਿਵੇਂ ਕਿ ਕੁਝ ਰਾਜਾਂ ਵਿਚ ਹੈ, ਉਥੇ ਸਪੱਸ਼ਟ ਹੈ ਕਿ ਗਿਣਤੀਕਾਰ ਦਾ ਬਲਾਕ ਨੰ: ਭਰਨ ਦੀ ਲੋੜ ਨਹੀਂ। ਇਸ ਸੂਰਤ ਵਿਚ ਕੇਵਲ ਵਾਰਡ ਜਾਂ ਮੁਹੱਲੇ ਦਾ ਨਾਂ ਜਾਂ ਨੰ: ਹੀ ਦਰਜ ਕੀਤਾ ਜਾਵੇ।

ਲਾਈਨ 1

ਇਹ ਮਿਥਿਆ ਗਿਆ ਹੈ ਕਿ ਇਸ ਗਿਣਤੀਕਾਰ ਦਾ ਬਲਾਕ ਇਮਾਰਤ ਨੰ: 101 ਤੋਂ ਸ਼ੁਰੂ ਹੁੰਦਾ ਹੈ ਅਤੇ ਇਸ ਦਾ ਕੇਵਲ ਇੱਕ ਮਰਦਮ-ਸ਼ੁਮਾਰੀ ਮਕਾਨ ਹੈ ਅਤੇ ਇਸ ਮਰਦਮਸ਼ੁਮਾਰੀ ਮਕਾਨ ਵਿਚ ਕੇਵਲ ਇਕ ਪਰਵਾਰ ਹੀ ਰਹਿੰਦਾ ਹੈ। ਇਸ ਲਈ ਨੰ: 101 ਕਾਲਮ ਨੰ: 3 ਅਤੇ 4 ਦੋਵਾਂ ਵਿਚ ਦਰਜ ਕੀਤਾ ਗਿਆ ਹੈ। ਪਰਵਾਰ ਦਾ ਮੁੱਖੀ ਚਮਾਰ ਹੈ ਅਤੇ ਅਨੁਸੂਚਿਤ ਜਾਤੀ ਨਾਲ ਸੰਬੰਧ ਰਖਦਾ ਹੈ। ਕਿਰਪਾ ਕਰਕੇ ਇਸ ਸੂਚਨਾਂ ਨੂੰ ਕਾਲਮ ਨੰ: 10 ਵਿਚ ਦਰਜ ਕਰਨ ਦਾ ਢੰਗ ਨੋਟ ਕਰ ਲਿਆ ਜਾਵੇ। ਇਹ ਪਰਵਾਰ ਆਪਣੇ ਨੇੜੇ ਪੱਟੇ ਤੇ ਲਈ ਕੁਝ ਜ਼ਮੀਨ ਦੀ ਕਾਸ਼ਤ ਕਰਦਾ ਹੈ। ਇਹ ਗੱਲ ਨੋਟ ਕੀਤੀ ਜਾਵੇ ਕਿ ਜੋ ਇਸ ਪਰਵਾਰ ਦੇ ਘਰ ਤੋਂ ਬਹੁਤ ਦੂਰ ਸਥਿਤ ਜ਼ਮੀਨ ਭਾਵੇਂ ਇਹ ਉਸ ਪਰਵਾਰ ਦੀ ਆਪਣੀ ਮਲਕੀਅਤ ਹੋਵੇ ਅਤੇ ਭਾਵੇਂ ਇਹ ਇਸ ਪਰਵਾਰ ਦੇ ਖਾਨਦਾਨ ਦੇ ਹੋਰਨਾਂ ਮੈਂਬਰਾਂ ਦੁਆਰਾ ਕਾਸ਼ਤ ਕੀਤੀ ਜਾਂਦੀ ਹੋਵੇ, ਤਾਂ ਇਹ ਸਮਝਿਆ ਜਾਵੇਗਾ ਕਿ ਇਹ ਜ਼ਮੀਨ ਇਸ ਪਰਵਾਰ ਦੁਆਰਾ ਕਾਸ਼ਤ ਕੀਤੀ ਜਾਂਦੀ ਹੈ। ਹੋਰ ਇੰਦਰਾਜ ਆਪਣੇ ਆਪ ਸਮਝ ਆ ਜਾਣ ਵਾਲੇ ਹਨ।

ਲਾਈਨਾਂ 2 ਅਤੇ 3

ਇਸ ਇਮਾਰਤ ਵਿਚ ਦੋ ਮਰਦਮਸ਼ੁਮਾਰੀ ਮਕਾਨ ਹਨ, ਅਰਥਾਤ—ਇਸ ਦੇ ਦੋ ਵੱਖ-ਵੱਖ ਯੂਨਿਟ ਹਨ ਅਤੇ ਦੋਹਾਂ ਦੇ ਲੰਘਣ ਦੇ ਵੱਖਰੇ ਵੱਖਰੇ ਰਸਤੇ ਹਨ। ਗਿਣਤੀਕਾਰ ਦੇ ਦੌਰੇ ਸਮੇਂ ਇਹ ਦੋਵੇਂ ਖਾਲੀ ਪਏ ਸਨ। ਗਿਣਤੀਕਾਰ ਗੁਆਢੀਆਂ ਪਾਸੋਂ ਇਨ੍ਹਾਂ ਦੇ ਖਾਲੀ ਹੋਣ ਦੇ ਕਾਰਣਾਂ ਦਾ ਪਤਾ ਲਾਵੇਗਾ ਅਤੇ ਇਹ ਕਾਰਣ ਕਾਲਮ ਨੰ: 17 ਵਿਚ ਦਰਜ ਕਰੇਗਾ। ਕਿਰਪਾ ਕਰਕੇ ਇਹ ਗਲ ਨੋਟ ਕਰੋ ਕਿ ਲਾਈਨ 3 ਦੇ ਸਾਹਮਣੇ ਕਾਲਮ 6 ਦਾ ਇੰਦਰਾਜ ਹਦਾਇਤਾਂ ਅਨੁਸਾਰ ਜਿਹੜੀਆਂ ਕਿਤਾਬ ਦੇ ਸਫੇ 21 ਵਿਚ ਦਿੱਤੀਆਂ ਹਨ 'ਰਿਹਾਇਸ਼ੀ ਹੈ।

ਲਾਈਨਾਂ 4, 5 ਅਤੇ 6

ਮਕਾਨਾਂ ਉਤੇ ਨੰਬਰ ਲਾਉਣ ਸਮੇਂ ਇਮਾਰਤ ਨੰ: 102/1 ਦੀ ਹਾਲਾਂ ਉਸਾਰੀ ਹੋ ਰਹੀ ਸੀ ਅਤੇ ਇਸ ਦੀ ਛੱਤ ਹਾਲਾਂ ਨਹੀਂ ਪਈ ਸੀ। ਇਸ ਲਈ ਗਿਣਤੀਕਾਰ ਨੇ ਇਸ ਢਾਂਚੇ ਨੂੰ ਕੋਈ ਨੰਬਰ ਅਲਾਟ ਨਹੀਂ ਕੀਤਾ। ਜਦੋਂ ਮਕਾਨਾਂ ਦੀ ਸੂਚੀ ਤਿਆਰ ਕਰਨ ਲਈ ਗਿਣਤੀਕਾਰ ਉਥੇ ਦੁਬਾਰਾ ਪਹੁੰਚਿਆ ਤਾਂ ਉਸ ਨੂੰ ਪਤਾ ਲਗਾ ਕਿ ਇਮਾਰਤ ਕੇਵਲ ਉਸਰੀ ਹੀ ਨਹੀਂ ਸਗੋਂ ਉਸ ਵਿਚ ਵਸੇਬਾ ਵੀ ਹੋ ਗਿਆ ਹੈ। ਉਹ ਇਸ ਢਾਂਚੇ ਨੂੰ ਇਮਾਰਤ ਨੰ: 102/1 ਅਲਾਟ ਕਰੇਗਾ ਕਿਉਂਜੋ ਇਹ ਨੰ: 102 ਅਤੇ 103 ਦੇ ਵਿਚਕਾਰ ਆਉਂਦਾ ਹੈ। ਇਸ ਦੇ ਦੋ ਮਰਦਮਸ਼ੁਮਾਰੀ ਮਕਾਨ ਹਨ ਅਤੇ ਪਹਿਲੇ ਮਰਦਮਸ਼ੁਮਾਰੀ ਮਕਾਨ ਵਿਚ ਦੋ ਪਰਵਾਰ ਰਹਿੰਦੇ ਹਨ। ਕਿਰਪਾ ਕਰਕੇ ਕਾਲਮ 3 ਅਤੇ 8 ਵਿਚ ਨੰਬਰ ਲਾਉਣ ਦਾ ਢੰਗ ਨੋਟ ਕੀਤਾ ਜਾਵੇ। ਮਰਦਮਸ਼ੁਮਾਰੀ ਮਕਾਨ ਨੰ: 102/1(1) ਦੁਕਾਨ ਸਮੇਤ ਰਿਹਾਇਸ਼ ਹੈ। ਇਸ ਲਈ ਕਾਲਮ ਨੰ: 7 ਵਿਚ ਇੰਦਰਾਜ 'ਹਾਂ' ਕੀਤਾ ਜਾਵੇਗਾ ਕਿਉਂ ਜੋ ਇਹ ਇਸ ਮਕਾਨ-ਸੂਚੀ ਦਾ ਪਹਿਲਾ ਅਦਾਰਾ ਹੈ, ਇਸ ਲਈ ਇਸ ਅਦਾਰੇ ਨਾਲ ਸੰਬੰਧਤ ਸੂਚਨਾਂ ਅਦਾਰਾ ਅਨੁਸੂਚੀ ਦੇ ਲੜੀ ਨੰ: 1 ਵਿਚ ਦਰਜ ਕੀਤੀ ਜਾਵੇਗੀ। ਕਿਰਪਾ ਕਰਕੇ ਕਾਲਮ 7 ਵਿਚ ਇੰਦਰਾਜ ਨੋਟ ਕੀਤਾ ਜਾਵੇ। ਇਸ ਮਰਦਮਸ਼ੁਮਾਰੀ ਦੇ ਦੋ ਮਰਦਮਸ਼ੁਮਾਰੀ ਪਰਵਾਰ ਹਨ। ਕਿਰਪਾ ਕਰਕੇ ਇੰਦਰਾਜ ਲਾਈਨ 4 ਅਤੇ 5 ਦੇ ਸਾਹਮਣੇ ਕਾਲਮ 8 ਵਿਚ ਕੀਤਾ ਜਾਵੇ। ਹੋਰ ਇੰਦਰਾਜ ਆਪਣੇ ਆਪ ਸਮਝ ਆ ਜਾਣ ਵਾਲੇ ਹਨ।

ਲਾਈਨ 7

ਇਸ ਇਮਾਰਤ ਦਾ ਕੇਵਲ ਇਕ ਮਰਦਮਸ਼ੁਮਾਰੀ ਮਕਾਨ ਹੈ ਅਤੇ ਇਸ ਮਰਦਮਸ਼ੁਮਾਰੀ ਮਕਾਨ ਵਿਚ ਕੋਈ ਪਰਵਾਰ ਨਹੀਂ ਰਹਿੰਦਾ ਅਤੇ ਇਸ ਨੂੰ ਕੇਵਲ ਵਰਕਸ਼ਾਪ ਦੇ ਤੌਰ ਤੇ ਵਰਤਿਆ ਜਾਂਦਾ ਹੈ।

ਲਾਈਨਾਂ 8 ਅਤੇ 9

ਇਮਾਰਤ ਨੰ: 104 ਵਿਚ ਇਕ ਮਰਦਮਸ਼ੁਮਾਰੀ ਮਕਾਨ ਹੈ, ਜੋ ਕਿ ਇਕ ਵਰਕਸ਼ਾਪ ਸਮੇਤ ਰਿਹਾਇਸ਼ ਦੇ ਤੌਰ ਤੇ ਵਰਤਿਆ ਜਾਂਦਾ ਹੈ, ਪਰੰਤੂ ਇਸ ਮਰਦਮਸ਼ੁਮਾਰੀ ਮਕਾਨ ਵਿਚ ਦੋ ਪਰਵਾਰ ਰਹਿ ਰਹੇ ਹਨ । ਕਿਰਪਾ ਕਰਕੇ ਇੰਦਰਾਜ ਕਾਲਮ 8 ਵਿਚ ਲਾਈਨ 8 ਅਤੇ 9 ਦੇ ਸਾਹਮਣੇ ਕੀਤੇ ਜਾਣ। ਇਨ੍ਹਾਂ ਦੋਵਾਂ ਪਰਵਾਰਾਂ ਦਾ ਇਕ ਕਮਰਾ ਵਰਕਸ਼ਾਪ ਵਾਲੇ ਕਮਰੇ ਸਮੇਤ ਸਾਂਝਾ ਹੈ। ਕਿਰਪਾ ਕਰਕੇ ਕਾਲਮ 11 ਵਿਚ ਇੰਦਰਾਜ਼ ਲਾਈਨ 8 ਅਤੇ 9 ਦੇ ਸਾਹਮਣੇ ਕੀਤੇ ਜਾਣ।

ਲਾਈਨ 10

ਇਮਾਰਤ ਨੰ: 105 ਮਾਨਸਿਕ ਰੋਗੀਆਂ ਦੇ ਇਕ ਹਸਪਤਾਲ ਦੇ ਨਾਲ ਨਾਲ ਇਕ ਸੰਸਥਾਨਿਕ-ਪਰਵਾਰ ਵੀ ਹੈ। ਇਸ ਪਰਵਾਰ ਦਾ ਮੁੱਖੀ ਇਸੇ ਹਸਪਤਾਲ ਦਾ ਜਨਰਲ ਸੁਪਰਡੰਟ ਹੈ, ਜੋ ਕਿ ਇਕ ਗੈਰ-ਹਾਜ਼ਰ ਮੈਂਬਰ ਹੈ, ਅਰਥਾਤ ਉਹ ਇਸ ਮਰਦਮਸ਼ੁਮਾਰੀ ਮਕਾਨ ਵਿਚ ਨਹੀਂ ਰਹਿੰਦਾ। ਕਿਰਪਾ ਕਰਕੇ ਇਸਦਾ ਇੰਦਰਾਜ ਕਾਲਮ 12 ਅਧੀਨ ਇਸੇ ਲਾਈਨ ਵਿਚ ਕੀਤਾ ਜਾਵੇ। ਸਪੱਸ਼ਟ ਹੈ ਕਿ ਕੋਈ ਸੰਸਥਾਨਿਕ ਪਰਵਾਰ ਕਿਸੇ ਮਲਕੀਅਤ ਮਕਾਨ ਵਿਚ ਨਹੀਂ ਰਹਿ ਸਕਦਾ।

ਲਾਈਨ 11

ਇਸ ਇਮਾਰਤ ਵਿਚ ਇਕ ਮਰਦਮਸ਼ੁਮਾਰੀ ਮਕਾਨ ਹੈ ਅਤੇ ਇਕ ਮਰਦਮਸ਼ੁਮਾਰੀ ਪਰਵਾਰ ਹੈ। ਇਸ ਲਈ ਇਮਾਰਤ ਨੰਬਰ ਹੀ ਕਾਲਮ 3 ਅਤੇ 8 ਵਿਚ ਮੁੜ ਦਰਜ ਕੀਤਾ ਜਾਂਦਾ ਹੈ।

ਲਾਈਨ 12

ਇਸ ਦੇ ਖਾਲੀ ਰਹਿਣ ਦਾ ਕਾਰਨ ਗਿਣਤੀਕਾਰ ਦੁਆਰਾ ਕਾਲਮ 17 ਵਿਚ ਕੀਤਾ ਜਾਂਦਾ ਹੈ ਕਿਉਂਕਿ ਇਸਦਾ ਕਾਰਣ ਸਪੱਸ਼ਟ ਹੈ।

ਲਾਈਨਾਂ 13 ਅਤੇ 14

ਇਸ ਇਮਾਰਤ ਵਿਚ ਦੋ ਮਰਦਮਸ਼ੁਮਾਰੀ ਮਕਾਨ ਹਨ, ਇਨ੍ਹਾਂ ਵਿਚੋਂ ਇਕ 'ਬੈਂਕ' ਹੈ ਅਤੇ ਦੂਜਾ 'ਗਰਾਜ' ਹੈ ?, ਜੋ ਕਿ ਮੁੱਖ ਇਮਾਰਤ ਨਾਲ ਸਬੰਧਤ ਨਹੀਂ ਪਰੰਤੂ ਇਕੋ ਵਿਹੜੇ ਵਿਚ ਵਖਰੇ ਤੌਰ ਤੇ ਬਣਿਆ ਹੋਇਆ ਹੈ।

ਲਾਈਨਾਂ 15, 16, 17 ਅਤੇ 18

ਇਨ੍ਹਾਂ ਦੇ ਇੰਦਰਾਜ ਆਪਣੇ ਆਪ ਸਮਝ ਆ ਜਾਣ ਵਾਲੇ ਹਨ। ਪਰ ਲਾਈਨ 18 ਵਿਚ ਅਸੀਂ ਦੋ ਝੌਂਪੜੀਆਂ ਮਿੱਥਦੇ ਹਾਂ ਜੋ ਕਿ ਰਹਿਣ ਦੇ ਮੰਤਵਾਂ ਲਈ ਇਸ ਪਰਵਾਰ ਦੇ ਕਬਜ਼ੇ ਵਿਚ ਹਨ । ਇਨ੍ਹਾਂ ਨੂੰ ਵੱਖਰਾ ਮਰਦਮਸ਼ੁਮਾਰੀ ਮਕਾਨ ਨਹੀਂ ਸਮਝਿਆ ਜਾਂਦਾ ਸਗੋਂ ਕੇਵਲ ਇਕੋ ਹੀ ਸਮਝਿਆ ਜਾਂਦਾ ਹੈ ਕਿ ਹਰੇਕ ਨੂੰ ਇਕ ਕਮਰੇ ਦੇ ਤੌਰ ਤੇ ਗਿਣਤੀ ਕੀਤਾ ਜਾਂਦਾ ਹੈ। ਕਾਲਮ 17 ਵਿਚਲਾ ਇੰਦਰਾਜ ਵਿਆਖਿਆਤਮਕ ਹੈ ਅਤੇ ਇਹ ਜ਼ਰੂਰੀ ਨਹੀਂ।

ਲਾਈਨ 19

ਇਹ ਇਕ ਵਕਤ-ਟਪਾਊ ਢਾਂਚਾ ਹੈ ਅਤੇ ਇਸ ਲਈ ਇਸ ਨੂੰ ਇਮਾਰਤ ਨੰ: 112 ਦੇ ਤੌਰ ਦੇ ਦਰਜ ਕੀਤਾ ਗਿਆ ਹੈ। ਇਸ ਸੂਰਤ ਵਿਚ ਇਹ ਫਿਰਜ਼ ਕੀਤਾ ਗਿਆ ਹੈ ਕਿ ਇਹ ਇਕ ਟੈਂਟ ਹੈ । ਕਿਰਪਾ ਕਰਕੇ ਇੰਦਰਾਜ ਕਾਲਮ 4 ਅਤੇ 5 ਅਧੀਨ ਕੀਤੇ ਜਾਣ।

ਲਾਈਨ 20

ਇਹ ਇਮਾਰਤ ਇਕ ਕਾਰਖਾਨਾ ਹੈ ਜਿਸ ਦਾ ਭਾਵ ਇਹ ਹੋਇਆ ਕਿ ਭਾਰਤੀ ਕਾਰਖਾਨਾ ਐਕਟ ਅਧੀਨ ਰਜਿਸਟਰ-ਸ਼ੁਦਾ ਹੈ।

ਜ਼ਰੂਰੀ

ਕਿਰਪਾ ਕਰਕੇ ਇਹ ਨੋਟ ਕੀਤਾ ਜਾਵੇ ਕਿ ਕਾਲਮ 2 ਵਿਚ ਲਾਈਨਾਂ 3, 5, 6, 9, 14 ਅਤੇ 17 ਦੇ ਸਾਹਮਣੇ ਕੋਈ ਵੀ ਇੰਦਰਾਜ ਨਹੀਂ ਹੈ। ਇਹ ਗੱਲ ਉਦੋਂ ਵਾਪਰਦੀ ਹੈ ਜਦੋਂ ਕਿਸੇ ਇਮਾਰਤ ਵਿਚ ਇਕ ਤੋਂ ਵੱਧ ਮਰਦਮਸ਼ੁਮਾਰੀ ਮਕਾਨ ਹੋਣ। ਇਹ ਵੀ ਕਿਰਪਾ ਕਰਕੇ ਨੋਟ ਕੀਤਾ ਜਾਵੇ ਕਿ ਕਾਲਮ 2 ਤੋਂ 7 ਤਕ ਦੀਆਂ ਲਾਈਨਾਂ 5 ਅਤੇ 9 ਦੇ ਸਾਹਮਣੇ ਕੋਈ ਵੀ ਇੰਦਰਾਜ ਨਹੀਂ ਹੈ। ਇਹ ਗਲ ਉਦੋਂ ਵਾਪਰਦੀ ਹੈ ਜਦੋਂ ਕਿਸੇ ਮਰਦਮਸ਼ੁਮਾਰੀ ਮਕਾਨ ਵਿਚ ਇੱਕ ਤੋਂ ਵੱਧ ਪਰਵਾਰ ਰਹਿੰਦੇ ਹੋਣ। ਕਿਰਪਾ ਕਰਕੇ ਇਹ ਨੋਟ ਕੀਤਾ ਜਾਵੇ ਕਿ ਖਾਲੀ ਮਰਦਮਸ਼ੁਮਾਰੀ ਮਕਾਨਾਂ ਦੀ ਸੂਰਤ ਵਿਚ ਕਾਲਮ 7 ਵਿਚ ਕੋਈ ''ਨਹੀਂ'' ਦਾ ਇੰਦਰਾਜ ਕੇਵਲ ਉਦੋਂ ਕੀਤਾ ਜਾਵੇਗਾ, ਜਦੋਂ ਗਿਣਤੀਕਾਰ ਨੇ ਇਸ ਦਾ ਗੁਆਂਢੀਆਂ ਕੋਲੋਂ ਪਤਾ ਲਾਇਆ ਹੋਵੇ।

ਕਿਰਪਾ ਕਰਕੇ ਇਹ ਵੀ ਨੋਟ ਕੀਤਾ ਜਾਵੇ ਕਿ ਉਨ੍ਹਾਂ ਮਰਦਮਸ਼ੁਮਾਰੀ ਮਕਾਨਾਂ ਦੇ ਸਬੰਧ ਵਿਚ ਕਾਲਮ 8 ਤੇ ਅਗੇ ਕੋਈ ਵੀ ਇੰਦਰਾਜ ਨਹੀ ਕੀਤਾ ਜਾਵੇਗਾ, ਜੋ ਕਿ ਅਦਾਰਿਆਂ ਜਿਵੇਂ, ਵਰਕਸ਼ਾਪ, ਕਾਰਖਾਨਾ, ਦੁਕਾਨ, ਵਪਾਰਿਕ ਘਰ, ਸਕੂਲ, ਬੈਂਕ, ਹੋਟਲ ਆਦਿ ਦੇ ਤੌਰ ਤੇ ਵਰਤੇ ਜਾਂਦੇ ਹਨ।

ਅਦਾਰਾ ਅਨੁਸੂਚੀ :

ਸ਼ਨਾਖਤੀ ਕੋਡ ਉਹ ਹੀ ਹਨ, ਜਿਹੜੇ ਮਕਾਨ ਸੂਚੀ ਵਿਚ ਦਿਤੇ ਹਨ।

ਲੜੀ ਨੰ: 1

ਗਿਣਤੀਕਾਰ ਨੇ ਆਪਣੇ ਬਲਾਕ ਵਿੱਚ, ਮਕਾਨ ਸੂਚੀ ਦੀ ਲਾਈਨ ਨੰਬਰ 4 ਦੇ ਸਾਹਮਣੇ ਇਹ ਪਹਿਲਾ ਅਦਾਰਾ ਦਰਜ ਕੀਤਾ ਹੈ । ਇਹ ਪੰਸਾਰੀ ਦੀ ਹੱਟੀ ਹੈ ਜਿੱਥੇ ਪਰਚੂਨ ਦਾ ਕਾਰੋਬਾਰ ਹੁੰਦਾ ਹੈ ਅਤੇ ਮਾਨਕ ਚੰਦ ਦੀ ਪਰਾਈਵੇਟ ਮਲਕੀਅਤ ਹੈ। ਇਸ ਦਾ ਕੋਈ ਵਿਸ਼ੇਸ਼ ਨਾਂ ਨਹੀਂ ਹੈ ਇਸ ਲਈ ਮਾਲਕ ਦਾ ਨਾਂ ਕਾਲਮ 3 ਵਿਚ ਦਰਜ ਹੈ। ਕਾਲਮ 2 ਦਾ ਇੰਦਰਾਜ, ਮਕਾਨ ਸੂਚੀ ਦੇ ਕਾਲਮ 3 ਦੀ ਨਕਲ ਹੈ ।

ਲੜੀ ਨੰ: 2

ਕਿਰਪਾ ਕਰਕੇ ਇਹ ਨੋਟ ਕਰੋ ਕਿ ਦੁਲੀ ਚੰਦ ਦਾ ਪਰਵਾਰ ਮਰਦਮਸ਼ੁਮਾਰੀ ਮਕਾਨ ਨੰਬਰ 102/1(1) ਵਿੱਚ ਦਰਜ ਹੈ ਪਰੰਤੂ ਉਸਦੀ ਚਾਹ ਦੀ ਦੁਕਾਨ ਵਖਰੇ ਮਰਦਮਸ਼ੁਮਾਰੀ ਮਕਾਨ ਵਿਚ ਹੈ।

ਲੜੀ ਨੰ: 3

ਇੰਦਰਾਜ ਸਵੈ-ਵਿਆਖਿਆਤਮਕ ਹਨ।

ਲੜੀ ਨੰ: 4

ਇੰਦਰਾਜ ਸਵੈ-ਵਿਆਖਿਆਤਮਕ ਹਨ । ਇਹ ਸੰਭਵ ਹੈ ਕਿ ਮੰਗਲ ਬਰਾਹੀ ਆਪ ਕੰਮ ਕਰਦਾ ਹੋਵੇ ਅਤੇ ਉਸਨੇ ਇਕ ਮਜ਼ਦੂਰ ਵੀ ਲਾਇਆ ਹੋਵੇ, ਇਸ ਲਈ ਕਾਲਮ 5 ਵਿਚ ਕਾਮਿਆਂ ਦੀ ਗਿਣਤੀ 2 ਹੈ। ਕਿਰਪਾ ਕਰਕੇ ਨੋਟ ਫਰਮਾਵੋ ਕਿ ਇਸ ਕਾਲਮ ਵਿੱਚ ਇੰਦਰਾਜ ਇਤਨਾ ਸਪੱਸ਼ਟ ਹੋਵੇ ਕਿ ਉਸਤੋਂ ਅਸਲੀ ਉਤਪਾਦਨ, ਕੀਤੀ ਜਾਂਦੀ ਪ੍ਰਕ੍ਰਿਆ ਜਾਂ ਸਰਵਿਸਿੰਗ ਨੂੰ ਪਛਾਣਿਆ ਜਾ ਸਕੇ ਕੇਵਲ ਇਹ ਕਹਿਣਾ ਕਿ 'ਫਰਨੀਚਰ ਬਣਾਉਣਾ' ਇਸ ਨੂੰ ਸਪੱਸ਼ਟ ਨਹੀਂ ਕਰਦਾ ਹੈ। ਕੀ ਲਕੜੀ ਦਾ ਫਰਨੀਚਰ ਜਾਂ ਸਟੀਲ ਦਾ ਫਰਨੀਚਰ ਆਦਿ ਹੈ, ਹੁਣ ਦੇ ਉਦਾਹਰਣ ਵਿਚ ਲਕੜੀ ਦਾ ਫਰਨੀਚਰ ਬਣਾਉਣਾ ਹੈ।

ਲੜੀ ਨੰ: 5

ਇਹ ਮਾਨਸਿਕ ਰੋਗੀ ਹਸਪਤਾਲ ਹੈ, ਜਿਥੇ ਇਨਡੋਰ ਮਰੀਜ਼ ਦਾਖਲ ਕੀਤੇ ਜਾਂਦੇ ਹਨ। ਅਮਲੇ ਦੇ ਮੈਂਬਰਾਂ, ਜਿਵੇਂ ਸੁਪਰਡੈਂਟ, ਡਾਕਟਰ, ਨਰਸਾਂ ਅਤੇ ਅਦਨਾ ਅਮਲਾ, ਦੀ ਗਿਣਤੀ 20 ਹੈ, ਜਿਹੜੇ ਕਿ ਇਸ ਸੰਸਥਾ ਵਿਚ ਕੰਮ ਕਰਦੇ ਹਨ ।

ਲੜੀ ਨੰ: 6

ਕਿਰਪਾ ਕਰਕੇ ਨੋਟ ਕਰੋ ਕਿ ਸਟੇਟ ਬੈਂਕ ਆਫ ਇੰਡੀਆ ਨੂੰ, ਭਾਵੇਂ ਇਹ ਰਾਸ਼ਟਰੀਕਰਣ ਕੀਤਾ ਹੋਇਆ ਹੈ, ਪੂਰਣ ਸਰਕਾਰੀ ਸੰਸਥਾ ਨਹੀਂ ਆਖਿਆ ਜਾ ਸਕਦਾ ਹੈ। ਇਸ ਲਈ ਇਸ ਨੂੰ ਨੀਮ-ਸਰਕਾਰੀ ਸੰਸਥਾ ਕਿਹਾ ਗਿਆ ਹੈ। ਇਵੇਂ ਹੀ ਸਥਾਨਿਕ ਸੰਸਥਾਵਾਂ ਦੁਆਰਾ ਚਲਾਈਆਂ ਜਾਂਦੀਆਂ ਸੰਸਥਾਵਾਂ ਨੂੰ ਵੀ ਨੀਮ-ਸਰਕਾਰੀ ਸੰਸਥਾਵਾਂ ਕਿਹਾ ਜਾਵੇਗਾ।

ਲੜੀ ਨੰ: 7

ਇੰਦਰਾਜ ਸਵੈ-ਵਿਆਖਿਆਤਮਕ ਹਨ ।

ਲੜੀ ਨੰ: 8

ਮਰਦਮਸ਼ੁਮਾਰੀ ਮਕਾਨ 110(1) ਉਹ ਥਾਂ ਹੈ, ਜਿੱਥੇ ਡਾਕਟਰ ਪੇਸ਼ਾਵਰਾਨਾ ਸੇਵਾਵਾਂ ਕਰਦਾ ਹੈ, ਅਰਥਾਤ ਸਲਾਹ ਮਸ਼ਵਰਾ ਮਰਦਮਸ਼ੁਮਾਰੀ ਮਕਾਨ ਨੰ: 110(2) ਵਿਚ ਉਹ ਮਰੀਜ਼ਾਂ ਦਾ ਮੁਆਇਨਾ ਕਰਦਾ ਹੈ ਅਤੇ ਦਵਾਈਆਂ ਨੀਯਤ ਕਰਦਾ ਹੈ। ਮਰਦਮਸ਼ੁਮਾਰੀ ਮਕਾਨ ਨੰ: 110(2) ਵਿਚ ਦਵਾਈਆਂ ਵਾਸਤਵ ਵਿਚ ਤਿਆਰ ਕੀਤੀਆਂ ਜਾਂਦੀਆਂ ਹਨ ਅਤੇ ਦਿੱਤੀਆਂ ਜਾਂਦੀਆਂ ਹਨ। ਇਸ ਲਈ ਇਨ੍ਹਾਂ ਨੂੰ ਵੱਖਰੇ ਅਦਾਰੇ ਸਮਝਿਆ ਗਿਆ ਹੈ।

ਲੜੀ ਨੰ: 9

ਇਹ ਵੀ ,ਡਾਕਟਰ ਖੱਨਾ ਦੀ ਕਲਿਨਿਕ ਹੈ, ਜਿੱਥੇ ਦਵਾਈਆਂ, ਜਿਵੇਂ ਕਿ ਮਿਸ਼ਰਣ ਪਾਊਡਰ ਆਦਿ ਤਿਆਰ ਕੀਤੀਆਂ ਅਤੇ ਵੇਚੀਆਂ ਜਾਂਦੀਆਂ ਹਨ ।

ਲੜੀ ਨੰ: 10

ਇਹ ਯਾਦ ਰਹੇ ਕਿ ਇਹ ਇਕ ਵਰਕਸ਼ਾਪ ਸਮੇਤ ਰਿਹਾਇਸ਼ ਹੈ ਜਿਹੜਾ ਤੰਬੂ ਵਿਚ ਹੈ। ਮਠਿਆਈਆਂ ਤੰਬੂ ਵਿਚ ਬਣਾਈਆਂ ਜਾਂਦੀਆਂ ਹਨ, ਪਰੰਤੂ ਇਹ ਪਰਵਾਰ ਦੇ ਮੁੱਖੀ ਦੁਆਰਾ ਵੱਖਰੇ ਵੱਖਰੇ ਮੁਹੱਲਿਆਂ ਵਿਚ ਵੇਚੀਆਂ ਜਾਂਦੀਆਂ ਹਨ। ਪਰਵਾਰ ਦੇ ਦੋ ਮੈਂਬਰ ਘਰ ਵਿਚ ਮਠਿਆਈਆਂ ਬਣਾਉਂਦੇ ਹਨ। ਕਿਰਪਾ ਕਰਕੇ ਕਾਲਮ 6, 7 ਅਤੇ 8 ਵਿਚ ਦਿਤੇ ਇੰਦਰਾਜ ਨੋਟ ਕਰੋ।

ਲੜੀ ਨੰ: 11

ਇਹ ਇਕ ਸਹਿਕਾਰੀ ਸੰਸਥਾ ਹੈ। ਇਹ ਕਾਰਖਾਨਾ, ਭਾਰਤੀ ਫੈਕਟਰੀ ਐਕਟ ਦੇ ਅਧੀਨ ਰਜਿਸਟਰ ਕੀਤਾ ਹੋਇਆ ਹੈ । ਵਿਚਾਰ ਅਧੀਨ ਮਰਦਮਸ਼ੁਮਾਰੀ ਮਕਾਨ ਰੰਗਸਾਜ਼ੀ ਦੁਕਾਨ ਦੇ ਤੌਰ ਤੇ ਵਰਤਿਆ ਜਾਂਦਾ ਹੈ, ਜਿੱਥੇ 20 ਵਿਅਕਤੀ ਕੰਮ ਕਰਦੇ ਹਨ। ਇਸ ਸਹਿਕਾਰੀ ਕਪੜਾ ਮਿਲ ਦੇ ਹੋਰ ਯੂਨਿਟ, ਦੂਜੇ ਗਿਣਤੀਕਾਰ ਦੇ ਬਲਾਕ ਵਿਚ ਸਥਿਤ ਹਨ ਅਤੇ ਇਸ ਗਿਣਤੀਕਾਰ ਦੇ ਅਧਿਕਾਰ-ਖੇਤਰ ਤੋਂ ਬਾਹਰ ਹਨ।

APPENDIX XII.14

FORM I

CENSUS OF INDIA 1971

Houselist Abstract

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

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

Name or number of Ward/Mohalla/ Enumerator's Block ———

Page No. of House-list	Number of Census-Houses						Number of Households		Total Population		
	Occupied residential Census Houses			Vacant Census Houses	Census Houses put to other uses	Total of Columns 4, 5 and 6	Total Households including Institutional Households	Institutional Households	Males	Females	Total
	Wholly residential	Partly residential	Total								
1	2	3	4	5	6	7	8	9	10	11	12
Total											

Checked and found correct.

Signature of Supervisor———

Date———

Signature of Enumerator———

Date———

ਫਾਰੱਮ i

ਭਾਰਤ ਦੀ ਮਰਦਮਸ਼ੁਮਾਰੀ 1971

ਮਕਾਨ ਸੂਚੀ-ਸਾਰ

ਜ਼ਿਲ੍ਹੇ ਦਾ ਨਾਂ.....ਕੋਡ ਨੰ: .....ਪਿੰਡ/ਕਸਬੇ ਦਾ ਨਾਂ.....ਕੋਡ ਨੰ: .....

ਤਹਿਸੀਲ ਦਾ ਨਾਂ.....ਕੋਡ ਨੰ: .....ਵਾਰਡ/ਮੁਹੱਲਾ/ਗਿਣਤੀਕਾਰ ਦੇ ਬਲਾਕ ਦਾ ਨਾਂ ਜਾਂ ਨੰ:.....

ਮਕਾਨ ਸੂਚੀ ਦਾ ਪੰਨਾ ਨੰ:	ਮਰਦਮਸ਼ੁਮਾਰੀ ਦੇ ਮਕਾਨਾਂ ਦੀ ਗਿਣਤੀ						ਪਰਵਾਰਾਂ ਦੀ ਗਿਣਤੀ		ਕੁਲ ਆਬਾਦੀ		
	ਕਬਜ਼ੇ ਅਧੀਨ ਰਿਹਾਇਸ਼ੀ ਮਰਦਮਸ਼ੁਮਾਰੀ ਮਕਾਨ			ਖਾਲੀ ਮਰਦਮਸ਼ੁਮਾਰੀ ਮਕਾਨ	ਮਰਦਮ-ਸ਼ੁਮਾਰੀ ਮਕਾਨ ਹੋਰ ਕਿਸੇ ਵਰਤੋਂ ਵਿੱਚ ਆਉਂਦਾ ਹੋਵੇ	ਕਾਲਮ 4, 5 ਅਤੇ 6 ਦਾ ਜੋੜ	ਸੰਸਥਾਨਿਕ ਪਰਵਾਰਾਂ ਸਮੇਤ ਕੁਲ ਪਰਵਾਰਾਂ ਦੀ ਗਿਣਤੀ	ਸੰਸਥਾਨਿਕ ਪਰਵਾਰ	ਪੁ:	ਇ:	ਜੋੜ
	ਸਾਰੇ ਦਾ ਸਾਰਾ ਰਿਹਾਇਸ਼ੀ	ਥੋੜਾ ਰਿਹਾਇਸ਼ੀ	ਜੋੜ								
1	2	3	4	5	6	7	8	9	10	11	12
ਜੋੜ											

ਪੜਤਾਲ ਕੀਤਾ ਅਤੇ ਠੀਕ ਪਾਇਆ।

ਸੁਪਰਵਾਈਜ਼ਰ ਦੇ ਹਸਤਾਖਰ.....

ਮਿਤੀ.....

ਗਿਣਤੀਕਾਰ ਦੇ ਹਸਤਾਖਰ.....

ਮਿਤੀ.....

APPENDIX XIV

CENSUS CIRCULAR No. XV
TIME-BOUND.

PHONE : 24095

No. Census-Pb.-70/4641

GOVERNMENT OF INDIA
MINISTRY OF HOME AFFAIRS
OFFICE OF THE DIRECTOR OF CENSUS OPERATIONS
PUNJAB. 72, SECTOR 5 B,
CHANDIGARH-18.

Dated Chandigarh, the 25th May, 1970.

To

All the Deputy Commissioners in the State.

Subject : Census 1971—formation of Census Enumeration Blocks/Circles.

Sir,

I have the honour to invite your attention to my Census Circular No. 3, dated the 29th September, 1969, sent to you with my letter No. Census-Pb.-69/4701, dated 29th September, 1969, wherein comprehensive instructions were given to the field agency for the formation of Census Blocks/Circles.

2. For the completion of the houselisting operation, you were required to demarcate houselisting blocks in various tehsils and towns on the basis of 150 households/houses in rural areas and 120 households/houses in urban areas per block with marginal adjustments. At the same time, house numbering blocks formulated under the Permanent Housenumbering Scheme were also to be kept in view and adopted for houselisting. It was further stipulated that if the municipal ward boundaries in this process were cut across, it should not matter much if the compactness and contiguity of blocks was otherwise achieved. In other words, for purposes of houselisting, it was not insisted upon that the housenumbering blocks should necessarily be contained within the boundaries of a municipal ward. But for purposes of the Census count, which we are going to have in February-March, 1971, it is essential that Census Enumerators' Blocks should necessarily be co-terminus with the municipal ward boundaries, i.e., no census block should cut across the municipal ward boundaries. For example, if in a municipal ward, the estimated population is 6,000, only 10 blocks comprising of 600 persons each would be formulated. It would not be the correct thing that population of one municipal ward should be merged with the population of the adjoining municipal ward to form blocks and in the process cut across the boundaries of a municipal ward. The identity of a municipal ward has to be maintained at all costs because it is going to be an important census unit for presentation of census data. You should, therefore, take all necessary steps to ensure that Census Enumerators' Blocks do not overlap boundaries of a municipal ward.

3. It is by now clear that Census Enumerators' blocks will be entirely different from the houselisting blocks/the blocks formed under the Permanent Housenumbering Scheme. You have to carve out Census Enumeration blocks a new. This circular deals with instructions for the formulation of such blocks. In the Houselist Abstract Form No. III, you have readily available population figures according to houselisting blocks for each village and town in the district. According to population figures in column 12 of this form III, you can reformulate census enumerators' blocks in such a way that the norms of population for urban and rural blocks are maintained and the blocks do not cut across the boundaries of the municipal wards. A census enumerators' block in urban areas should be of 600 population and in rural areas of 750. In the Town Register, in which you have to maintain various particulars of a census block, etc., in column No. 6, you have to give the population figures as given in the Houselist Abstract III (blockwise). You will have already observed from the Houselist Abstract III, that population of various blocks is not of uniform size and it generally varies from 400 to 800 persons. It is, therefore,

essential that we should recarve out census enumerators' blocks according to the norms already given above (600 persons per block in towns and 750 persons per block in villages). This is going to be a tough job because compactness and geographical contiguity of various census blocks has to be maintained in reshuffling the house-listing blocks according to the prescribed population norms. All these adjustments have to be made very carefully and the results thereof incorporated in the Town and Village Registers which are being supplied to you separately for census enumeration. The old Registers supplied to you for houselisting operation should not/cannot be used for census-taking.

You are required to start new Registers for census-taking. In these new Registers, you have to make entries afresh for creation of census enumerators' blocks. Information in respect of almost each column of the Registers will have to be filled in afresh. You will be required to make changes in respect of enumerators/supervisors who will actually be called upon to perform this duty. Code number of Enumerators' Block will also change from those given in the Houselist because there will be complete recarving out of the blocks according to the prescribed population norms. Column No. 3 of the Register will also be filled-up anew in keeping with the size of the population given in Column 6 as a result of houselisting operation. Column No. 7 of the Register will be filled up after recarving of the blocks in keeping with the size of the population of the block given in column 6, e.g., if the size of the population in the block is say 900, the block may have to be broken into two blocks by taking some population from the adjoining houselisting block; and by grouping the two adjoining blocks, three or more census enumerators' blocks may have to be created. While we recarve out these blocks on the population basis, it would be essential to maintain compactness and contiguity of blocks within the municipal wards in towns. This job will have to be undertaken by the Charge Officers (Secretaries, Municipal Committees) in towns and Tehsildars (Charge Officers) in tehsils. Our two Deputy Directors in the field at Jullundur and Patiala will be assisting the Charge Officers in the formulation of census enumerators' blocks. They are being asked to conduct a class of Charge Officers at a suitable place in each district and to help them in the actual formulation of blocks for census-taking in 1971. This is a very important task and it is hardly necessary to over emphasize its significance.

4. As a result of the reorganisation of a number of districts and tehsils in the Punjab State in the past few months, we are now being compelled to give code numbers afresh to villages, tehsils, and towns for census-taking. We are developing the new code numbers for the re-organised administrative units, which will form as our census units and as soon as we are able to accomplish this task, we shall be writing to you and send the new code numbers. Of course, the code numbers of the census enumerators' blocks will be allotted by you on tehsilwise and town-wise basis. It is hardly necessary to reiterate that there will be a continuous serial block number in the code for each tehsil and each town, including the *"bechirag"* villages. A block code number in the continuous serial order has to be allotted within the tehsil to *"bechirag"* villages. At the time of houselisting operation, in some districts *"bechirag"* villages were not allotted block numbers and this had been done at a belated stage. This omission should not be allowed to recur at the time of formulating census enumerators' blocks. To repeat what has already been said in our Circular No. 3, each revenue village must be recognized as a separate census block irrespective of its size of population, being even below 750, i.e., two revenue villages cannot be grouped together for formation of the Census Block. However, if the workload in a single village block/town block is below normal, it is permissible to give more than one block to an Enumerator. In such an event, it will have to be ensured that pads/slips of one census block are not mixed up with the pads/slips of adjoining blocks. Each census block will have its separate code number which will be recorded on the relevant pads/slips.

5. We will be supplying to you tehsil maps showing names of villages, hadbust Nos. and code numbers allotted to them. Lists of such villages with hadbust numbers and code numbers will also be supplied so that there is no overlapping at any stage. At present, we are engaged on the preparation of these maps etc., and you may expect these any time from us. You should check up these maps and lists very carefully and if there are any discrepancies, these should be brought to our notice instantly. It is needless to add that we have prepared these maps and lists on the basis of data supplied by you at different times.

6. Lists of Enumerators/Supervisors, who have done the houselisting for us, are available with you. You may kindly review these lists because, among other things, during the intervening period, a large number of transfers may have taken place. You are, therefore, required to up-to-date these

lists so that you can easily detail them for census duty at the proper time after making entries thereof in the Village and Town Registers. You will be required to issue fresh appointment orders to the enumeration agency for census-taking. You have a already been supplied extra copies of these appointment order forms for census-taking. If, for any reason, there is any shortage of such forms, you may kindly reassess your requirements and intimate to us without any delay so that we can replenish stock well in time.

7. The National Sample Survey Organisation and the Director of Statistics, Punjab, have also offered help to the Census Department in the carving out of census enumerators' blocks on population basis. The Supervisory Staff of National Sample Survey at the Centre and in the States comprises of technically trained personnel and they will help the District Census Officers/ Charge Officers in the demarcation of census enumeration blocks. The Superintendent, National Sample Survey, House No. 1572, Sector 18-D, Chandigarh and Assistant Director (N.R.) National Sample Survey, N.H. 4, Faridabad are being requested to make available their technically trained staff to the District Census Officers for deployment with the Charge Officers for undertaking this work all along the line. The District Statistical Officers will also be required by the Director of Statistics, Punjab, to render unstinted assistance in this work.

8. Notional maps of the newly carved out census enumerator's blocks will have to be drawn up in accordance with the quantum of population covered (750 in village blocks and 600 in urban blocks). The census blocks should first be marked out on the Town Map, ward-wise, and then each Enumerator supplied a notional map of his block(s) by the Charge Officer (Secretary/Executive Officer of Municipal Committee). These maps should be prepared in duplicate, one copy to be retained by the Charge Officer and the other to be supplied to the Enumerator. The Enumerator will add this copy to his schedules (Individual Slips Pads) and make over to his Supervisor after completion of enumeration of his block.

In rural areas, the block notional maps will be prepared by the Patwari and made over to the Enumerator by the Charge Officer before the Enumerator starts enumeration in his block. Any expenditure on the preparation of notional maps is a legitimate charge on the fund of local bodies and the District Contingent grant of Deputy Commissioners. There should, therefore, be no qualms in incurring any expenditure on this item at any level in the interest of successful completion of census-taking.

9. All necessary steps should be taken to complete this job by the 15*th July*, 1970.

Yours faithfully,

P. L. SONDHI,

Director of Census Operations.

No. Census-Pb.-70/4642, dated 25th May, 1970.

A copy is forwarded to the Deputy Directors' Census Operations, Jullundur and Patiala for information and with the request that they should immediately convene meetings of Charge Officers at district headquarters in their respective divisions and help them in carving out of census enumeration blocks. Officers of National Sample Survey should be requested to be present at such meetings so that they can help as to the manner in which blocks have to be carved out on population basis. We should make full use of their technical knowledge in this operation. They may correspond with these officers at the addresses given below so that they may send their representatives to attend these meetings of Charge Officers.

1. The Superintendent, National Sample Survey, 1572, Sector 18-D, Chandigarh.

2. The Assistant Director (N.R.), National Sample Survey, N.H. 4, Faridabad.

The District Statistical Officer should also be asked to attend these meetings. They are requested to devote full attention to this work in the field and ensure its completion by end of 15th July, 1970 positively.

P. L. SONDHI,
Director, Census Operations.

No. Census-Pb.-70/4643, dated 25th May, 1970.

A copy is forwarded to all the District Census Officers in the State (by name) for immediate necessary action. They should ensure completion of this work by the 15th July, 1970.

P. L. SONDHI,
Director, Census Operations.

No. Census-Pb.-70/4644, dated 25th May, 1970.

A copy is forwarded to all the Charge Officers in the State for information and necessary action. Secretaries/Executive Officers, Municipal Committees are requested to give unstinted co-operation in the completion of this task by the 15th

July, 1970. All expenditure on the completion of notional and other maps is a legitimate charge on the municipal fund.

P. L. SONDHI,

Director, Census Operations.

No. Census-Pb.-70/4645, dated 25th May, 1970.

A copy is forwarded to all the Sub-Divisional Officers (C) in the State for information and necessary action. In particular, they should see to the completion of this task by the due date (15th July, 1970).

P. L. SONDHI,
Director, Census Operations.

No. Census-Pb.-70/4646, dated 25th May, 1970.

A copy is forwarded to the :

1. Superintendent, National Sample Survey, 1572, Sector 18-D, Chandigarh.

2. The Assistant Director (N.R.) National Sample Survey, N.H. 4, Faridabad.

for information and with the request that they may kindly detail their trained personnel to work in close collaboration with the District Census Officers as was decided at the meeting of the Co-ordination Committee held on the 16th April, 1970 in the office of the Director, Bureau of Statistics, Punjab. Their trained personnel should immediately get into touch with the District Census Officers, who will put them in touch with the Charge Officers for taking all this work in hand without any delay. They should further attend the meetings of Charge Officers at district headquarters to be convened by the Deputy Directors, Census Operations, Jullundur and Patiala for this operation.

P. L. SONDHI,
Director, Census Operations.

No. Census-Pb.-70/4647, dated 25th May, 1970.

A copy is forwarded to the Director, Bureau of Statistics, Punjab, Sector 17, Chandigarh, for information and with the request that the District Statistical Officers may kindly be directed to give unstinted help to the District Census Officers in the demarcation of census enumerators' blocks as was decided at the meeting of the Co-ordination Committee held on the 16th April, 1970, in his office. They should be asked to attend the meetings of Charge Officers at various district headquarters for this operation. The two Deputy Directors, Census Operations at Jullundur and Patiala will convene these meetings.

P. L. SONDHI,

Director, Census Operations.

No. Census-Pb.-70/4648, dated 25th May, 1970.

A copy is forwarded to the Secretary to Government, Punjab, Local Government Department (Committee I Branch dealing with Census), Chandigarh, for information.

P. L. SONDHI,

Director, Census Operations.

No. Census-Pb.-70/4649, dated 25th May, 1970.

A copy is forwarded to the Commissioners of Jullundur and Patiala Divisions, for information and necessary action.

P. L. SONDHI,

Director, Census Operations.

No. Census-Pb.-70/4650, dated 25th May, 1970.

A copy is forwarded to all Directors of Census Operations in the States/Union Territories, for information.

P. L. SONDHI,

Director, Census Operations.

No. Census-Pb.-70/4651, dated 25th May, 1970.

A copy is forwarded to the Registrar General, Indian and *ex officio* Census Commissioner, New Delhi-11 (3 copies), for information.

P. L. SONDHI,

Director, Census Operations.

APPENDIX XV

CENSUS CIRCULAR No. XVIII

Census 1971, Training of Census Hierarchy for Census Count

Importance of training

District Census Officers were required to complete the formation of Census Enumerators' Blocks by the 15th July, 1970 in various charges. It is understood that in some districts this work is still in progress for one reason or the other. Obviously, we cannot proceed with the next item of work without the completion of this important item. Similarly, Charge Registers were required to be completed by the Charge Officers by the 15th July, 1970. After the completion of these two items of work, District Census Officers would have known by now the number of Supervisors/Enumerators required for the Census Count in February-March, 1971. The next most important item of work now is that of training of Supervisors/Enumerators. But before we embark on their training in November, 1970, we shall have to first train our Census Officers, who will be acting as Trainers. In the first instance, we will, therefore, have to organise training of our trainers. It is extremely imperative that all the census personnel thoroughly grasp the various concepts and definitions concerning the questions embodied in the census schedules. They should be in a position to get correct answers from the informants to various questions embodied in the Individual Slip. We cannot ignore the fact that our enumerators have to deal moslty with such informants who do not have a proper understanding of the questions to be put to them and to get correct answers from them is quite an onerous job requiring great skill and accumen. We can develop these two qualities in our enumerators at the time of imparting training to them. We must, therefore, insist on a thorough and systematic training in the actual filling up of various census schedules with full knowledge of the concepts that go with them. Even small mistakes made by enumerators can assume alarming proportions cumulatively and can damage the accuracy of census count. In the circumstances, proper training of the census enumerator is of *very great importance.*

Director & DDCOs to train DCOs/DSOs/Charge Officers

2. The Director of Census Operations and three Regional Deputy Directors of Census Operations will be directly incharge of training up to the level of Charge Officers. In the first instance, the Regional Deputy Directors, District Census Officers and District Statistical Officers will be imparted training at Chandigarh from the 28th September to 30th September, 1970. In the second phase of the training, the District Census Officers (DCOs) will arrange for the classes of their Charge Officers at district headquarters in the month of October, 1970. There will be minimum of four training classes for each Charge Officer at the district headquarters. We will thus have in all 44 classes of Charge Officers at 11 district headquarters.

3. Regional Deputy Director, Amritsar, will look after the training of charge Officers in Amritsar and Gurdaspur Districts. He will of course, also be responsible for training of the Charge Officers in Ferozepur District, but we are placing the services of Shri M. L. Sharma, Tabulation Officer, at his disposal. Shri Sharma will take up the four classes of Charge Officers in Ferozepur District.

4. Reg. Dy. Director, Jullundur, will look after the training classes of Charge Officers at Jullundur and Kapurthala. Of course he will also be responsible for the training classes of Charge Officers at Hoshiarpur and Rupar. For his assistance, we are placing the services of Shri Charan Singh and Shri Gurmeet Singh Gill, Tabulation Officers, at his disposal. They will take all the training classes of Charge Officers at Hoshiarpur and Rupar—Shri Gill at Hoshiarpur and Shri Charan Singh at Rupar.

5. Regional Deputy Director, Patiala, will look after training of Charge Officers at Patiala and Ludhiana. He will also be responsible for the training of Charge Officers at Bhatinda and Sangrur. However, for his assistance, we are giving him Sarvshri G. S. Pabla, T.O., for Sangrur and D. P. Jain, T.O., for Bhatinda. They will conduct all the four classes of Charge Officers at Sangrur and Bhatinda respectively.

6. All the Regional Deputy Directors are advised to fix up their training programme in such a way that they can attend the training classes to be addressed by the T.Os. from the headquarters. The Director, Census Operations, and Deputy Director (HQ.) will also participate in these training classes and will pay surprise visits. All the three Regional Deputy Directors should fix up their training programme of Charge Officers in consultation with their DCOs and send copies thereof to all concerned including Director, Census Operations, so that he can participate in these classes in the month of October, 1970. It is presumed that Charge Officers will be able to grasp fully the subject by attending four training classes, including one for practical exercise. If any Regional Deputy Director finds that extra classes should be held, he should not hesitate to do so because we have to achieve excellence in the matter of producing Trainers at the level of Charge Officers.

Selection of Supervisors

7. In the matter of selection of our Supervisors, we have to be choosy because at the time of houselisting it was observed, at a number of places, that Supervisors happened to be junior in status to the Enumerators. All Charge Officers/DCOs should see to it that Supervisors are superior in rank to enumerators and are better qualified to be effective in their job. We have seen the performance of Supervisors at the time of the editing of the Houselist/Establishment Schedules in our Tabulation Section at Chandigarh and are certainly disappointed that a large number of them have not done justice to their assignment. In quite a large number of cases they have merely put their *Dhobi Mark* on the schedules. If they were now allowed to repeat such a performance at the census count, we will be placing ourselves in a very difficult situation. It is, therefore, very strongly urged that we must select proper type of Supervisors and make them thoroughly understand their job before they are consigned to the field.

Training of Supervisors/Enumerators from November, 1970 to January, 1971.

8. Training of supervisors/enumerators will be taken up in the three months from November, 1970 to January, 1971 in all the districts. DCOs/Charge Officers will take all necessary steps to ensure that every Enumerator is fully trained during this period. It is proposed that each Supervisor/Enumerator attends at least 4 classes including one for practical exercise in the filling up of Individual Slip and other ancillary schedules. If the Charge Officers find that they have not been properly trained by attending four classes, there would be no objection in taking a few more such classes. We have to accomplish high standards in training of the enumeration agency !

Practice enumeration

9. At each training centre, we should lay great emphasis on practice enumeration. It is only when every census official is made to enumerate a few households by way of practice he will develop the necessary confidence in himself. Each Enumerator on the completion of his third round should actually enumerate a few households of average size in the practice enumeration schedules (in red ink) which are being supplied separately for this purpose. Enumerators should be asked to select a few households out of the Abridged Houselist with them and to fill up Individual Slips at the practice enumeration. These filled up practice Individual Slips should be made over by the Enumerators to their respective Supervisors before the final training class. At the final training class, Charge Officers will point out the mistakes made by the enumerators in the practice schedules. The very purpose of having practice in the filling up of the Individual Slips will be defeated if these practice Individual Slips are not scrutinised in time and mistakes not pointed out to the enumerators in the class. Thereafter, the Supervisors should be required to pass

on these practice slips to the Charge Officer, who should keep them on record in his office and make an overall assessment of all the workers in his charge. The Charge Officer can even collect all his supervisors/enumerators at a few convenient points at the end of January or early in February and point out to them all the mistakes that might have been committed by the enumerators at the time of practice enumeration. If any of the enumerators are found to have committed serious mistakes they should be given further practical training. The filled in practice slips and enumeration slips will be sent to the Tabulation Offices ultimately by the DCOs after collecting the same from the Charge Officers.

Attendance register and records of training

10. The Charge Officers should maintain an attendance register just as they had done at the time of house-listing operation. This time, the attendance register may be maintained in the form added at annexure I of this circular. Names of all Supervisors and Enumerators, including reserve staff, and their attendance at each of the instruction classes should be maintained in the prescribed form. The Charge Officer should send the programme for holding of training classes to supervisors/enumerators in good time so that there are not any absentees. There is generally a tendency amongst the staff to absent themselves from such classes on one ground or the other. In some cases, they attend the class for only part of the time prescribed for the purpose. This tendency has to be curbed with a strong hand and disciplinary action should be taken in such cases under intimation to the Deputy Commissioner. If some senior officers are involved, then the matter should be reported to the Heads of Departments concerned with a copy to the Director, Census Operations, Punjab. No leniency has to be shown, in short, to absentees and truants. You should also select centres for training in such a way that no enumerator or supervisor is required to travel more than five miles to attend classes. Absenteeism is comparatively high when we require them to travel long distances to attend such classes. DCOs/Charge Officers will, therefore, have to exert a little in the selection of staff so that they do not have to travel long distances. There will be large-scale attempts on the part of the officials to get rid of census duty on one pretext or the other and it will be our ingenuity and firmness which will help us to meet this challenge. Strict disciplinary action should be initiated against those who do not take up this assignment with all the seriousness that it demands. All Heads of Departments have been given instructions by the Chief Secretary to Government, Punjab, to give maximum co-operation to the District Census authorities in this important national task.

Equipment required for training class

11. It is essential to have a blackboard, pieces of chalk and a duster at each training class (Charge Officers will please arrange for these). Roll-up blackboards will be supplied by the Census Directorate to the Trainers for giving training in filling up of Individual Slips. Population Record, Enumerator's Daily Posting Statement and Enumerator's Abstract would be explained on the ordinary blackboard.

Role of SDOs(C) in the training programme

12. The S.D.O. (Civil) has to play a very important role in the training programme in his sub-division. He should address the training classes of Enumerators and Supervisors of each municipality and other training classes to be held at different rural centres. DCOs./ Charge Officers will send copies of the programmes so fixed up to the SDOs(C). As a matter of fact, the Charge Officers should fix up the training programme in consultation with their SDOs so that the latter can conveniently address the classes. Every SDO should ensure that he addresses at least one class of each group of trainees in his sub-division. In order that the S.D.Os. should be perfect trainers, they will be required to attend the training classes at district headquarters along with the Charge Officers. DCOs will communicate to them the dates when the SDOs(C) will be required to attend these classes at district headquarters.

Role of DCOs in training

13. The D.C.O. has to play the key role in the training programme. He should himself arrange to be present at as many instruction classes as possible. This will have a very good effect

particularly if he addresses at least one instruction class at each sub-divisional headquarter. He should associate District Education Officers and Regional Deputy Directors of Local Bodies and B.D.P.Os. so that they can be present at the training classes and inspire confidence in the staff drafted from their respective departments. These officers should be required to attend the classes of Charge Officers at district headquarters so that they can also impart training to the lower staff at various training centres in the districts.

Role of Supervisors

14. The Supervisor must keep close rapport with his team of 4 or 5 enumerators and ensure that they have attended all the four instruction classes and see that they have cleared all the doubts in their minds, if any. The quality of work by the enumerators will reflect on the capacity and the interest taken by the Supervisor himself in his work. The Supervisor should himself grasp all the instructions and see that all his enumerators are equally well trained. The Supervisor should make sure that each enumerator goes around the block allotted to him and brings the housenumbering up-to-date. The enumerator should be asked to ensure that no structure in his block is unnumbered. He should also ask the enumerators to give census house numbers on buildings if these are not already there. The supervisor should devise a method by which he will get provisional totals of census count from his enumerators, after completion of the revisional round, on 3rd March, 1971.

Individual Slips (printed in black) for enumeration to be issued after completion of training

15. Individual Slip for actual enumeration is printed in black. This variety of individual slip, along with other ancillary schedules, will be distributed to the enumerators after the successful completion of training of supervisors/enumerators. If these schedules are given to them earlier, they are likely to misplace or misutilise these in some other ways. It is precisely for this reason that we are giving them practice individual slips, printed in red, for enumeration of households in the field and for practical exercise in training classes. Under no circumstances, any Enumerator should be asked to practise enumeration on Individual slips printed in black ink. (This has to be noted by all concerned very carefully). All D.C Os./Charge Officers should ensure that the census schedules reach, through the prescribed channel, every enumerator by the end of January, 1971. The Enumerator must start his work on the 10th February, 1971 and complete the same positively by 28th February, 1971. There can be no extension of these dates on either side and this point should be clearly brought home to the Enumerators/ Supervisors. Enumerators should be encouraged to take up this work regularly for a few hours on each day during the enumeration period rather than permitting them to cramp the entire work in the last few days preceding the 28th February, 1971. The Enumerator, after completing the revisional round, should communicate the totals of his block as arrived at in the Enumerator's Abstract on 3rd March, 1971 to his Supervisor. The Supervisor will strike totals for his circle and communicate the same to his Charge Officer on the 4th March, 1971. There can be no change or extension of these dates under any circumstances and every one should be made to realise the importance of completion of this operation on the prescribed dates.

16. The Charge Officer should draw up training programme of Enumerators/ Supervisors of his charge and send a copy thereof to the concerned Regional Deputy Director Census Operations, S.D.O. (C) and the D.C.O. in the proforma given at appendix II, before 15th Ocober, 1970.

Points to be covered by Trainers at classes

17. The Trainers should cover positively the following points at each training centre :

(i) Object of census and its national imortance; role of enumeration agency.

(ii) Salient provisions of the Census Act to be explained so that the Enumerators realise their responsibilities and the obligations of the enumerated persons (informants) to give correct answere to questions put to them.

(iii) (a) System of rewards for good work.

(b) Recording of bad work or indifference in their personal files and entailing of suitable departmental action for such bad work.

(c) Remuneration for attending training classes and complete enumeration work successfully.

(iv) Enumerators / Supervisors should thoroughly understand the complete location code for his area.

(v) System of housenumbering as developed in the area should be explained to the trainees.

(vi) Identification of Census Enumerators' block with the notional map and Abridged Houselist and uptodating of the Abridged Houselist.

(vii) Reference date for 1971 Census is sunrise of 1st March, 1971.

(viii) Actual enumeration period is from 10th February, 1971, to 28th February, 1971. Houseless population will be covered on the night of 28th February, 1971.

(ix) Revisional round takes place from 1st to 3rd March, 1971.

(x) Detailed instructions regarding the filling up of (a) Individual Slip (b) Population Record (c) Enumerator's Daily Posting Statements and (d) Enumerator's Abstract.

(xi) The trainees should be made to fill up the answers to each questions on a blackboard for some typical cases during the course of training classes in addition to practical exercise on slips in the class.

(xii) Trainers should specifically explain to the class whom to enumerate and where :

(a) Persons are to be enumerated at their households and not at the place of their work.

(b) Enumeration of those who are away from the household.

(c) Enumeration of visitors.

(d) Enumeration of institutional population.

(e) Enumeration of houseless population.

(xiii) Striking of Enumerator's Abstracts and communication of provisional totals by 4th March, 1971 without fail to Charge Officers.

(xiv) Enumerators / Supervisors should submit their progress reports on the 15th, 20th, 25th February, 1971 and 1st March, 1971, to their Charge Officers about the progress made in the filling up of Individual Slips, i.e., No. of census households covered according to the Population Record and No. of Individual Slips filled in by these prescribed dates.

18. The points mentioned in paragraph 17 should be covered in the first class except that the item relating to the filling up of the Individual Slip will be carried to the second class because it would not be possible to cover this item fully in the first class. Training in the filling up of the I. Slip will continue to be given in the second and third rounds and in the final round the practical work done by the Enumerators/ Supervisors in the field will be discussed and they will be asked to come to the stage and explain various concepts and definitions and also to fill up the I. Slip in the roll-up blackboard by taking a few typical cases. There should be Sufficient time lag between the third

and the fourth round so that Enumerators/Supervisors can find time for practice enumeration of households in the field and to bring up the filled-in schedules for discussion at the class. Supervisors have also to be given adequate time to bring these filled-in schedules to the class, after scrutiny at their level.

19. Finally, I may add that the job of training of thousands of enumerators/supervisors is a challenge to all of us. They will certainly take their time to grasp all the concepts and definitions concerning the Indiyidual Slip. But if they take the training as lightly as was done at the time of houselisting, they are bound to make a mess. They will have to attend all these training classes for the prescribed hours for each class and no one should be permitted to leave the classes on any pretexts. We admit that it is a challenging job and we can come up to the expectations of the Government of India only if our trainees assiduously apply their mind at the classes in understanding the various implications of the questions to be put to the informants by them in the field. We should weed out any trainees whom we find are incapable of grasping the census questionnaires even after making all-out efforts on them in the class(es). Reserve staff can be utilized for such replacements. At any rate, no one should be allowed to go into the field for census count unless he has attended all the classes and the Charge Officer is fully satisfied about his capacity to do full justice to the job. It will be the responsibility of the Charge Officer if he details any one for Census count without making sure about his capacity to do the job, after complete training. Census questionnaires are no longer that easy for there is demand from all over, for collection of more and more data through Census to build India's economy. *Adequate training of the enumeration agency is the answer.* We should all join hands to meet this great challenge and maintain high census traditions of Punjab.

H. S. KWATRA,

Deputy Director (Hqs).
Chandigarh.

ANNEXURE

RECORD OF TRAINING OF

Name of the District and Code No. ——————————

Name of the Tehsil and Code No.—— ——————————

Name of the Town and Code No. ——————————

Name of the Charge——————————

Sl. No. of Supervisor/ Enumerator (as per the Charge Lists of Supervisors' Circles and Enumerators' Blocks	Name and address of the Supervisor/Enumerator	Has the Supervisor/Enumerator been supplied with the following & acknowledgement obtained : (i) Appointment Order (ii) Instructions for filling Census Schedules (iii) Practice enumeration Schedules (iv) Abbreviations card (v) Abridged House list	*Training Classes attended* 1st — Date	1st — By whom held	2nd — Date	2nd — By whom held	3rd — Date	3rd — By whom held
1	2	3	4		5		6	

Section I

SUPERVISORS

Section II

ENUMERATORS

I

SUPERVISORS/ENUMERATORS:

Name and Designation of the Charge Officer———————————————

4th		*Practice Enumeration*					
Date	By whom held	Has each Enumerator been given a list of Households for practice enumeration ?	No. of population records filled	No. of Individual Slips filled	Quality of Supervisor's/Enumerator's work— good, average, poor. (To be filled in by the Charge Officer himself	Have the final enumeration Schedules been issued to the Enumerator and the acknowledgement obtained ?	Remarks (Give details of the instruction classes run by the Supervisors for the Enumerators)
7		8	9	10	11	12	13

ANNEXURE

1971 CENSUS ENUMERATION TRAINING PROG

Name of the District _____

Name of the Tehsil/Town _____

Serial No.	Name of the Village/Town at which training class is proposed to be held	Name and designation of the Officer who will conduct the training class	Venue
1	2	3	4

11

RAMME OF ENUMERATORS AND SUPERVISORS

Name of the Charge Officer & Designation _____

Date and Time	*Approximate No. of Enumerators and Supervisors including Reserve Personnel who will attend the training class*		
	Enumerators	Supervisors	Total
5	6	7	8

APPENDIX XVII.1

(The Census Act, 1948 (Act No. XXXVII of 1948)

An Act to provide for certain matters in connection with the taking of Census..

3rd September, 1948.

WHEREAS it is expedient to provide for the taking of census in 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 :

Short title and extent.

1. (i) This act may be called the Census Act, 1948.

(ii) It extends to the whole of India.

Rule of construction respecting enactments not extending to J&K.

2. Any reference to the Indian Penal Code or the Indian Evidence Act, 1872, shall in relation to Jammu and Kashmir, be construed as a reference to the corresponding enactment in force in that State.

Central Govt. to take census.

3. The Central Government may by notification in the Official Gazette, declare its intention of taking a census in the whole or any part of the territories to which this act extends, whenever it may consider it necessary or desirable so to do, and thereupon the census shall be taken.

Appointment of Census staff.

4. (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 signed by any authority authorised by the State Government in this behalf, that any person has been duly appointed a census officer for any local area shall be conclusive proof of such appointment.

(iv) That State Government may delegate to such authority as it thinks fit the power of appointing census officers conferred by sub-section (2).

Status of Census authorities as Public servants.

5. The Census Commissioner, all Superintendents of Census Operations and all census-officers shall be deemed to be public servants within the meaning of the Indian Penal Code.

Discharge of duties of Census officers in certain cases.

6. (1) Where the District Magistrate, or such authority as the State Government may appoint in this behalf, by a written order so directs—

(a) Every officer in command of any body of men belonging to the naval, military or air forces, or of any vessel of war of India,

(b) every person (except a pilot or harbour master) having charge or control of a vessel,

(c) Every person in charge of a lunatic asylum, hospital, workhouse, prison reformatory or lockup or of any public charitable, religious or educational institution,

(d) every keeper, secretary or manager of any sarai, hotel, boarding house, lodging-house, emigration depot or club,

(e) every manager or officer of a railway or any commercial or industrial establishment ; and

(f) every occupant of immovable property wherein at the time

of the taking of the census, persons are living.

shall perform such of the duties of a census officer in relation to the persons who at the time of the taking of the census are under his command or charge, or are inmates of his house, or are present on or in such immovable property or are employed under him as may be specified in the order.

45 of 1860

(2) All the provisions of this Act relating to census officers shall apply, so 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.

Power to call upon ce ain persons to give assistance

7. The District Magistrate, or such authority as the State Government may appoint in this behalf for any local area, may by a written order which shall have effect throughout the extent of his district or of such local area, as the case may be, call upon.

(a) all owners and occupiers of land, tenure-holders and farmers and assignees of land revenue or their agents,

(b) all members of the district, municipal, panchayat and other local authorities, and officers and servants of such authorities, and

(c) All officers and members of staff of any factory, firm or establishment.

to give such assistance as shall be specified in the order towards the taking of a census of the persons who are, at the time of the taking of the census, on the lands of such owners, occupiers, tenure-holders, farmers and assignees, or in the premises of factories, farms and other establishment, or within the areas for which such local authorities are established, as the case may be and the persons to whom an order under this section is directed shall be bound to obey it and shall, while acting in pursuance of such order, be deemed to be public servants within the meaning of the Indian Penal Code.

Asking of Questions and obligation to answer

8. (1) A census officer may ask all such questions of all persons within the limits of the local area for which he is appointed as, by instructions issued in this behalf by the State Government and published in the Official Gazette, he may be directed to ask.

(2) Every person of whom any question is asked under sub-section (1) shall be legally bound to answer such question to the best of his knowledge or belief :

Provided that no person shall be bound to state the name of any female member of his household, and no women shall be bound to state the name of her husband or deceased husband or of any other person whose name she is forbidden by custom to mention.

Occupier to permit accees and affixing of numbers

9. Every person occupying any house, enclosure, vessel or other place shall allow census officers such access thereto as they may require for the purposes of the census and as, having regard to the customs of the country may be reasonable, and shall allow them to paint on, or affix to the place such letters, marks or numbers as may be necessary for the purposes of the census.

Occupier or manager to fill up schedule

10. (1) Subject to such orders as the State Government may issue in this behalf, a census officer may, within the local 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 by the occupier of such house or of any specified part thereof or by such manager or officer with such particulars as the State Government may direct regarding the inmates of such house or part thereof, or the persons employed under such manager or officer, as the case may be at the time of the taking of the census.

(2) When such schedule has been so left, the said occupier manager or officer, as the case may be shall fill it up

or cause it to be filled upto the best of his knowledge or belief so 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 to such person as the census officer may direct.

Penalities

11. (1) (a) Any census officer or any person lawfully required to give assistance towards the taking of a census who refuses or neglects to use reasonable diligence in performing any duty imposed upon him or in obeying any order issued to him in accordance with this Act or any rule made thereunder, or any person who hinders or obstructs another person in performing any such duty or in obeying any such order, or

(b) Any census officer who intentionally puts any offensive or improper question or knowingly makes any false return or, without the previous sanction of the Central Government or the State Government, discloses any information which he has received by means of or for the purposes of a census return, or

(c) any sorter, compiler or other member of the census staff who removes secretes, damages or destroys any census documents or deals with any census documents in a manner likely to falsify or impair the tabulation of census results, or

(d) any person who intentionally gives a false answer to, or refuses to answer to the best of his knowledge or belief, any question asked of him by a census officer which he is legally bound by section 8 to answer, or

(e) any person occupying any house, enclosure, vessel or other place who refuses to allow a census officer such reasonable access thereto as he is required by section 9 to allow, or

(f) any person who removes, obliterates, alters, or damages any letters, marks or numbers which have been painted or affixed for the purposes of the census, or

(g) any person who, having been required under section 10 to fill up a schedule, knowingly and without sufficient cause fails to comply with the provisions of that section, or makes any false return thereunder, or

(h) any person who trespasses into a census office, shall be punishable with fine which may extend to one thousand rupees and in case of a conviction under part (b) shall also be punishable with imprisonment which may extend to six months.

(2) Whoever abets any offence under sub-section (1) shall be punishable with fine which may extend to one thousand rupees.

Sanction required for prosecutions

12. No prosecution under this Act shall be instituted except with the previous sanction of the State Government or of an authority authorised in this behalf by the State Government.

Operation of other laws not barred

13. Nothing in this Act shall be deemed to prevent any person from being prosecuted under any other law for any act or omission which constitutes an offence under this Act. Provided that no such prosecution shall be instituted except with the previous sanction referred to in Section 12.

Jurisdiction

14. No court inferior to that of a Presidency Magistrate or a Magistrate of the second class or in a Part B State, a Magistrate corresponding to a Magistrate of the second class shall try, whether under this Act or under any other law, any act or omission which constitutes an offence under this Act.

Records of census not open to inspection nor admissible in evidence

15. No person shall have a right to inspect any book, register or record made by a census officer in the discharge of his duty as such, or any schedule delivered under section 10, and notwithstanding anything to the contrary in the Indian Evidence Act, 1872 no entry in any such book, register, record of schedule shall be admissible as evidence in any civil proceeding whatsoever or in any criminal proceeding other than a prosecution under this Act or any other law for any act or omission which constitutes an offence under this Act.

Temporary suspension of other laws as to mode of taking census in municipalities

16. Notwithstanding anything in any enactment or rule with respect to the mode in which a census is to be taken in any municipality, the municipal authority in consultation with the Superintendent of Census Operations or with such other authority as the State Government may authorise in this behalf, at the time appointed for the taking of any census cause the census of the municipality to be taken wholly or in part by any method authorised by or under this Act.

Grant of Statistical abstract

17. The Census Commissioner or any Superintendent of Census Operations or such person as the State Government may authorise in this behalf may, if he so thinks fit, at the request and cost (to be determined by him) of any Local authority or person, cause abstracts to be prepared and supplied containing any such statistical information as can be derived from the census returns for India or any State, as the case may be, being information which is not contained in any published report and which in his opinion it is reasonable for that authority or person to require.

Power to make rule

18. (1) The Central Government may make rules for carrying out the purposes of this Act.

(2) In particular power and without prejudice to the generality of the foregoing the Central Government may make rules providing for the appointment of census officers and of persons to perform any of the duties of census officers or to give assistance towards the taking of a census, and for the general instructions to be issued to such officers and persons.

APPENDIX XVII. 2(i)

Immediate.

Government of India

Ministry of Home Affairs

New Delhi-1, the 3rd July, 1969/
12 Asadha, 1891.

NOTIFICATION

S.O. 2709.—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-Pb.-1]

K. R. PRABHU,

Joint Secretary to the Govt. of India.

No. F. 28/101/69-Pub. I. New Delhi-1, 3rd July, 1969/12 Asadha, 1891.

Copy forwarded for information to all State Governments/Union Territories.

L. D. HINDI,

Under-Secretary to the Govt. of India.

No. F. 28/101/69-Pb. I, New Delhi-1, 3rd July 1969/ 12 Asadha, 1891.

Copy forwarded for information to the Registrar General of India, New Delhi.

L. D. HINDI,
Under Secretary to the Govt. of India.

15 copies for Public I Section.

Office of the Registrar-General, India

No. 9/30/69-CTU, New Delhi-11, 9th July, 1969.

A copy of 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.

K. K. CHAKRAVORTY,

Central Tabulation Officer.

APPENDIX XVII. 2(ii)

Immediate.

MINISTRY OF HOME AFFAIRS

(Office of the Registrar-General, India)

New Delhi, the 14th January, 1971.

S.O. 371.—In pursuance of section 3 of the Census Act, 1948 (37 of 1948), the Central Government hereby makes the following amendment to the Notification of the Government of India in the Ministry of Home Affairs No. S.O. 2709, dated the 3rd July, 1969, namely:—

In the said Notification, for the expression "1st March, 1971", the expression "1st April, 1971" shall be substituted.

(No. 9/30/69-CTU)

(Sd.) . . .,

(A. Chandra Sekhar),

Registrar-General, India &
Ex officio Joint Secretary.

No. Census-Pb-71/1997, dated the 15th March, 1971.

Government of India
Ministry of Home Affairs

OFFICE OF THE DIRECTOR OF CENSUS OPERATIONS, PUNJAB

No. 72, Sector 5-B, Chandigarh-18.

A copy is forwarded to the Chief Secretary to Government, Punjab, Chandigarh, for information in continuation of this office endst. No. Census-PB-69/3215, dated 25th July, 1969.

(Sd/-.) . . .,

Superintendent,
for Director, Census Operations, Punjab.

No. Census-PB-70/1998, dated 15th March, 1971.

A copy is forwarded to the Secretary to Government, Punjab, Local Government Department, Chandigarh, in continuation of this office endst. No. Census-PB-69/3216, dated the 25th July, 1969, for information.

(Sd/-.) . . .,
Superintendent,

for Director, Census Operations, Punjab.

No. Census-Pb-71/1999, dated the 15th March, 1971.

A copy is forwarded to the Commissioners, Patiala and Jullundur Divisions, for information.

(Sd/-.) . . .,

Superintendent,

for Director, Census Operations, Punjab.

No. Census-Pb-71/2000, dated the 15th March, 1971.

A copy is forwarded to all the Deputy Commissioners, in the State, for information.

(Sd/-.) . . .,

Superintendent,

for Director, Census Operations, Punjab.

APPENDIX XVII 2(iii)

(To be published in the Punjab Govt. Gazette)

(Punjab Government)

Local Government Department

Census

Notification

dated Chandigarh, the 19th August, 1969

No. 10177-5-C. I-69/21099.—In exercise of the powers conferred by sub-section (2) of section 4 of the Census Act, 1948 (XXXVII of 1948), the Governor of Punjab is pleased to appoint the following officers as Census Officers to take, aid in and supervise the taking of the Census within the respective areas indicated against each :—

(i) All Deputy Commissioners in Punjab, within their respective Districts.

(ii) All Sub-Divisional Officers (Civil), within their respective Sub-Divisions.

(iii) General Assistants to Deputy Commissioners, Kapurthala, Sangrur and Gurdaspur, within their respective Districts.

(iv) Civil Defence Officer, Amritsar, within his area.

(v) Executive Magistrates, 1st Class, Ludhiana and Rupar, within their respective Districts.

(vi) Officer-in-charge, Local Bodies, Hoshiarpur, within Hoshiarpur District.

(vii) Officer-in-charge, Revenue Branch, Jullundur within Jullundur District.

(viii) District Development and Panchayat Officer, Patiala within Patiala District.

(ix) Officer-in-charge, Local Bodies, Ferozepur, within Ferozepur District.

(x) Executive Magistrate (A), Officer-in-charge, Revenue Branch, Bhatinda, within his Bhatinda District.

B. L. KUKAR,

Secretary to Government, Punjab,
Local Government Department.

No. 10177-5CI-69/21100, dated Chandigarh, the 19th August, 1969.

Copies are forwarded for information, to:—

(1) the Commissioners of Divisions in Punjab,

(2) all Deputy Commissioners in Punjab,

(3) all Sub-Divisional Officers (Civil) in Punjab.

(4) the General Assistants to Deputy Commissioners, Kapurthala, Sangrur and Gurdaspur,

(5) the Civil Defence Officer, Amritsar,

(6) the Executive Magistrates. 1st Class, Ludhiana & Rupar,

(7) the Officer-in-charge, Local Bodies, Hoshiarpur.

(8) the Officer-in-charge, Revenue Branch, Jullundur,

(9) the District Development and Panchayat Officer, Patiala,

(10) the Officer-in-charge, Local Bodies, Ferozepur, and

(11) the Executive Magistrate (A), Officer-incharge, Revenue Branch, Bhatinda.

By order

Sd/- . . . .,
Section Officer, Committee I,
for Secretary to Government, Punjab,
Local Government Department.

No. 10177-5-C. 1-69/21101, dated Chandigarh, the 19th August, 1969.

A copy is forwarded to the Superintendent of Census Operations, Punjab, Ministry of Home Affairs, Government of India, Chandigarh, for information.

By order

(Sd/-.) . . .,

Section Officer, Committee I,
for Secretary to Government, Punjab,
Local Government Department.

No. 10177-5-C/1-69/21102, dated Chandigarh, the 19th August, 1969.

A copy is forwarded to the Controller of Printing and Stationery, Punjab, Chandigarh, for publication of the above notification in the Punjab Government Gazette, Part 1A, and supply of 25 spare copies thereof each to the undersigned and to the Superintendent of Census Operations, Punjab.

By order

Sd/- . . . .,

Section Officer, Committee I,
for Secretary to Government, Punjab,
Local Government Department.

APPENDIX XVII. 2(iv)

(To be published in the Punjab Govt. Gazette)

Punjab Government

Local Government Department

Census

Notification

Chandigarh, the 19th August, 1969.

No. 10177-5C. I-69/21107.—In exercise of the powers conferred by sub-section (2) of section 4 of the Census Act, 1948 (XXXVII of 1948), the Governor of Punjab is pleased to appoint all the Tehsildars and Naib-Tehsildars in the Punjab State as Census Officers, to be designated as Charge Officers, for purposes of the said Act within their respective circles in the tehsils.

B. L. KUKAR,

Secretary to Government, Punjab,
Local Government Department.

No. 10177-5C. I-69/21108, dated Chandigarh, the 19th August 1969.

Copies are forwarded for information to :

(1) the Commissioners of Divisions in Punjab,
(2) all Deputy Commissioners in Punjab,
(3) all Sub-Divisional Officers (Civil) in Punjab,
(4) the General Assistants to Deputy Commissioners, Kapurthala, Sangrur and Gurdaspur,
(5) the Civil Defence Officer, Amritsar.
(6) the Executive Magistrates, 1st Class, Ludhiana and Rupar,
(7) the Officer-in-charge, Local Bodies, Hoshiarpur,
(8) the Officer-in-charge, Revenue Branch, Jullundur,
(9) the District Development and Panchayat Officer, Patiala,
(10) the Officer-in-charge, Local Bodies, Ferozepur,
(11) the Executive Magistrate (A) Officer-in-charge, Revenue Branch, Bhatinda,
(12) all Tehsildars in Tehsil Headquarters in Punjab, and
(13) all Naib-Tehsildars in Tahsil Headquarters in Punjab.

Sd/- . . . .,

Section Officer, Committee I,
for Secretary to Government, Punjab,
Local Government Department.

No. 10177-5C. I. 69/21109, dated Chandigarh, the 19th August, 1969.

A copy is forwarded to the Superintendent of Census Operations, Punjab, Ministry of Home Affairs, Government of India, Chandigarh, for information.

By order

Sd/- . . . .,

Section Officer, Committee I,
for Secretary to Government, Punjab,
Local Government Department.

No. 10177-5C. I-69/21110, dated Chandigarh, the 19th August, 1969.

A copy is forwarded to the Controller of Printing and Stationery, Punjab, Chandigarh, for publication of the above notification in the Punjab Government Gazette, Part IA, and supply of 25 spare copies thereof each to the Superintendent of Census Operations, Punjab.

By order

Sd/- . . . .,

Section Officer, Committee I,
for Secretary to Government, Punjab,
Local Government Department.

APPENDIX XVII. 2(v)

(To be published in the Punjab Govt. Gazette)

Punjab Government

Local Government Department

Census

Notification

Dated Chandigarh, the 19th August, 1969.

No. 10177-5-C. I-69/21103.—In exercise of the powers conferred by sub-section (3) of section 4 of the Census Act, 1948 (XXXVII of 1948), the Government of Punjab is pleased to authorise the authorities appointed as Census Officers under Punjab Government notification No. 10177-5-C. I-60/21099, dated 19th August, 1969 to sign declarations, under the aforesaid sub-section for any local area within their respective jurisdictions.

B. L. KUKAR,

Secretary to Government, Punjab,
Local Government Department.

No. 10177-5C. I-69/21104, dated Chandigarh, the 19th August, 1969.

Copies are forwarded for information to:—

(1) Commissioners of Divisions in Punjab,
(2) all Deputy Commissioners in Punjab.
(3) all Sub-Divisional Officers (Civil) in Punjab,
(4) the General Assistants to Deputy Commissioners, Kapurthala, Sangrur and Gurdaspur,
(5) the Civil Defence Officer, Amritsar.
(6) the Executive Magistrates, Ist Class, Ludhiana and Rupar,
(7) the Officer-incharge, Local Bodies, Hoshiarpur,
(8) the Officer-incharge, Revenue Branch, Jullundur,
(9) the District Development and Panchayat Officer, Patiala,
(10) the Officer-incharge, Local Bodies, Ferozepur, and
(11) the Executive Magistrate (A), Officer-in-charge, Revenue Branch, Bhatinda.

By order

(Sd/-.) . . .,
Section Officer, Committee I,
for Secretary to Government, Punjab,
Local Government Department.

No. 10177-5C| 1-69/21105, dated Chandigarh, the 19th August, 1969.

A copy is forwarded to the Superintendent of Census Operations, Punjab, Ministry of Home Affairs, Government of India, Chandigarh for information.

By order

(Sd/-.) . . .,
Section Officer, Committee I,
for Secretary to Government, Punjab,
Local Government Department.

No. 10177-5C. 1-69/21106, dated Chandigarh, 19th August, 1969.

A copy is forwarded to the Controller of Printing and Stationery, Punjab, Chandigarh, for publication of the above notification in the Punjab Government Gazette, Part IA, and supply of 25 spare copies thereof each to the undersigned and to the Superintendent of Census Operations, Punjab.

By order

(Sd/-.) . . .,
Section Officer, Committee I,
for Secretary to Government, Punjab,
Local Government Department.

APPENDIX XVII-2(vi)

(To be published in the Punjab Government Gazette).

Punjab Government

LOCAL GOVERNMENT DEPARTMENT

Census

NOTIFICATION

Chandigarh, the 19th August, 1969

No. 10177-5C. I-69/21111.—In exercise of the powers conferred by sub-section (4) of section 4 of the Census Act, 1948 (XXXVII of 1948) the Governor of Punjab is pleased to direct that the power of appointing Census Officers, conferred by sub-seotion (2) of the said section shall also be exerciseable by the Superintendent of Census Operations, Punjab.

B. L. KUKAR,

Secretary to Government, Punjab,
Local Government Department.

No. 10177-5C. I. 69/21112, dated Chandigarh the 19th August, 1969.

Copies are forwarded for information to :

(i) the Commissioners of Divisions in Punjab,

(ii) all Deputy Commissioners in Punjab,

(iii) all Sub-Divisional Officers (Civil) in Punjab,

(iv) the General Assistants to Deputy Commissioners, Kapurthala, Sangrur and Gurdaspur,

(v) the Civil Defence Officer, Amritsar,

(vi) the Executive Magistrates 1st Class, Ludhiana and Rupar,

(vii) the Officer-in-charge, Local Bodies, Hoshiarpur.

(viii) the Officer-in-charge, Revenue Branch, Jullundur,

(ix) the District Development and Panchayat Officer, Patiala, and

(x) the Executive Magistrates (A) Officer-incharge Revenue Branch, Bhatinda.

By order
(Sd.) . . . .,
Section Officer, Committee I,
for Secretary to Government, Punjab,
Local Government Department.

No. 10177-5CI-69/21114, dated Chandigarh, the 19th August, 1969.

A copy is forwarded to the Superintendent of Census Operations, Punjab, Ministry of Home Affairs, Government of India, Chandigarh, for information.

By order
(Sd.) . . . .,
Section Officer, Committee I,
for Secretary to Government, Punjab,
Local Government Department.

No. 10177-5CI-60/21114, dated Chandigarh, the 19th August, 1969.

A copy is forwarded to the Controller of Printing and Stationery, Punjab, Chandigarh, for publication of above notification in the Punjab Government Gazette, Part I-A, and supply of 25 spare copies thereof each to the undersigned and to the Superintendent of Census Operations, Punjab.

By order

(Sd.) . . . .,
Section Officer, Committee I,
Secretary to Government, Punjab,
Local Government Department.

APPENDIX XVII. 2(vii)

(To be published in the Punjab Government Gazette, Part I-A)

Punjab Government

LOCAL GOVERNMENT DEPARTMENT

Census

NOTIFICATION

Chandigarh, the 15th October, 1969.

No. 11679-CI(ASO2)-69/78.—In exercise of the powers conferred by sub-section (2) of section 4 of the Census Act, 1948 (XXXVII of 1948), the Governor of Punjab is pleased to appoint all Administrators/ Executive Officers/Secretaries of the Municipal Committees/ Notified Area Committees in the Punjab State as Census Officers to be designated as Charge Officers for purposes of the said Act within the limits of their respective jurisdiction in towns.

BANWARI LAL KUKAR,
Secretary to Government, Punjab,
Local Government Department.

No. 11679-CI (ASO2)-69/79, dated Chandigarh, the 15th October, 1969.

Copies are forwarded, for information, to :—

(1) Presidents of all Municipal Committees/Notified Areas Committees in Punjab;

(2) Administrators, Executive Officers, Secretaries of all Municipal Committees/ Notified Area Committees in the State;

(3) Deputy Directors, Local Government, Patiala, Ludhiana and Jullundur;

(4) All Deputy Commissioners in the Punjab; and

(5) all Sub-Divisional Officers (Civil) in Punjab.

(Sd.). . . . . .,
Section Officer, Committees (I),
for Secretary to Government, Punjab,
Local Government Department.

No. 11679-CI (ASO2) 69/80, dated Chandigarh, the 15th October, 1969.

A copy is forwarded to the Superintendent, Census Operations, Punjab, Ministry of Home Affairs, Chandigarh, for information, with reference to his letter No. Census-Pb., 69/4050, dated the 6th September, 1969.

(Sd.). . . . . .,
Section Officer, Committees (I),
for Secretary to Government, Punjab,
Local Government Department.

No. 11679-CI(ASO2)-69/81, dated Chandigarh, 15th October, 1969.

A copy is forwarded to the Controller, Printing and Stationery, Chandigarh, for publication of the above notification in the Punjab Government Gazette, Part IA, and supplying 25 spare copies thereof to the undersigned and the Superintendent of Census Operations, Punjab.

(Sd.). . . . . .,
Section Officer, Committees (I),
for Secretary to Government, Punjab,
Local Government Department.

APPENDIX XVII. 2(viii)

(To be published in the Punjab Government Gazette, Part I-A.)

Punjab Government

LOCAL GOVERNMENT DEPARTMENT

Census

NOTIFICATION

dated Chandigarh, the 15th October, 1969.

No. 11679-CI (ASO2)-69/82.—In exercise of the powers conferred by sub-section (3) of section 4 of the Census Act, 1948 (XXXVII of 1948), the Governor of Punjab is pleased to authorise the authorities appointed as Census Officers under Punjab Government notification No. 10177-CI-69/21107, dated the 19th August, 1969 and No. 11679-CI (ASO2)-69/78, dated 15th October, 1969, to sign declarations under the aforesaid sub-section, for any local area within their respective jurisdiction.

BANWARI LAL KUKAR,

Secretary to Government Punjab,
Local Government Department.

No. 11679-CI (ASO2)-69/83, dated 15th October, 1969.

Copies are forwarded for information, to :—

(i) Presidents of all Municipal Committees/Notified Area Committees in Punjab;

(ii) Administrators, Executive Officers, Secretaries of all Municipal Committees/ Notified Area Committees in the State,

(iii) Deputy Directors, Local Government, Patiala, Ludhiana and Jullundur;

(iv) All Deputy Commissioners in the Punjab; and

(v) All Sub-Divisional Officers (Civil) in Punjab.

By order,
(Sd.). . . . . .,
Section Officer, Committees (I),
for Secretary to Government, Punjab,
Local Government Department.

No. 11679-CI (ASO2)-69/84, dated 15th October, 1969.

A copy is forwarded to the Superintendent, Census Operations, Punjab, Ministry of Home Affairs, Chandigarh, for information with reference to his letter No. Census-Pb.-69/4050, dated the 6th September, 1969.

By order
(Sd.). . . . . .,
Section Officer, Committees (I),
for Secretary to Government, Punjab,
Local Government Department.

No. 11679-CI (ASO2)-69/85, dated 15th October, 1969.

A copy is forwarded to the Controller, Printing and Stationery, Chandigarh, for publication of the above notification in the Punjab Government Gazette, Part I-A, and supplying 25 spare copies thereof to the undersigned and the Superintendent of Census Operations, Punjab.

By order,
(Sd.). . . . . .,
Section Officer, Committees (I),
for Secretary to Government, Punjab,
Local Government Department.

APPENDIX XVII. 2(ix)

Punjab Government

LOCAL GOVERNMENT DEPARTMENT

(Census)

NOTIFICATION

The 25th November, 1969.

No. 14646-CI(ASO2)-69/530.—In pursuance of the provisions of sub-section (1) of section 8 of the Census Act 1948 (XXXVII of 1948), the Governor of Punjab is pleased to hereby authorise all Census Officers in the State to ask all persons within the Limits of the Local area for which they have already been respectively appointed or will be appointed hereafter any questions necessary for collecting information in connection with Census operations of 1971, on the points mentioned in Schedule I to III of this Notification.

SCHEDULE I

HOUSE LIST

1. Line No.

2. Building No. (Municipal or Local Authority or Census No.)

3. Census House No.

4. Material of Wall.

5. Material of Roof.

Predominant construction material of Census House

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, hospitals, hotel. etc. or vacant.

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.

8. Household No.

9. Name of the Head of Household.

10. If S. C. or S. T., write name of Caste/Tribe.

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

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

13. Males.

14. Females.

15. Total.

No. of persons normally residing in Census Household on day of visit of the enumerator

If used wholly or partly as a residence

16. Does the household cultivate land? (Yes or no).

17. Remarks.

SCHEDULE II

ESTABLISHMENT SCHEDULE

1. Serial No.
2. Census House No.
3. Name of the Establishment or of the proprietor.
4. Is the establishment—
   (a) Government/Quasi Government.
   (b) Private.
   (c) Co-operative Institute.
5. Average number of persons working daily last week or in the last

working season, including proprietors and/or family workers.

If any manufacturing, processing or servicing is done

6. Is it—
   (a) Household Industry.
   (b) Registered Factory.
   (c) Unregistered Workshop.

7. Description of the products, processing or servicing done.

8. Type of fuel or power used.

If used as a trading establishment

9. Description of goods bought/sold.

10. Whether—
   (a) Wholesale or
   (b) Retail.

11. If used as any other establishment, describe, e.g., Government Office School, Hospital, Railway Station, Barber's saloon, Cinema theatre, Hotel, Tea shop, etc.

SCHEDULE III

INDIVIDUAL SLIP

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.

Birth place

7. (a) Place of birth.
   (b) Rural/Urban.
   (c) District.
   (d) State/Country.

Last Residence

8. (a) Place of last residence.
   (b) Rural/Urban.
   (c) District.
   (d) State/Country.

9. Duration of Residence at the Village or Town of Enumeration.

10. Religion :

11. S.C. or S.T.

12. Literacy (L or O).

13. Educational Level.

14. Mother Tongue.

15. Other languages.

16. MAIN ACTIVITY : Main activity

(a) Broad category — (i) Worker (C, AL, HHI, OW) / (ii) Non-worker (H, ST, R, D,BI,O)
   (b) Place of work : (Name of Village/Town).
   (c) Name of Establishment.
   (d) Nature of industry, trade, profession or service.
   (e) Description of Work.
   (f) Class of worker.

17. SECONDARY WORK. 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.

BANWARI LAL KUKAR,
Secretary to Government, Punjab,
Local Government Department.

No. 14646-CI(ASO2)-69/531, dated Chandigarh, the 25th November, 1969.

A copy is forwarded for information to :—

(i) The Commissioners of Jullundur and Patiala Divisions.
(ii) All Deputy Commissioners in Punjab.
(iii) All District Census Officers in Punjab.
(iv) All Tehsildars and Naib-Tehsildars in Punjab.

By Order,

(Sd.). . . . . .,
Assistant Secretary,
for Secretary to Government, Punjab,
Local Government Department.

No. 14646-CI(ASO2)-69/532, dated Chandigarh, the 25th November, 1969.

A copy is forwarded to the Controller, Printing and Stationery, Chandigarh, for publication in the next issue of the Punjab Government Gazette.

2. It is requested that 300 printed copies of the notification complete with endorsements, may be supplied to the Director of Census Operations, Punjab, No. 72, Sector 5-B, Chandigarh.

By order,
(Sd.). . . . . .
Assistant Secretary,
for Secretary to Government, Punjab,
Local Government Department.

No. 14646-CI (ASO2)-69/533, dated Chandigarh, the 25th November, 1969.

A copy is forwarded to the Director of Census Operations, Punjab, No. 72, Sector 5-B, Chandigarh, for information, with reference to his letter No. Census, Punjab-69/5044, dated the 22nd October, 1969.

By order,

(Sd.). . . . . .,

Assistant Secretary,
Secretary to Government, Punjab,
Local Government Department.

APPENDIX XVII. 2(x)

(To be published in *Punjab Government Gazette*, Extraordinary).

PUNJAB GOVERNMENT

LOCAL GOVERNMENT DEPARTMENT

COMMITTEES

NOTIFICATION

The 20th February, 1969

No. 85-CI(ASO2)-69/4918.—In exercise of the powers conferred by sub-section (1) of section 3 of the East Punjab Enumeration of Dwelling Act, 1948, the Governor of Punjab is pleased to appoint the Superintendent of Census Operations, Punjab, Chandigarh as *ex officio* Enumeration Commissioner, Punjab, to supervise the making of enumeration of dwelling houses throughout the Punjab State.

PARAMJIT SINGH,

Secretary to Government, Punjab,
Local Government Department.

No. 85-CI(ASO2)-69/4919, dated the 20th February, 1969.

A copy is forwarded to the Controller, Printing and Stationery, Chandigarh, for publication in the *Punjab Government Gazette*, Extraordinary, and supplying 25 spare copies thereof each to the undersigned and the Superintendent of Census Operations, Punjab.

(Sd.) . . .,

Section Officer, Committee I,
for Secretary to Government, Punjab,
Local Government Department.

No. 85-CI(ASO2)-69/4920, dated the 20th February, 1969.

A copy is forwarded, for information and necessary action, to :—

(1) The Financial Commissioner, Revenue, Punjab, Chandigarh.

(2) Commissioners of Divisions in Punjab.

(3) All Deputy Commissioners and Sub-Divisional Officers (civil) in the State of Punjab.

(Sd.) . . ,

Section Officer, Committee I,
for Secretary to Government, Punjab,
Local Government Department.

No. 85-CI(ASO2)-69/4921, dated the 20th February, 1969.

A copy is forwarded to the Superintendent of Census Operations, Punjab, Ministry of Home Affairs, Government of India, Kothi No. 53, Sector 2-B, Chandigarh, for information, with reference to the correspondence resting with Punjab Government memorandum No. 85-CI(ASO2)-69/1714, dated the 18th January, 1969.

(Sd.) . .,

Section Officer, Committee I,
for Secretary to Government, Punjab,
Local Government Department.

APPENDIX XVIII. 1(i)

No. 23/1/67-Map

Government of India

Ministry of Home Affairs

Office of the Registrar General, India

New Delhi-11, the 4th April, 1967.

To

The Chief Secretary to the Govt. of Punjab.

Subject : Scheme on Permanent House Numbering.

Sir,

I have the honour to enclose herewith copy of Manual of Instructions to implement a Scheme on Permanent House Numbering on a country-wide basis. The advantages of good house numbering need hardly be stressed. The present scheme of systematic and permanent house numbering is being suggested not merely to serve the purpose of the next population Census but to meet the needs of various branches of governmental and local administrations and public utility services as also of the public themselves. At the 1961, Census, although an attempt was made to have a permanent system of house numbering which was intended to be utilised for all purposes, such as electoral rolls, municipal assessment, postal address, housing surveys, public health surveys etc., yet in some areas the maintenance of the house numbers was badly neglected. There has been some fundamental alterations in the old building structures and new constructions have come up in several areas but all these may not have been assigned proper house numbers to fit into the general house numbering scheme. In a few localities even the original house numbering was done in a defective manner on account of inadequate preparation. I hope the introduction of permanent house numbering scheme even now instead of rushing through on the eve of Census taking offers considerable advantage of less rush and less inconvenience to the State Governments and local bodies.

I shall feel extremely grateful if the State Government kindly constitutes a committee as suggested at the beginning of Chapter II of the Manual and issues necessary instructions to all local bodies and all others concerned to bring the existing house numbering system up-to-date in the light of the instructions contained in the Manual.

Yours faithfully,

(Sd.)

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

APPENDIX XVIII. 1(ii)

(COPY)

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, 1968/26 Chaitra, 1890

Sub:—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 of India, in February-March, 1971. To ensure complete coverage at the Census, the entire country will be divided into small enumerator's blocks within the frame work of the administrative units in the States and Union Territories. The process of determining the blocks will start much in advance of the actual Census and they will be got marked on the Census maps to obviate overlapping or omission of areas. For the efficient conduct of the Census operations, it is necessary to ensure that the boundaries of the administrative units are not disturbed after the blocks have been determined and until the Census enumeration and tabulation of data are completed. It is expected that the demarcation of blocks would be taken in hand from the 1st July, 1969.

2. If the area of the administrative units on the basis of which the Census data are collected are altered thereafter the usefulness of the data would be considerably reduced. It is therefore, desirable to ensure that as far as possible the boundaries of administrative units remain undisturbed throughout the major part of the next decade. Hence wherever any changes in the jurisdiction of the present administrative units are found necessary, it would be desirable to effect the changes well before the enumerators' blocks are demarcated.

3. In the circumstances, Government of India would appreciate if all proposals for reconstituting or making adjustments in the jurisdiction of Municipalities, Revenue villages/Tehsils/Police Stations/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 corrspondence in regard to this matter, if any, may kindly be addressed to the Additional Registrar General, India, 2/A, Man Singh Road, New Delhi-11.

Yours faithfully,

K. R. PRABHU,

Joint Secretary to 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 Government of India.

APPENDIX XVIII. 1(iii)

(COPY)

D.O. No. 23/3/68-Map.
Telegrams : REGGELIND

A. CHANDRA SEKHAR,
Additional Registrar General

MINISTRY OF HOME AFFAIRS
THE REGISTRAR GENERAL, INDIA,
NEW DELHI.

April 26, 1968.

Kindly refer to my D.O. letter No. 23/1/67-Map, dated the 4th April, 1967, on the subject of the introduction of a good house numbering scheme. While I am happy to be able to tell you that some State Governments have fully appreciated the value of this scheme and have forged ahead, the scheme has apparently not made much progress in your State. I enclose copies of the proceedings of the State Level Committees of Permanent House-numbering of Gujarat, Madhya Pradesh and Maharashtra which may be of interest to your State Government.

The need for a sound system of house-numbering is being increasingly felt, for providing a good postal address, for the preparation of electoral rolls and for all types of surveys, etc. A good house-numbering scheme and an up-to-date houselist will provide a good frame work for the purpose of sampling which will be resorted to in increasing measure at the next census. May I request you to kindly set up a State Committee as has been done in a few other States for this purpose ? Please also see the Manual of Instructions on House-numbering (copy enclosed) which envisages the constitution of such a committee. I shall be grateful for your personal interest and guidance in this matter so as to help the scheme to get started in your State. I believe that no expenditure in the initial stage is involved as the scheme envisages the preparation of village and town layout plans by the normal administrative agency and the preparation of a simple houselist. With this as basis the permanent marking of the house numbers can be taken up in due course as and when the finances permit.

I shall be grateful if you could be so good as to direct the concerned to initiate action quickly. The introduction and maintenance of house-numbering being a laborious process would require lot of planning and organisation much in advance. I shall be grateful to be informed of the action taken.

With kind regards.

(Sd.) . . .,
(A. Chandra Sekhar)

Enclosures : Two

Shri H. B. Lal, Chief Secretary, Punjab.

No: 23/3/68-Map.

New Delhi-11, the 1st May. 1968.

Copy forwarded to the Superintendent, Census Operations, Punjab, Chandigarh, for information.

(Sd.) . . .,
(A. Chandra Sekhar)

APPENDIX XVIII. 1(iv)

Immediate.

No. 4/3/69-Ad. I

Government of India

Ministry of Home Affairs

Office of the Registrar General, India

2/A, Mansingh Road,

New Delhi-11, the 23rd July, 1969.

To

The Chief Secretary to the Government of Punjab, Chandigarh.

Subject.—Clerical assistance to District, Sub-divisional, Tehsil/Taluk establishments and local bodies in connection with the 1971 Census work.

Sir,

I have the honour to say that the preliminary work to organise the national census of the population during February-March, 1971, has commenced in full swing in all the States and Union Territories. As a prelude to the Census count, house-listing operations which is a sort of a housing census and census of establishments will be done about a year in advance of the actual population count in 1971. Traditionally, this country has had the privilege of conducting these operations with the voluntary and close co-operation of the State authorities since the latter are deeply interested in taking the Census in their respective territories. The State Government will be declaring the Deputy Commissioners/Collectors, Sub-divisional Officers and Tehsildars etc. as the Census Officers in their respective jurisdictions. These officers will be responsible for the conduct of the Census Operations in their respective areas under the guidance of the Superintendents of Census Operations of the State/Union Territory concerned. The Census Officers will be required to attend to the delimitation of Census Charges, selection and training of Census enumeration agency, introduction of the system of Permanent House numbering, Census Publicity, Receipt and Despatch of Census Enumeration Schedules, instructions and other literature on census, and the actual census count in consultation with the Superintendents of Census Operations.

2. As the State officials and their offices especially those who will be associated with the Census Operations in their areas are heavily worked, it has been considered necessary to provide some clerical assistance to District/Sub-divisional/Tehsil establishments and urban local bodies, such as Corporations, Municipal Bodies etc. so as to help in carrying out the Census Operations in the correct way and according to schedule. I may add in this connection that this pattern of providing clerical assistance in these establishments was followed in the 1961 Census Operations, and it has been felt necessary to continue this practice at the 1971 Census also.

3. The scale of clerical assistance as provided in the District etc. establishments for 1961 Census Operations in all the States is given below :—

District Census Offices in all States	1 Upper Division Clerk 1 Lower Division Clerk 1 Peon
Sub-Divisional Offices in Bihar and Assam	1 Upper Division Clerk.

Sub-divisional Offices in Orissa and West Bengal	..	1 Lower Division Clerk.
Tehsil/Taluk/Thana Offices in other States	..	1 Lower Division Clerk.
Local Bodies.—		
(i) Cities between 1-2 lakhs of population	..	1 Upper Division Clerk.
(ii) Cities over 2 lakhs of population	..	1 Upper Division Clerk 1 Lower Division Clerk for every additional 1 lakh of population.

The same scale of assistance will be available for the 1971 Census also except in the cases of cities of greater Bombay, Calcutta and Madras till the end of May, 1971. The excepted metropolitan cities will be having a separate unit under the respective Superintendent of Census Operations to look to the details of the Census Operations in each city.

5. The staff to be appointed against these posts will have to be treated as part of the district/sub-divisional etc. establishments of the State Government/Union Territory Administration and their pay and allowances will be the same as those of other members of corresponding grade of the respective establishments. That is to say, the required number of posts will be created as additional posts in the district and other establishments on local scales of pay for the corresponding posts and appointments will be made to these posts by the competent authority of the State Government/Union Territory administration but charged separately to the Government of India as indicated below.

6. The expenditure to be incurred on pay and allowances of this extra staff will however be met in full by the Government of India. The financial arrangement for this purpose will be as follows :—

The provision for this expenditure will be made in the Census Budget in each State Circle of Account under the Sub-head "B—Enumeration" under "39—Miscellaneous Social Service Organisations". The Superintendents of Census Operations on their part will allocate provision under this sub-head to each District Officer depending upon the quantum of clerical assistance in that district according to the scale of assistance mentioned in para 3 above. The pay and allowances for this staff will be drawn by the district officer concerned debiting the expenditure directly to the Government of India Census Grant under the Central Head "39—Miscellaneous Social Service Organisation" "B—Enumeration". The district officer will be required to send monthly expenditure figures to the Superintendent of Census Operations concerned for effective financial control and these will be reconciled by the Superintendents of Census Operations with those booked in the office of the State Accountant-General. This procedure has been agreed to by the Accountant-General, Central Revenues, New Delhi.

7. I am, therfore, to request that order of the State Government/Administration may kindly be issued for—

(i) creation of necessary posts according to the scale indicated in paragraph 3 above;

(ii) dircting the District/Sub-divisional/ Tehsil Officers to post the best available staff for Census work as soon as the posts are created in their establishment; and

(iii) maintenance of separate accounts in respect of the pay and allowances etc. of the staff appointed against the posts to be created for Census work and for furnishing a monthly consolidated statement of such expenditure for the district and for the State as a whole to the State Census Superintendent for effective financial control on the provision made and for reconciliation of the figures with the Accountant-General concerned.

8. As the 1971 Census work has gained considerable momentum, it will be very much appreciated if the orders of the Government/Administration as requested in the preceding paragraph are issued immediately so as to maintain the pace of progress so far achieved and to make the 1971 Census Operations a success.

9. A copy of the orders issued by the Government may kindly be endorsed to the Superintendents of Census Operations of your State/Union Territory.

Yours faithfully,

(A. Chandra Sekhar),

Registrar General, India.

No. 4/3/69-Ad. I, New Delhi-11, the 23rd July, 1969.

Copy forwarded to Shri P. L. Sondhi, Superintendent of Census Operations, Punjab, for favour of information together with a copy of this Office letter No. 4/3/69-Ad. I, dated the 13th May, 1969, to the Accountant-General, Central Revenues and that Office letter No. DA I|7-2|69-70|502. dated the 19th June, 1969.

(Sd.) D. N. KRISHNAMURTHY,

Administrative Officer.

APPENDIX XVIII. 1(v)

D.O. 9/55-Pb./69 CTU (CEN)

2A Mansingh Road

February 2, 1970.

A CHANDRA SEKHAR

Shri P. L. Sondhi, Director of Census Operations, Punjab writes to me to say that the Sub-Divisional Officers and Tahsildars in the Punjab have not been taking adequate interest in Census work. These officers, who are responsible for training the census enumerators, are found to be themselves not well-posted with instructions. If the Indian Censuses, which have been the envy of many a country in the world, have succeeded, it has been mainly on account of every official of the district administrative machinery taking up this task as a matter of personal prestige, recognising the great national interest that the census serves. I may recall my own personal experience with the very first census that I faced as an administrator in 1951 when as a Sub-Collector and Joint Magistrate of a Sub-Division down South I had to address a series of training classes not less than twenty or thirty myself personally so as to cover every enumerator in the sub-division, besides my watching and guiding the training classes run by each of the Tahsildars in my Sub-division. Any lack of enthusiasm or efforts on the part of the district Census Officer, the Sub-divisional Officer, the Tahsildar or a Municipal Executive Officer will immediately tell on the quality of our census. Census operations are such that we can ill afford to repeat them more often than once in ten years and the census has to be synchronous. This would require all the concentration and effort on the part of every official who entrusted with census duties. Census work will have to be taken with all the seriousness that it demands. I shall be grateful if you can kindly get issued very firm orders by the State Government to the effect that any negligence of census duties on the part of any official that may be brought to your notice by the State Director of Census will be severely dealt with. May I request you to kindly let me have a word in reply confirming the action taken ?

Shri A. N. Kashyap,
Chief Secretary,
Government Punjab,
Chandigarh.

(A. Chandra Sekhar)

APPENDIX XVIII. 1(vi)

No. 21/5/70 Pub. I.

GOVERNMENT OF INDIA

MINISTRY OF HOME AFFAIRS

New Delhi, the 25th May, 1970.

To

The Chief Secretaries of all States and Union Territories.

Subject:—Elections—Municipal or Panchayat.

Sir,

I am directed to say that the preparations for the ensuing Census of India to be taken early in 1971 are in full swing and the administrative machineries of the State Governments and Local Bodies are being geared up to take on this essential national task. Enumerators and supervisors, numbering over a million, will be appointed soon and intensively trained from September/October this year, till February, 1971. They will be doing enumeration work from 10th February, 1971 till 3rd March, 1971. The enumerators and supervisors are to be drawn primarily from among the village officials, school teachers and staff of the Local Bodies, State Governments and Central Government. The officials in charge of district administration are already engaged in the numbering of houses, listing them, drawing up of notional maps and demarcating the enumeration area.

2. You will appreciate that for the proper conduct of census, the enumeration agency will have to devote their undivided attention to these tasks in addition to their normal duties. To that extent their involvement in any other major administrative activity like the elections of the municipal committees and other local bodies is likely to put the census operations out of gear. Census is a time bound operation and every single item of the preparatory stage has to be attended to according to a strict time schedule so that this huge and complicated operation may succeed. It is an accepted principle throughout the world that the agency in charge of the census should not be burdened with any other large statistical or administrative exercise which would interfere with their responsibilities for the census. It has been stated to us that some of the State Governments are likely to have Municipal and Panchayat elections in the near future in which the very personnel who are working in the census will be the agency for carrying out the preliminaries and the actual elections in their respective jurisdictions.

3. In the circumstances I am to request that the State Government may keep in view the need for the district officials to devote the maximum attention to the census operations and as far as practicable, defer the elections to municipal and other local bodies to a date beyond March, 1971, if, in their view, such elections are likely to interfere with the census work. The State Government will no doubt consult the State Director of Census Operations, in this regard.

Yours faithfully,

Sd/-

(A. Chandra Sekhar),
Joint Secretary to the Government of India.

No. 21/5/70 Pub. I, dated the 25th May, 1970.

Copy to all DCOs.

Sd/-

(G. P. Sharma),
Research Officer.

APPENDIX XVIII. 1(vii)

Copy of letter No. Dy. 882/PSI. M/70, dated the 18th September, 1970 from Shri K. S. Ramaswamy, Deputy Home Minister, Government of India, Ministry of Home Affairs, New Delhi, addressed to Shri P. S. Balal, Chief Minister, Punjab, Chandigarh.

I have no doubt that you know that the Census enumeration in the country will come off in February/March, 1971. The Census in our country is an extremely complicated and onerous task for which very careful preparation has to be made even a couple of years in advance of the actual enumeration period. This requires the fixity of jurisdictions. The State Governments abstain from making any changes in the administrative boundaries of all territorial units for at least a period of one year before the census count to enable the demarcation of the census jurisdictions, mapping out of areas and fixing the responsibilities of census officers.

A couple of months ago I happened to participate in the conference of State Census Directors at which the officers emphatically pointed out the unsuperable difficulties that were created on account of some changes in the administrative boundaries of districts, tahsils and towns that were effected now and then by the State Governments. The Ministry of Home Affairs had already advised the State Governments as far back as in April, 1968 that any changes in jurisdictions that were contemplated should be given effect to before 1970 and that from 1st January, 1970 till the completion of census enumeration work in 1971, no changes should be made. It is understood that the Punjab Government has made certain changes in the course of 1970 and some Press reports indicate that further changes are contemplated. I hope that you will kindly appreciate that in order to facilitate successful census taking in the State without omission or overlapping, it is most important that the administrative boundaries should not be reorganised till the census enumeration is completed. If the State Government has any proposals in hand, I would urge on you to kindly have them considered only after March, 1971. I should be grateful for an assurance from you in this regard.

APPENDIX XVIII. 1(viii)

Copy of letter No. 38/1/70-Ad. II, dated 24th September, 1970 from the Registrar General India, New Delhi to the Chief Secretaries of all State Governments.

Subject:—1971 Census—Postponement of examinations.

As you are already aware the next decennial Census of Population of India is scheduled to take place in 1971 with 1st March, 1971 as reference date. The actual Census enumeration will commence on the 10th February, 1971 and end on 1st March, 1971. There will further be revisional round up to the 5th March, 1971.

2. The vast army of Census enumeration agency is drawn mostly from school teachers as part-time workers. It was the experience of the last Census in 1961 that often times the annual examinations in several teaching institutions were conducted at the Census enumeration time or immediately thereafter and this did create considerable difficulty to the teaching staff put on Census duties. The date of the Census itself, which comes once in ten years cannot be changed as it has to be synchronous throughout the country and 1st March is the reference date fixed for this great National Undertaking. We shall have to therefore adjust other programmes to ensure the success of the National Census in which the Central, State and Local Governments as indeed every citizen has a stake apart from the worldwide interest it commands.

3. It should be our duty to create circumstances which are favourable to accurate and smooth Census taking. I am, therefore, to request you to please ensure that the annual examinations of schools and colleges for 1971 commence only after about 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.

An early decision in the matter will be highly appreciated.

APPENDIX XVIII.2(i)

No. 9/74/69-CTU,

GOVERNMENT OF INDIA,

MINISTRY OF HOME AFFAIRS

Office of the Registrar General, India.

2/A, Mansingh Road,
New Delhi-11, the 21st January, 1970.

To

All Directors of Census Operations and Ex officio
Superintendents of Census Operations.

Subject:—Census Despatches—Priority in Transmission.

Sir,

As in the past, the Postal authorities have been kind enough to issue instructions to the various Posts and Telegraph Offices/R.M.S. for the expeditious clearance of letters, packages and telegrams posted or booked by the Census Offices. A copy of the instructions issued by the P & T authorities to all their Circles/Regional Offices, etc., is enclosed for your information.

In orrer to facilitate expeditious clearance by the postal authorities, you are requested to superscribe the letters, packages, telegrams to be sent by mail with the words "Census Urgent"/"Census".

Yours faithfully,

K. D. BALLAL,
Deputy Registrar General, India,
(Census).

Enclosed as above.

No. 9/4/69-CTU New Delhi-11 the

Copy to Assistant Registrar General, Language Division, Calcutta, for guidance.

K. D. BALLAL,
Deputy Registrar General, India,
(Census).

APPENDIX XVIII. 2(ii)

DIRECTOR-GENERAL'S GENERAL CIRCULAR No.————
Dated————

Census Despatches—Priority in Transmission :

In order to expedite transmission of letters, packages and telegrams posted or booked by the census authorities, it has been decided that such articles and telegrams, if superscribed with the words "Census Urgent"/"Census" respectively should be handled expeditiously and should not be detained at any stage unnecessarily by all Post Offices, R.M.S. Offices and Telegraph Offices. Such articles would, however, not be entitled to any special treatment such as express delivery, etc., on Sundays unless they are paid for and unless the service is available on Sundays in the offices of delivery. Ordinary telegram hearing the indicatory work "CENSUS" will have priority over ordinary telegrams and similarly the express telegrams bearing the indicator would "CENSUS" will have priority over all other express telegrams at all stages.

2. It is emphasized that these instructions should be complied with strictly.

(58/22/69-CI). (Director, Postal Technical).

APPENDIX XVIII. 2(ii)

Copy of the letter No. 18/10/70-PHA, dated 27th January, 1970 from Shri Harkishan Singh, Assistant Director-General, (PHA) to all heads of Circles/Districts.

Subject :—Provision of temporary telephones for the Regional Census Offices.

I am directed to enclose a copy of letter No. 3/45/69-RG(Ad. II), dated 16th January, 1970 from Shri A. Chandra Sekhar, Registrar General of India addressed to the Secretary (C) on the above subject and to state that temporary telephone connections for the Census Offices may be provided expeditiously as and when a demand is received. Temporary connections may be provided if the telephones are required for temporary periods for the purpose of Census

Copy of letter No. 3/45/69-RG (Ad. II), dated 16th January, 1970 from Shri A. Chandra Sekhar, Registrar-General of India, Ministry of Home Affairs to Shri N. C. Shrivastava, Secretary to the Government of India, Department of Communications, New Delhi.

I am sorry to bother you again and involve your kind help to resolve the difficulty in securing telephone connections for the Regional Census Offices. As you will undoubtedly be knowing every stage of the Census Operations will have to be run according to a strict time schedule and to supervise the field work closely and to execute various phases of Census Operations according to the schedule we establish Regional Offices in each State/Union Territory. After the field Operations are over and the schedules are canvassed, these offices are converted into Tabulation Offices to get through another stage of busy Operations. These are purely temporary Offices which function for a period of two years or so. The Officers in-charge of these offices have to remain in constant touch with the field agencies on the one hand and Director of Census Operations at the State Headquarters on the other. We have already sanctioned telephone to some of these offices and for the others, sanctions would issue shortly on rental basis but owing to the OYT System prevalent in most of the cities and towns, the rental telephones have been relegated to such a low priority that these offices will not get the telephones while they remain in existence. As these offices are set upon an emergency basis and are purely temporary lasting for about two years or so to get through the decennial Census Operations and their number will be about 120 throughout the country the installation of telephones on OYT basis will be prohibitively costly.

In view of the very special nature of the Census Operations and also the extra temporary existence of these Offices, I would be grateful if you could kindly issue instructions to the General Managers of Telephones to accord top priority to the installation of telephone for the Census Offices on rental basis.

I should be further grateful if I am favoured with a copy of the instructions that may be issued in this regard.

APPENDIX XVIII . 2(iii)

Copy of letter No. 69. TG.IV/35/27, dated 1st December, 1969 from Shri L. D. Panke, Director, Traffic (C), Ministry of Railways (Railway Board), New Delhi, addressed to all concerned.

Subject : 1971, Census despatch of Census forms, etc.

Copy of D.O. letter No. 9/73/69-CTU (CEN), dated 31st October, 1969 from Shri A. Chandra Sekhar, Registrar General, India, to Shri G. D. Khandewal, Chairman, Railway Board is sent herewith. The Board desire that instructions should be issued with a view to ensuring that all consignments containing census forms when booked by rail are moved expeditiously so as to avoid complaints about late receipt or non-receipt of consignments. Care will have to be taken to see that none of these consignments are miss-despatched or otherwise detained. It would be desirable if inspectorial staff are specially instructed to keep a watch for census consignments particularly at junction stations so that any avoidable delay can be immediately dealt with and eliminated.

2. It will be observed that not only Census forms are to be sent to various points but also the filled up forms will be sent by the local authorities to the Census Tabulation Officers. The consignments will move as parcels.

3. Packages are being marked "CENSUS IMMEDIATE" by the consignors and it would not be difficult to keep a special watch over these consignments and see to their expeditious transport.

4. I shall be glad if this letter could be acknowledged.

APPENDIX XVIII.3(i)

Copy of letter No. 340-9-3SIII-69/11892, dated the 24th April, 1969 from the Chief Secretary to Government, Punjab, to All Heads of Departments in the State, The Registrar, Punjab and Haryana High Court, Commissioners of Jullundur and Patiala Divisions, Deputy Commissioners in the State, District and Sessions Judges in the State.

Subject :—Census Operations—1971.

Sir,

I am directed to say that the work with regard to the next decennial Census, eleventh in the series, due in February/March, 1971, has started. The Government of India have established an organisation for census operations in Punjab at House No. 72, Sector 5, Chandigarh under the charge of Shri P. L. Sondhi, I.A.S., as Superintendent, Census Operations.

2. Data more sophisticated and with wider coverage than before will be collected during this census with the object of surveying the progress made in various directions in the country during the previous ten years, analysing the various socio-economic problems facing the country and providing a sound and scientific base for perspective planning for development. This onerous task can, however, be performed successfully by the Census Organisation only with the assistance of all the State Government Departments and agencies in the field.

3. The State Government have authorised the Superintendent, Census Operations to correspond with you direct in matter relating to the census and I am directed to request that prompt attention should be paid to his request for help and co-operation.

A copy each is forwarded for information to the Financial Commissioners and Administrative Secretaries to Government, Punjab,

Sd/-
Superintendent, Services (III),
for Chief Secretary to Government,
Punjab.

The Financial Commissioners and Administrative Secretaries to Government, Punjab.

U.O. No. 3409-3SIII-69, dated Chandigarh, the 24th April, 1969.

A copy is forwarded to Shri P. L. Sondhi, I.A.S., Superintendent, Census Operations, Punjab, House No. 72, Sector 5, Chandigarh, for information, with reference to his note, dated the 16th April, 1969.

Sd/-

Superintendent, Services (III),
for Chief Secretary to Government,
Punjab.

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APPENDIX XVIII·3(ii)

No. 11680-CI-(ASO-2)-69/87

From

The Secretary to Government, Punjab,
Local Government Department.

To

The Presidents/Administrators/Executive Officers of all the Municipal Commitees and Notified Area Committees in the Punjab.

Dated Chandigarh, the 15th October, 1969

Subject:—Census Operations--1971.

Sir,

I am directed to address you on the subject noted above and to say, that, in connection with the 1971 human Census, Government have already started making the necessary arrangement. Shri P. L. Sondhi, Director of Census Operations, Punjab is incharge of these operations, and District Census Officers have also been appointed to work under him. Under each District Census Officer, there will be a number of charge Officers. The Charge Officers for the rural areas will be the Tehsildars and Naib-Tahsildars. In the towns the work will be executed by the Municipal Authorities and Notified Area Committees. In town where the population exceeds 20,000 persons, Administrators/Executive Officers/ Secretaries whosoever may be senior most will be designated as Charge Officers and in smaller towns they will be designated as charge Supervisors.

2. In the 1961 Census, the first operations of collecting data in respect of every structure on the ground, inhabited or un-inhabited, was taken up some time in August, October, 1960. This time it has been decided by the Government of India that the house list schedules should be canvassed on a universal basis in February, March, 1970. Besides this, Establishment Schedule is also to be simultaneously canvassed in respect of all types of establishment. It is therefore, necessary that the enumeration agency in the urban and rural areas is created at an early date.

All Heads of Departments have been requested to instruct their District level officers to provide all assistance in connection with the 1971-Census Operations. They have also been requested to make available the services of Government servants under them, whenever required for census work. While in the rural areas bulk of the staff will be taken from Patwaries and Teachers, in urban areas the services of Municipal staff will be utilised for this purpose. Government attaches great importance to the Census Work, since it will provide highly useful information in connection with development activities and Planning, and I am, therefore, to request you to bend all your energies towards making the next Census very accurate and to extend your full co-operation to enable Government to complete the various operations within the prescribed periods, as desired by the Director of Census Operations, Punjab or the District Census Officers.

3. I am also to convey that expenses in connection with the preparation of maps, house-numbering, huuse-listing and enumeration will be a legitimate charge on the funds of the Municipal Committees/Notified Area Committees in the State.

Yours faithfully,

(Sd.)

Assistant Secretary,
for Secretary to Government, Punjab,
Local Government Department.

No. 11680-CI-(ASO-2)-69/88, dated Chandigarh the 15th October, 1969.

A copy is forwarded to all the Deputy Commissioners in the Punjab, for information and necessary action.

(Sd.) . . . .,

Assistant Secretary,
for Secretary to Government, Punjab,
Local Government Department.

No. 11680-CI(ASO-2)69/89, dated Chandigarh, the 15th October, 1969.

A copy is forwarded to the Director of Census Operations, Punjab, Government of India, Ministry of Home Affairs, No. 72 Sector 5-B, Chandigarh, for information with reference to his letter No. Census Pb. 69/4053, dated 8th September, 1969.

(Sd.) . . . .,
Assistant Secretary,
for Secretary to Government, Punjab,
Local Government Department.

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APPENDIX XVIII.3(iii)

No. 1410-CI(ASO-2)-70/

From

The Secretary to Government, Punjab,
Local Government Department.

To

The Presidents/Administrators/Executive Officers of all the Municipal Committees/Notified Area Committees in the Punjab.

Dated, Chandigarh the 17th February, 1970

Subject :—Census Operations—1971.

Sir,

I am directed to invite a reference to Punjab Government letter No. 11680-CI(ASO-2)69/87, dated the 15th October, 1969 on the subject noted above and to convey that the expenditure on T.A. by Secretaries/Executive Officers of the Municipal Committees, who have been appointed as Charge Officers in connection with Census Operations, 1971 will also be a legitimate charge on the funds of the Municipal Committees/Notified Area Committees in the State.

Yours faithfully,

(Sd.) . . . .,
Assistant Secretary,
for Secretary to Government, Punjab,
Local Government Department.

No. 1410-CI(ASO-2)-70, dated Chandigarh, the 17th February, 1970.

A copy is forwarded to all the Deputy Commissioners in the Punjab, for information and necessary action in continuation of Punjab Governmnt endorsement No. 11680-CI(ASO-2)-69/88, dated 15th October, 1969.

(Sd.)

Assistant Secretary,
for Secretary to Government, Punjab,
Local Government Department.

No. 1410-CI(ASO-2)-70, dated Chandigarh, the 17th February, 1970.

A copy is forwarded to the Director of Census Operations, Punjab, Government of India, Ministry of Home Affairs, No. 72, Sector 5-B, Chandigarh, for information with reference to his letter No. Census Pb. 69/945, dated the 24th January, 1970.

(Sd.)

Assistant Secretary,
for Secretary to Government, Punjab,
Local Government Department.

APPENDIX XVIII. 3(iv)

No. 9378-SII-69/30525

From

The Chief Secretary to Government, Punjab.

To

The Commissioners, Jullundur and Patiala Divisions, and all the Deputy Commissioners in the State.

Dated Chandigarh, the 28th November, 1969.

Subject : Census Operations—1971.

Sir,

I am directed to invite a reference to the Punjab Government circular letter No. 3499-3SIII-69/11892, dated the 24th April, 1969, on the subject noted above wherein it had been requested that all the State Government Departments and agencies in the field should afford the utmost assistance to the Census Organisation in the collection of the data for the Census Operations, 1971, as such a data alone would provide the State Government with sound and scientific base for perspective planning for development.

2. It is appropriate that the work done in this regard by the district officials should find a mention in the assessment of their overall performance. I am, therefore, to request that while recordig your remarks in the annual confidential reports of the district officials for the years 1969-70 and 1970-71, you may please assess their performance in the work relating to Census by consulting the State Director of Census Operations, where necessary.

Yours faithfully,

(Sd.)

Joint Secretary, Services and Political,
for Chief Secretary to Government, Punjab.

No. 9378-SII-69/30526, dated Chandigarh, the 28th November, 1969

Copy to the Director of Census Operations, Punjab, No. 72, Sector 5-B, Chandigarh, with reference to his letter No. Census. Pb.-69, dated nil.

(Sd)

Joint Secretary, Services and Political,
for Chief Secretary to Government, Punjab.

APPENDIX XVIII. 3(v)

No. 17104-CI(ASO-2)-69/107

From

The Secretary to Government, Punjab,
Local Government Department.

To

The Presidents/Administrators of all the Municipal Committees and Notified Area Committees in the Punjab.

Dated Chandigarh, the 12th January, 1970.

Subject : Census Operations, 1971.

Sir,

I am directed to invite a reference to Punjab Government circular letter No. 11680-CI(ASO-2)-69/87, dated the 15th October, 1969, on the subject noted above, requesting that the Local Bodies in the State should afford utmost assistance to the Census Organisation in the collection of the data for the Census Operations, 1971, as such data alone would provide the State Government/Local Bodies with a sound and scientific base for perspective planning for Development and to say that it would be appropriate that the work done in this regard by the local body officials should find a mention in the assessment of their over-all performance.

2. I am, therefore, to request that, while recording your remarks in the Annual Confidential Reports of the Executive Officer/Secretaries/other officials put on census work for the years 1969-70 and 1970-71, you may please assess their performance in the work relating to census by consulting the State Director of Census Operations, where necessary.

Yours faithfully,
(Sd) .
Assistant Secretary,
for Secretary to Government, Punjab,
Local Government Department.

No. 17104-CI(ASO-2)-69/108, dated Chandigarh, the 12th January, 1970.

A copy is forwarded to the Director of Census Operations, Punjab, No. 72, Sector 5-B, Chandigarh, for information, with reference to his letter No. Census. Pb.-69/7037, dated 16th December, 1969.

(Sd)
Assistant Secretary,
for Secretary to Government, Punjab,
Local Government Department.

APPENDIX XVIII. 3(vi)

Copy of letter No. 685-SII-70/3824, dated the 20th February, 1970, from the Chief Secretary to Government, Punjab, to the Commissioners, Jullundur and Patiala Divisions, and all the Deputy Commissioners in the State and copy endorsed to all Heads of Departments and Director, Census Operations, Punjab.

Subject : Census Operations, 1971.

I am directed to invite a reference to the correspondence resting with Punjab Government circuar letter No. 9378-SII-69/30585, dated the 28th November, 1969, wherein it was reiterated that all the State Government Departments and Agencies in the field should afford the utmost assistance to the Census Organisation in the collection of data for Census Operation, 1971, and it was added that the work done in this regard by the district officials would find mention, in consultation with the State Director, Census Operations, in the assessment of their over-all performance.

2. It has, however, been reported that some of the Sub-Divisional Officers/Tehsildars have not been taking adequate interest in the Census work particulary in the programme of imparting training to Enumerator/Supervisors. They have not cared to address the classes themselves or to ensure that they are held in an orderly manner. Even the local supervisory officers of the Census Department were not associated with the meetings for training. I am to reiterate that Government attach the utmost importance to the Census Operations as they provide a sound and scientific base for perspective planning for development. Any default in the performance of this work will be adversely noted in the annual character Roll of the Officer concerned, and even more straingent disciplinary action where necessary, will be taken.

3. You are requested to acquaint all the officials entrusted with the work relating to organisation in your district with the instructions issued in this behalf and take personal interest in the successful completion of the operations.

APPENDIX XVIII. 3(vii)

MOST IMMEDIATE

No. 7855-SII(4)-70/

From

The Chief Secretary to Government, Punjab,
Chandigarh.

To

All Heads of Departments, Commissioners of Divisions, Deputy Commissioners, District and Sessions Judges, Sub-Divisional Officers (Civil) and the Registrar, Punjab High Court.

Dated Chandigarh, the 6th January, 1971.

Subject : Performance of Census duty within normal working hours—Instructions regarding.

Sir,

I am directed to refer to Punjab Government letter No. 7022-SII(4)-70, dated the 26th/30th November, 1970, wherein it was advised that no officers/officials who are directly concerned with the census work should be transferred till March, 1971, unless such transfers are absolutely unavoidable. Due to mid-term poll for elections to the Lok Sabha, the Government of India has advanced the census enumeration dates so that there may not be any clash with the arrangements for the forthcoming elections. The revised dates have now been fixed as under :—

*(i) Enumeration period 1st February, 1971 to 19th February, 1971.

(ii) Reference Date, Sunrise of 20th Februray, 1971.

(iii) Revisional Round, 20th February to 22nd February, 1971.

(iv) Listing of houseless population, on the night between 19th and 20th February, 1971.

(v) Submission of Provisional population totals to the Registrar General, India, New Delhi, 25th February, 1971.

2. Although the census count is to be done by the teachers and other classes of Enumerators/Supervisors outside their normal working hours, yet this may not be feasible in all cases and there may be a number of cases in which the Enumerators, for certain reasons beyond their control such as the remoteness of the locality and heavy normal duty hours, may have to perform their duties on account of census within their normal duty hours. It has, therefore, been decided that officials/officers, who have been put on census duty, may be permitted to utilize 2-3 hours every day in the afternoon during the enumeration period from the 1st February to 19th February with revisional round from the 20th to 22nd February, 1971, and the work done by them in the census count may be taken into consideration while assessing their work or inflicting any punishment on account of their slackness in their own duties.

3. The receipt of this letter may kindly be acknowledged.

Yours faithfully,
(Sd.) . . .,
Section Officer, Services II,
for Chief Secretary to Government, Punjab.

A copy is forwarded, for information and necessary action, to the :—

(1) Financial Commissioners, Punjab.

(2) Administrative Secretaries to Government, Punjab.

*Note.—Due to the postponement of census enumeration, these dates were however, revised by the C.S.,—*vide* his letter No. 520-SII(4)-71, dated 2nd February, 1971.

2. This is in continuation of U.O. Endost. No. 7022-SII(4)-70, dated the 26th/30th November, 1970.

(Sd.)

Section Officer Services II,

for Chief Secretary to Government, Punjab.

To

1. The Financial Commissioners, Punjab.
2. The Administrative Secretaries to Government, Punjab.

U.O. No. 7855-SII(4)-70, dated Chandigarh, the 6th January, 1971.

A copy is forwarded to the Director of Census Operations, Punjab, Ministry of Home Affairs, Government of India, Office of the Director of Census Operations, Punjab, No. 72, Sector 5-B, Chandigarh-18, for information.

2. This is with reference to his D.O. No. Census-Pb.-70/10272, dated the 8th December, 1970 and letter No. Census-Pb.-70/10762, dated the 30th December, 1970.

(Sd.) . . .,

Section Officer Services II,

for Chief Secretary to Government, Punjab.

With 50 Spare copies.

APPENDIX XVIII. 3(viii)

MOST IMMEDIATE.

No. 7022-SII(4)-70/

From

The Chief Secretary to Government, Punjab,
Chandigarh.

To

All Heads of Departments, Commissioners of Divisions, Deputy Commissioners, District and Sessions Judges, Sub-Divisional Officers (Civil). and the Registrar, Punjab High Court.

Dated Chandigarh, the 26th/30th November, 1970.

Subject : Restrictions on transfers until March, 1970, of all Officers/Officials concerned with Census work.

Sir,

I am directed to refer to the subject noted above and to say that in order to handle the work of census operations, 1971, efficiently and promptly, it has been decided that Officers/Officials who are directly concerned with census work need not be transferred till March, 1971, unless such transfers are absolutely unavoidable and are as a result of promotion or on account of any disciplinary proceedings. Officials who are required to receive training at various training classes should not be granted short leave/casual leave unless there are compelling circumstances. It is, therefore, requested that these instructions may please be brought to the notice of all the officers and the local authorities which are concerned with the Census Operations, 1971, for strict compliance.

2. The receipt of this letter may kindly be acknowledged.

Yours faithfully,
(Sd.) . . .,
Under-Secretary, Services,
for Chief Secretary to Government, Punjab.

A copy is forwarded, for information and necessary action, to the:—

(1) Financial Commissioners, Punjab.

(2) Administrative Secretaries to Government, Punjab.

(Sd) . . . ,
Under-Secretary, Services,
for Chief Secretary to Government, Punjab.

To

(1) The Financial Commissioners, Punjab.

(2) The Administrative Secretaries to Government, Punjab.

U.O. No. 7022-SII(4)-70, dated Chandigarh, the 26th/30th November, 1970.

No. 7022-SII(4)-70/dated Chandigarh, the 26th/30th November, 1970.

A copy is forwarded to the Director of Census Operations, Punjab, Ministry of Home Affairs, Government of India, Office of the Director of Census Operations, Punjab, No. 72, Sector 5-B, Chandigarh-18, for information.

This is with reference to his D.O. No. Census Pb-70/9707, dated the 12th November, 1970.

Attested :

(Sd)

Section Officer Services II,
Punjab Civil Secretariat.

(Sd.) .

Under-Secretary, Services,
for Chief Secretary to Government, Punjab.

APPENDIX XVIII. 3(ix)

From

The Secretary to Government, Punjab,
Local Government Department.

To

The Presidents/Administrators/Executive Officers of the all Municipal Committees/ Notified Area Committees in the Punjab.

Memo No. 14444-CI(A.S.O.I.)-70/dated
Chandigarh, the 26th November, 1970.

Subject : Census Operations 1971—Midterm transfers/grant of Casual and Earned leave.

Reference this Department letter No. 11680-CI(ASO-2)69/87, dated the 15th October, 1969, regarding Census Operation, 1971.

2. In this Department letter under reference you were advised to bend all your energies towards making the 1971—Census very accurate and to extend your full co-operation to enable the Government to complete the various operations within the prescribed period, as desired by the Director of Census Operations, Punjab or the District Census Officers. It has, however, been brought to the notice of this Department that these instructions have not been meticulously followed in certain cases as indicated in the enclosed copy of letter No. Census-Pb.-70/9347, dated 30th October, 1970 addressed to all Deputy Commissioners, etc., in the state by the Director, Census Operations, Punjab.

3. Preparations for the actual census count to be conducted from 10th February to 28th February, 1971 with revisional round from 1st to 3rd March, 1971 are in full swing and if transfers of the trained staff in the midst of operation are made or they are granted Casual leave/Short leave/Earned leave frequently, then it would be very difficult for the Census Organisation to complete the work within the stipulated period. Furthermore, it has also come to the notice of the state government that at the time of houselisting operation, long spells of leave were granted to the employees, who were put on the Census duty. Government desired that a situation like this should be avoided at the period phase of the census count. You are, therefore, requested to ensure that in view of the reasons explained above, Short leave/Casual leave/Earned leave, is not granted to the employees, who are put on census duty, unless there are any emergent circumstances.

4. Please acknowledge receipt of this communication.

(Sd.) . . .,
Assistant Secretary, Local Government,
for Secretary to the Government, Punjab,
Local Government Department.

No. 14444-CI(AS) (8)-70, dated Chandigarh, the November, 1970.

A copy is forwarded to Director, Census Operations, Punjab, No. 72, Sector 5-B, Chandigarh-18, for information with reference to his letter No. Census-Pb-70/9342, dated 30th October, 1970.

(Sd.)
Assistant Secretary, Local Government,
for Secretary to the Government, Punjab,
Local Government Department.

APPENDIX XVIII. 4(i)

From

Shri Paramjit Singh, I.A.S.,
Secretary to Government, Punjab,
Local Government Department.

To

All the Deputy Commissioners in the State.
Memo. No. 8119-CI(ASO2)-68/37817, dated
Chandigarh, the 25th October, 1968.

Subject : Permanent House Numbering Scheme.

The Scheme of Permanent House Numbering has been engaging attention of the State Government for sometime now. Instructions were issued as early as 11th April, 1963,—*vide* Punjab Government Memo. No. 2232-2C4-63/13707, (copy enclosed), for initiating this Scheme in the urban areas through the local bodies. This question had also come up for discussion in the Local Bodies Conference in September, 1962, and one of the decisions taken at that Conference was that house numbering should be according to road/street system instead of ward-wise and that permanent house number plates should be affixed for use for all purposes.

2. The Registrar-General India, in order to ensure uniformity in the system, has prepared a manual of instructions on the Scheme of Permanent House Numbering, a copy of which is sent herewith.

3. The objective of the scheme is to have a uniform system of house numbering and to maintain it effectively and continuously so that it can serve all purposes official as well as non-official requiring location of the citizen at his household or the location of a house. It is important that there should be no duplication or multiplication of house numbering as it sometime happens when different agencies paint different house numbers on houses to suit their needs; only one good and permanent system should be able to serve the purposes of all.

4. It has been reported by the Superintendent of Census Operations, Punjab that in reply to a reference made by him a number of Municipal Committees have stated to have already completed the permanent house numbering and have recovered the cost of plates from the occupiers/house owners while replies from some other Committees have shown that the work is still in progress. There are also local bodies who have not so far taken up this scheme seriously for one reason or the other. Accordingly, you are requested to ensure that this Scheme in the urban areas is completed as early as possible.

5. For the proper and effective implementation of the Scheme it is suggested that under the chairmanship of the Deputy Commissioner of each district, a Committee should be formed with the following as members :—

(i) S.D.Os. (Civil).

(ii) Tahsildars.

(iii) District Development Panchayat Officer.

(iv) District Food and Supplies Officer.

(v) Chief Medical Officer.

(vi) Representative of Electricity Department.

(vii) Excise and Taxation Officer.

(viii) Representative of Posts and Telegraphs Department.

(ix) Secretaries/Executive Officers/Administrators of Municipal Committees.

(x) Secretary, Zila Parishad.

6. If necessary the S.D.Os. (Civil) may also constitute similar Sub-Divisional Committees at

their headquarters for better and effective implementation of the scheme in their areas. The Executive Officers/Secretaries of Municipal Committees may be made responsible for the introduction and maintenance of a permanent system of house numbering in their local areas. In the rural areas village Panchayat can be made responsible for the introduction of this system. The Patwaris will, of course, be the officials who would draw up the notional maps of the village and allot numbers to various houses on the map and ultimately get affixed the plates on the houses. In rural areas the revenue village as a whole should be treated as a permanent house numbering unit as the jurisdiction of the Panchayat is likely to change on various considerations. If a village comprises of more than one revenue estates and abadi deh is fairly sizable, the village can be divided into blocks and each block given a separate series of numbers, as in towns. It is desirable that this scheme should be started with full vigour in the rural areas without any loss of time so that the permanent house numbering is completed in 1969 so that fresh electoral rolls can be prepared on the basis of these numbers for the General Elections in 1972.

7. The scheme has already made a great headway in the urban areas and all what is more needed is that the Committees which have not yet taken up this scheme seriously may be called upon to do so immediately and time limit for the completion of the scheme in the various areas and villages may be fixed.

Please acknowledge the receipt of this communication.

(Sd). . . .,

Secretary to Government, Punjab,
Local Government Department.

APPENDIX XVIII. 4(ii)

From

The Secretary to Government, Punjab,
Local Government Department.

To

All the Presidents/Executive Officers of the
Municipal Committees in the Punjab State.

Memo. No. 9998-2CI(ASO2)-68/40875, dated
Chandigarh, the 28th November, 1968.

Subject : Permanent House Numbering Scheme.

The main objective of the Permanent House Numbering Scheme is to have a uniform system of house numbering and to maintain it effectively and continuously so that it can serve all official or non-official purposes requiring location of the citizen at his household or the location of a house. Duplication or multiplication of house numbering is caused when different agencies paint different house numbers on houses to suit their needs. This needs to be avoided by resorting to only one good and permanent system. With this end in view, the Government of India have prepared a Manual of Instructions on this scheme, a copy of which has already been supplied for information and guidance,—*vide* Punjab, Government Memo. No. 4146-2CI-68/23477, dated the 25th June, 1968.

2. All the Deputy Commissioners in the State have also been addressed,—*vide* Punjab Government Memo. No. 8119-CI(ASO2)-68/37817, dated the 25th October, 1968. They have been requested *inter alia* to take adequate steps for the implementation of this scheme through the Municipal Committees in their respective jurisdiction. If there is any difficulty in implementing this scheme in your local body, you may seek the advice and guidance of the Deputy Commissioner in your district.

3. It has been brought to the notice of Government that a number of local bodies in the State have already completed the permanent House Numbering Scheme and the work in this connection is in progress in some other local bodies. However, there are a few Municipal Committees, where this scheme has not been taken up for implementation so far. You are accordingly requested to implement this scheme properly and expeditiously but within the next two or three months positively. In case any difficulty is experienced in respect of giving names to roads/streets in accordance with the Manual of Instructions, bare numerical numbers may be allotted to roads/streets. This would eliminate the chances of controversy over names.

4. The house numbering should be done on the basis of blocks and not wards. For this the town will be divided into convenient blocks, each block consisting of a group of adjoining streets or other compact local area with well defined boundaries. First of all each block so formed will be allotted a block number. Then in each block the houses are numbered in a logical way, each house number being indicated by block number and the house number. Thus a number bearing 2-30 would mean that it is a house with number 30 in block No. 2 of the town. In big towns the house will be numbered in the following manner :—

Number of Block ————No. of Street/
Number of Road———— Number of
House.

5. As regards the cost of numbering plates to be affixed on the houses, it may be stated that the cost of plate varies from 30 paise to 80 paise and it should not be difficult for the House Owners to pay the same. However, where the committees will decide to bear the cost, the Government will consider it a fit charge under section 52(I) of the Punjab Municipal Act, 1911.

(Sd.)

Deputy Secretary, Local Government,
for Secretary to Government, Punjab,
Local Government Department.

No. 9998-2CI-68/40876, dated Chandigarh, the 28th November, 1968.

A copy is forwarded to all the Deputy Commissioners in the State for information in continuation of Punjab Government letter No. 8119-CI(ASO2)-68/37817, dated 25th October, 1968.

(Sd.)

Assistant Secretary Local Government,
for Secretary to Government, Punjab,
Local Government Department.

No. 9998-2CI-68/40877, dated Chandigarh, the 28th November, 1968.

A copy is forwarded to the Commissioners of Divisions, Patiala and Jullundur for information in continuation of Punjab Government letter No. 8119-CI(ASO2)-68/37818, dated 25th October, 1968.

(Sd.)

Assistant Secretary, Local Government,
for Secretary to Government, Punjab,
Local Government Department.

No. 9998-2CI-68/40878, dated Chandigarh, the 28th November, 1968.

A copy is forwarded for information to the Superintendent, Census Operations, Punjab in continuation of endorsement No. 8119-CI(ASO2)-68/37819, dated 25th October, 1968.

(Sd.) . . .

Assistant Secretary, Local Government,
for Secretary to Government, Punjab,
Local Government Department.

APPENDIX XVIII. 4(iii)

From

Shri Balbir Singh,
Deputy Secretary to Government, Punjab
Revenue Department II.

To

All the Deputy Commissioners in the State.
Memo. No. 6409-R-IV-68/75, Chandigarh,
dated the 4th January, 1969.

Subject :—Permanent House Numbering Scheme.

Continuation Secretary to Government Punjab's (Local Government Department) Memo. No. 8119-CI(ASO2)-68/37817, dated the 25th October, 1968, to your address on the subject noted above.

2. You have already been advised in the letter under reference that in the rural areas, village panchayats can be made responsible for the introduction of this scheme, and that Patwaris should be required to draw up the notional (site) maps of the villages (abadies) and allot numbers to houses on the maps and ultimately to get number plates affixed on houses. It is presumed that adequate steps for introduction of this scheme in your District along the lines indicated in the letter under reference must have been taken by now.

3. A copy of the Manual of Instructions relating to this scheme has already been sent to you by the Secretary to Government, Punjab, Local Government Department along with the memorandum under reference. In this Manual, it has been laid down that the first step to be taken, before the actual affixation of house numbers on doors, is to prepare a rough notional map of the entire village and decide on whether the village could be subdivided into blocks and if so, how. Normally a small village of less than 125 houses need not be subdivided 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 block of a village. It is important that the dividing lines between one block and another should be clearly demarcated. Such dividing lines, besides following some natural boundaries, wherever possible, should also be indicated by the Survey numbers that fall on either side of the dividing line in cadastrally surveyed villages. 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. A model of a notional map is given at page 5 of the Manual. Clear demarcation lines of blocks are important so that any structure coming anywhere within 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.

4. For other necessary details for drawing up of the notional maps, officers/officials should be asked to go through and follow carefully the instructions as given in Chapter III of the Manual. It may be only in case of a very small percentage of villages where it may become necessary to have more than one block as envisaged in the Manual. The Patwaris should be asked to prepare these notional maps and Girdawar, Kanungos, Naib-Tahsildars/Tahsildars/S.D.Os. (Civil), etc., should be asked to make adequate on the spot checking of these maps during their touring. The maps are to be prepared on the paper of size 13″×28″ which is being supplied. According to the instructions in the Manual, every house in a village or town has to be plotted on the notional map. In order, however, to lessen the burden of work, it has been decided, in consultation with the Registrar-General, India, that only a series of numbers of houses contained in a block may be shown instead of each house number being plotted separately in the map. In case it is found that there is no difficulty in plotting each house numbers on the map, this should be done accordingly.

In respect of small villages particularly, there should be no difficulty in plotting house numbers on the notional maps.

5. Special paper required for the preparation of notional maps in villages is being supplied to the S.D.O.s (Civil)/Tahsildars directly by the State Census Department and they may be asked to distribute this paper to the Patwaris for preparation of these maps.

6. The local Panchayat should be advised to participate with the Patwaris and give all necessary assistance to them in the preparation of these notional maps and in the affixation of metallic number plates showing the numbers in 2½" height as explained on page 13 of the manual on each house. In fact it is one of the primary responsibilities of the Panchayats to have a uniform system of house-numbering, and they should welcome assistance by the Patwaris to implement this scheme. The cost of metallic plates, including their affixation, should not be more than about 50 paise per plate and it should not be difficult for the Panchayats to meet it out of their own funds on which it is a valid charge.

7. The success of the scheme will depend on the initiative and leadership of the local officers and they may be advised to come up to Government's expectations in the implementation of this scheme. They should, in particular, encourage the Panhayats to take up this work in their respective areas. It is considered necessary that this scheme should be fully implemented in the next 2-3 months so that the next electoral rolls can be prepared on the basis of these numbers.

8. For the convenience of the Patwaris and Kanungos—copies of the Manual of Instructions printed in Punjabi are being sent to you separately by the Census Department. These should be distributed by you on some rational basis for the benefit of the Patwaris, Kanungos, Tahsildars, etc. It is intended that each Kanungo Circle should have at least five copies of this Manual.

9. It is suggested that you may obtain fortnightly reports from the field officers about the progress of this scheme in their areas to keep yourself posted therein with.

BALBIR SINGH,

Deputy Secretary to Government, Punjab,
Revenue Department II.

No. 6409-RIV-68/76, dated Chandigarh, the 4th January, 1969.

A copy is forwarded to the Superintendent of Census Operations, Punjab, No. 53, Sector 2-B, Chandigarh.

BALBIR SINGH,

Deputy Secretary to Government, Punjab,
Revenue Department II.

APPENDIX XVIII. 4(iv)

From

The Director of Panchayats and Community Development, Punjab, Chandigarh.

To

All the Block Development and Panchayat Officers in the State.

Memo No. G-I-69/3046—3161, Chandigarh, dated the 31st January, 1969.

Subject :- Permanent House Numbering Scheme—Implementation thereof.

Continuation this office memorandum No. 2398-GI-68/10628-779, dated the 12th June, 1968, on the subject noted above.

2. You will feel that it is becoming evermore necessary to assign permanent number of houses in all villages. In all plans, surveys, schemes for social and economic uplift, as also for the purpose of facilitating postal delivery, expeditiously, health and family planning programmes, preparation of electoral rolls, and in connection with the census count, it is necessary to assign a permanent number to each house. The object of house numbering should be that even if a stranger enters a village he should be able to locate easily the required house with the help of the number of that house.

3. Duplication or multiplication of house numbering is caused when different agencies paint different house numbers on houses to suit their needs. That needs to be avoided by resorting to only one good and permanent system. With this end in view, the Government of India have prepared a Manual of Instructions on this scheme, a copy of which has already been supplied to you vide this office reference mentioned above.

4. It has been considered that the levy of a cess on the rural population to recover the cost of plates of house numbers is not possible for a number of reasons. The estimated cost of the plate of house number varies from 30 paise to 80 paise per plate, and it should not be difficult for a house-owner to pay the same. The financial position of Panchayats is generally not sound, but where the Panchayats are able to spare funds for the purpose, the Government will consider it a fit charge, under section 19(2)(g) of the Punjab Gram Panchayat Act, 1952. Tin or iron plates should be used for the purpose as these will be cheapest and also save the alluminium which is a rare metal.

5. You are, therefore, requested to please explain the importance of the implementation of the Permanent House Numbering Scheme to the Gram Panchayats, and advise them to have the work done on the lines of the Manual, already supplied to you.

(Sd.) . . .,
Director of Panchayats and
Community Development, Punjab.

No. GI-69/3162-85, dated 31st January,

A copy is forwarded for information to :—

(1) All Deputy Commissioners in the State;

(2) All District Development and Panchayat Officers in the State;

(3) All Assistant Directors of Panchayats in the State.

(Sd.) . . .,
Director of Panchayats and
Community Development, Punjab.

No. G-I-69/3186, dated 31st January,

A copy is forwarded to the Deputy Superintendent of Census Operations, Punjab No. 53, Sector 2-B, Chandigarh, for information.

(Sd.) . . .,
Director of Panchayats and
Community Development, Punjab.

No. 8119-CI(ASO2)-68/37818, dated Chandigarh, the 25th October, 1968.

A copy, with a copy of the Manual of Instruction is forwarded for information and

necessary action to Commissioners of Divisions of Patiala and Jullundur.

(Sd) . . .

Secretary to Government Punjab,
Local Government Department.

No. 8119-CI(ASO2)-68/37819, dated Chandigarh, the 25th October, 1968

A copy is forwarded to the Deputy Superintendent, Census Operations, Punjab, No. 53, Sector 2-B, Chandigarh, for information and further necessary action with reference to his letter No. Census Pb.-68/716, dated 23rd September, 1968.

(Sd) .

Assistant Secretary, Local Government,
for Secretary to Government, Punjab,
Local Government Department.

APPENDIX XVIII. 4(v)

D.O. No. 934-CI(ASO-2)-69/4286.

A. C. Sen, I.A.S.,
Deputy Secretary to Government, Punjab,
Local Government, Department.

Chandigarh,
February 12, 1969.

Subject.—Permanent House Numbering Scheme.

Dear Sir,

No. 8119-CI (ASO2)-68/ 37817, dated 20-10-68.

I write this, in continuation of the marginally noted memorandum to your address by Shri Paramjit Singh, Secretary to Government, Punjab, Local Government Department, on the subject cited above.

2. We presume that, by now, you would have made considerable progress in implementing the scheme in you district. The Presidents/Executive Officers of the Municipal Committees were also in this connection addressed by the Secretary to Government, Punjab, Local Government Department (a copy of which was endorsed to you,—*vide* Government No. 9998-E-2CI-68/40877, dated the 28th November, 1968) and were intimated that where the Committees would resolve to bear the cost of this scheme, the amount involved would be declared a fit charge by the Government under section 55(i) of the Punjab Municipal Act, 1911. This should have very much strengthened your hands in pushing the scheme in the urban areas.

3. In so far as the rural areas are concerned, the Director of Panchayats and Community Development, Punjab, has addressed a letter to all the Block Development and Panchayat Officers in the State on the subject clarifying that where the Panchayats are able to spare the funds for the purpose, the Government will consider the expenditure a fit charge under section 92(g) of the Gram Panchayat Act, 1952. A copy of this letter has also been endorsed to you by the Director of Panchayats,—*vide* his letter No. GI-69/3162-85, dated the January 31, 1969. It should, therefore, be possible for you to go a head with this scheme in the rural areas as well.

4. I shall feel grateful if you may kindly send a brief note to indicating the progress made in your district in implementing the scheme. As you are aware the Government desire success of the scheme in the interest of various departments, who will derive lasting benefit, from permanent house numbers.

With regards,

Yours sincerely,

A. C. SEN.

All Deputy Commissioners in the State.

No. 934-CI(ASO-2)-69/4407, dated Chandigarh the 13th February, 1969.

A copy is forwarded to the Superintendent, Census Operations, Punjab, Chandigarh, for information.

(Sd) .

Deputy Secretary Local Government,
for Secretary to Government, Punjab,
Local Government Department.

APPENDIX XVIII. 4(vi)

A. N. KASHYAP, I.A.S.,
CHIEF SECRETARY TO GOVT.,
PUNJAB, CHANDIGARH.

March 14, 1969.

Subject.—Permanent House Numbering Scheme.

My dear,

8119-CI (ASO2)-68/ 37817, dated 25-10-68.

Shri Paramjit Singh, Secretary to Government, Punjab, in the Local Government Department has already addressed you on this subject,—*vide* his marginally noted memorandum and requested you for speedy implementation of this Scheme in your District. It is extremely annoying to the house-owners as also to various Government Departments that multiple numbers are being painted on houses by different agencies to suit various requirements. In order to put an end to this system of multiple house numbers, the State Government have fallen in line with the policy of the Government of India and have decided that there shoud be a uniform and systematic plan for house-numbering all over the State. The Scheme will be of lasting benefit to the State and various field agencies. This will facilitate considerably in the matter of preparation/revision of electoral rolls.

2. All necessary guidance has already been given to you by the Local Government, Panchayats and Revenue Departments for the effective implementation of this Scheme. The Superintendent of Census Operations, Punjab, was asked to act as a Convener to co-ordinate the efforts of various Departments to put through this scheme in the State. It has been brought to my notice by the Convener Department that by and large progress so far achieved in the implementation of this scheme is not very encouraging. I would, therefore, request you to take all necessary steps to ensure implementation of this scheme in the next few weeks.

Your sincerely,

A. N. KASHYAP.

All Deputy Commissioners.
No. dt.

A copy is forwarded demi-officially to the Commissioners of Divisions, Jullundur and Patiala Divisions, for information and necessary action.

A. N. KASHYAP.

No. dt.

A copy is forwarded to the Superintendent of Census Operations, Punjab, Chandigarh, for information.

A. N. KASHYAP.

APPENDIX XVIII. 5(i)

From

The Director of Industries and Industrial Training, Punjab, Chandigarh.

To

All Heads of Sub-Offices in the State.

Memo. No. IT/A/16/1/7372-T.

Dated Chandigarh the 16th September, 1969.

Subject: Census Operation—1971—Assistance by the staff working in the Institutes.

The next decennial human census is going to take place in February-March, 1970. Census work has a vital importance and requires mobilisation of Administrative machinery in order to achieve the targets for which teaching staff have always an important role to play. It has, therefore, been decided to allow the Heads of Institutions and staff working under them to give all possible assistance in the census operation's work and that the fullest co-operation is made available to the Superintendent of Census Operations, Punjab and District Census Officers in the census work.

2. It has been intimated by the Superintendent of Census Operations, Punjab, Chandigarh that at the 1961 Census there were a number of complaints against the staff selected by them for the Census operation that they did not devote proper attention to their work and were not even attending training classes organised for giving training in canvassing of various census schedules. It is, therefore, requested that the officers/officials selected for these operations should not show any negligence on their part to perform their duties faithfully and conscientiously. The Heads of Offices/Institutions should ensure that the officials selected by the District Census Officers/Charge Officers for this work invariably attend the short training classes to be organised by them. Any negligence in this matter will be viewed with concern and suitable action will be taken against the deliquent officials.

3. Suitable honorarium can also be paid by the Census authorities to the officials who do the census work on honorary basis. The State Government have decided that the officials selected for this work will be considered on duty while they have to attend short training classes and are also entitled to T.A. and D.A. out of the grant of the office concerned. Therefore, such employees can be relieved to undertake this work without obtaining leave even during the office hours, if they are required to this job.

The receipt of this communication may please be acknowledged.

(Sd.). . . .,
Assistant Director (Admn.)
for Director of Industries and Industrial Training, Punjab.

Endst. No. IT/A/16/1/7373-T, dated Chandigarh, the 16th September, 1969.

A copy is forwarded to all Officers/Heads of Sections at Headquarters for their information and necessary action.

(Sd.). . . .,
Assistant Director (Admn.)
for Director of Industries and Industrial Training, Punjab.

Endst. No. IT/A/16/1/7374-T, dated Chandigarh, the 16th September, 1969.

A copy is forwarded to the Superintendent of Census Operations, Punjab, Kothi No. 72, Sector 5-B, Chandigarh, for information with reference to his letter No. Census Pb.-69/3897, dated 28th August, 1969.

(Sd.). . . .,
Assistant Director (Admn.)
for Director of Industries and Industrial Training, Punjab.

APPENDIX XVIII. 5(ii)

PUNJAB EDUCATION DEPARTMENT

R. S. Thapar, P.C.S.,
Administrative Officer.

D.O. No. 3/110-69-OA-II(2), dated Chandigarh, the 8th December, 1970.

Subject : Census Operations 1971—Mid-term transfers.

My dear,

The Census Department has desired that transfers of staff should not be done at this juncture as it affects the Census operations. I am desired to request you not to effect any transfer at this juncture so that the programme of the training of Enumerators being conducted by the Census Department goes on un-impeded. In this connection I also invite your attention to letter No. 3/110-69-OA-II(2), dated 10th September, 1970, from the Director, Census Operations, to the address of all the D.E.Os.

Yours sincerely,

Sd/-.....,

R. S. THAPAR

Smt. H. K. Monga,
District Education Officer,
Rupar.

Endt. No. Even, dated 8th December, 1970.

A copy is forwarded to all the C.E.Os./D.E.Os. in the State for information and strict compliance.

(Sd.) .

Administrative Officer,
for Director of Public Instruction, Punjab.

Endt. No. Even, dated 11th December, 1970.

A copy is forwarded to Shri H. S. Kwatra, Deputy Director, Census Operations, Kothi No. 72, Sector 5-B, Chandigarh, with reference to his D.O. letter No. Census-Pb. 70/1-0072, dated 30th November, 1970, for information.

(Sd.) . .
Administrative Officer,
for Director of Public Instruction, Punjab.

APPENDIX XVIII. 5(iii)

PUNJAB EDUCATION DEPARTMENT

R. S. THAPAR, P.C.S.
Administrative Officer.

D.O. No. 3/110-69-OAII (2), dated Chandigarh the 15th December, 1970.

Subject.—Census Operations, 1971.

Immediate

My dear Miss Raminder Kaur,

It is most regretful that despite the issue of repeated instructions for extending assistance and co-operation to the Census authorities of the District, complaints have been received that your attitude is not co-operative and that the teachers working in your district have shown in-different attitude towards the said authorities. This is most unfortunate. I am desired to say that if in future, any such complaint is brought to the notice of the department, serious notice of the lack of control and supervision on your part would be taken. Will you please ensure that the officers/officials of the Education Department working in your district give utmost co-operation and assistance to the Census authorities in this National work. Please acknowledge receipt of this letter and intimate the steps taken by you in this direction within four days.

Your sincerely,

Sd/-

(R. S. THAPAR)

Miss Raminder Kaur,
D.E.O., Gurdaspur.

Copies to:—

All the Circle/District Education Officers in the State (By Name), for information and immediate necessary action.

Endt. No. Even, dated Chandigarh, the 15th December, 1970.

A copy is forwarded to Shri H. S. Kwatra, Deputy Director, Census Department, Punjab, Kothi No. 72, Sector 5-B, Chandigarh, with reference to his D.O. letter No. Census-Pb.-70/10233, dated 7th December, 1970 .

(Sd.)

Administrative Officer,

for Director of Public Instruction, Punjab.

APPENDIX XVIII. 5(iv)

To

All the District Education Officers,
in the State.

Memo. No. 12/12-71-ES(2)
dated Chandigarh, the 3rd February, 1971.

Subject :—Census Operations 1971.

As you are aware a large number of school teachers have been appointed on census duty as enumerators and supervisors during the forthcoming census. It is apprehended that some teachers who intend to appear for Degree and other University examination would proceed on one month compulsory leave prior to examinations as required under the rules and thus the census work will be adversely affected. It has, therefore, been decided that all teachers who have been put on census duty and who have to appear in examinations should not be allowed to proceed on leave till the census count is over. Besides, strict instructions may be issued to all teachers to perform census duties, assigned to them efficiently and any lapse on their part will be strictly dealt with.

Receipt of this letter may be acknowledged.

(Sd.). . . . .,
Administrative Officer,
for Director of Public Instruction, Punjab.

Endst. No. dated Chandigarh, the

A copy is forwarded :—

1. The Secretary to Government, Punjab, Education Department, Chandigarh, for information.
2. The Director of Census Operations, Punjab, No. 72, Sector 5-B, Chandigarh-18, for information and with reference to his letter No. Pb.-71/755, dated 1st January, 1971, addressed to the Secretary to Government, Punjab, Education Department.

Sd/- . . . . .,
Administrative Officer,
for Director of Public Instruction, Punjab.

——:0:——

APPENDIX XVIII: 5(v)

Copy of letter No. 3/110-68-OAII(2), dated the 12th February, 1971 from the Administrative Officer, Office of the Director of Public Instructions, Punjab to all the District/Circle Education Officer in the State.

Subject :—Census Work—1971.

In continuation to this office memo. No. 3/110-69-OAII (2), dated 22nd December, 1970 on the subject cited above.

(i) Enumeration period .. 10th March to 31st March, 1971.

(ii) Reference Date .. Sunrise of 1st April, 1971.

(iii) Revisional Round .. 1st April to 3rd April, 1971.

(iv) Listing of houseless population .. On the night between 31st March and 1st April, 1971.

(v) Submission of provisional population totals to the Director, Census Operations, Punjab. 5th April, 1971.

Although the census count is to be done by the teachers and other classes of Enumerators/ Supervisors outside their normal working hours, as this may not be feasible in all cases and there may be a number of cases in which the enumerators for certain reasons beyond their control such as remoteness of the locality and heavy normal duty hours, may have to perform their duties on account of census within their normal duty hours.

It has, therefore, been decided that officials/ officers, who have been put up in census duty may be permitted to utilize 2-3 hours every day in the afternoon during the enumeration period from 10th March to 5th April, 1971, and the work by them in the census count may be taken into consideration while assessing or inflicting any punishment slackness in their own duties.

Due to the mid term poll for Lok Sabha elections the Registrar India, has postponed the census enumeration period as follows :—

The receipt of this letter may kindly be acknowledged.

Endst. No. Even, dated 12th February, 1971.

Copy forwarded to Director Census Operations, Kothi No. 72, Sector 5B, Chandigarh with reference to his letter No. Census Pb. 71/376-77, dated 18th January, 1971 for information.

Sd/-
Administrative Officer,
for Director of Public Instruction, Punjab.

APPENDIX XVIII. 5(vi)

Apar Apar Singh,
M.A.,M.Ed. P.E.S. (I),
Assistant Director (Examinations).

Punjab Education Department
D.O. No. 4/63-70-XM(6)
Dated Chandigarh, the 18th January, 1971.

Subject:—Census—Postponement of Examinations.

Dear Shri Kwatra,

In continuation of my demi-official letter No. 4/63-70-XM(6), dated 23rd December, 1970, on the above subject, I am to inform you that the date-sheet of Annual Middle Standard Examination, 1971, has been revised on account of Lok Sabha elections. A copy of the revised date-sheet is enclosed for information.

Yours Sincerely,

Sd/- . . .,

(APAR APAR SINGH)

Shri H. S. Kwatra,
Deputy Director,
Census Operations,
Punjab, Chandigarh.

APPENDIX XX. I

PROGRAMME IN CONNECTION WITH CENSUS 1971

Serial No.	*Date*	*Programme*	*Remarks*
1	20-12-70	"Census 1971" talk in English by Shri R. K. Goswami, Director of Census Operations, Union Territory, Chandigarh	B' cast in General Programme
2	24-12-70	Mardam Shumari te Sada Farz : Dialogue in Punjabi by Staff, based on material received from Census Department	B' cast in Women's programme directed to Urban Area
3	28-12-70	Jana Ganana Ka Rashtriya Mahatava ; Talk in Hindi by Shri I. E. N. Chauhan, Director of Census Operations, Haryana	Broadcast in General Programmes
4	29-12-70	Agli Mardam Shumari : Talk in Punjabi by Shri P. L. Sondhi, Director Census Operations, Punjab	Ditto
5	31-12-70	Mardam Shumari da Rashtri Mahatava : Dialogue in Punjabi	B'cast in Women's Programme directed to Urban Area
6	2-1-71	Mardam Shumari te Sada Kartav : Dialogue by Staff based on material received from Census Department	Broadcast in Youth Programme
7	5-1-71	Mardam Shumani Bare: Dialogue by Staff based on material received from Census Department	Broadcast in Women's Programme for Rural Areas
8	6-1-71	Mardam Shumari te sada farz : Talk by Staff based on material received from Census Department	Broadcast in Programme for Schools
9	7-1-71	Mardam Shumari di tiari : Talk by Shri S. S. Gyani, Deputy Director, Census, Jullundur	Broadscast in General Programme
10	9-1-71	Mardam Shumari da Rashtri Mahatav : Dialogue by Staff based on material received from Census Department	Broadcast in Youth Programme
11	10-1-71	Mardam Shumari te Janta da Sehyog : Dialogue in Punjabi by Staff based on material received from Census Department	Broadcast in Women's Programme directed to Urban listeners
12	10-1-71	Mardam Shumari te sada Kartav : Talk by staff basecd on material received from Census Department.	Broadcast in Mauli Dharti programme
13	12-1-71	Mardam Shumari bare zaroori gallan : Dialogue by Staff based on the material received from Census Department	Broadcast in Women's Programme for Rural Areas
14	13-1-77	Mardam Shamari da Rashtri Mahatav : Dialogue in Punjabi by Staff based on material received from Census Department	Broadcast in Programme for Universities
15	14-1-71	Jana Ganana aur hamera Uttar-dayitva : Talk in Hindi by Shri I.E.N. Chauhan	Broadcast in General Programme
16	16-1-71	Mardam Shumari te desh di unnati : Dialogue by Staff based on material received from Census Department	Broadcast in Youth Programme
17	17-1-71	Mardam Shumari da Mahatava : Talk by Shri S. S. Gyani	Broadcast in Mauli Dharti
18	19-1-71	Mardam Shumari te sade Kartav : Dialogue by Staff based on material received from Census Department	Broadcast in Women's programme for Rural Area
19	20-1-71	Mardam Shumari te Janta da Sehyog : Dialogue in Punjabi by Staff based on material received from Census Department	Broadcast in Programme for Universities
20	21-1-71	Mardam Shumari te Prajatantar : Dialogue in Punjabi by Staff based on material received from Census Department	Broadcast in Programme for Women in Uran Areas
21	23-1-71	Mardam Shumari di Saflta lai sada Sehyog : Dialogue in Punjabi based on material received from Census Department	Broadcast in Youth Programme
22	24-1-71	Mardam Shumari da Mahatav kyon hai : Dialogue by Staff based on material received from Census Department	Broadcast in Mauli Dharti
23	26-1-71	Mardam Shumari vich sada farz : Dialogue by Staff based on material received from Census Department	Broadcast in Women's Programme for Rural Area
24	27-1-71	Mardam Shumari te praja tantra : Dialogue in Punjabi by Staff based on material received from Census Department	Broadcast in programme for Schools
25	31-1-71	Mardam Shumari te desh di Unnati : Dialogue by Staff based on material received from Census Department	Broadcast in programme for Women in Urban Area
26	2-2 -71	Mardam Shumari vich lokan da farz : Talk by Shri H. S. Kwatra, Deputy Director, Census , Punjab	Broadcast in General Programme
27	4-2-71	Mardam Shumari te Desh di unnati : Talk by Staff based on material received from Census Department	Broadcast in Programme for Schools
28	9-2-71	Mardam Shumari da tarika : Interview with Shri S. S. Gyani	Broadcast in General Programme
29	10-2-72	Mardam Shumari te sada farz : Dialogue by Staff based on material received from Census Department	Broadcast in Programme for Schools
30	16-2-71	Mardam Shumari da Rashtri Mahatava : Dialogue by Staff based on material received from Census Department	Broadcast in Programme for Schools

APPENDIX XX. 2

Serial No.	*Item*	*Original Date*	*Revised Date*	*Programme*
1	Mardam Shumari Vich Lokan da Farz : Talk by Shri H. S. Kwatra	15-1-1971	20-2-1971	General Programme
2	Mardam Shumari Te Desh di Unnati : Talk by Staff	16-1-1971	22-2-1971	Youth Programme
3	Mardam Shumari Da Mahatava : Talk by Shri S. S. Gyani	17-1-1971	24-2-1971	Mauli Dharti
4	Mardam Shumari Te Sada Kartav : Dialogue by Staff	19-1-1971	28-2-1971	Trinjan
5	Mardam Shumari Te Janata Da Sehyog : Talk by Staff	20-1-1971	28-2-1971	Youth Programme
6	Mardam Shumari Te Prajatantra : Dial gue	21-1-1971	1-3-1971	Mauli Dharti
7	Mardam Shumari Di Safalta Layi Sada Sehyog : Dialogue	23-1-1971	6-3-1971	Youth Programme
8	Mardam Shumari Da Tarika : Interview with Shri S. S. Gyani	24-1-1971	7-3-1971	General Programme
9	Mardam Shumari Te Desh Di Unnati : Dialogue by Staff	26-1-1971	9-3-1971	Trinjan
10	*Mardam Shumari Te Prajatantra : Dialogue by staff*	*27-1-1971*	*1-3-1971*	*School B'cast*
11	Mardam Shumari Da Rashtri Mahatava : Dialogue by Staff	28-1-1971	4-3-1971	Ditto
12	Mardam Shumari Te Desh Di Unnati : Dialogue by Staff	31-1-1971	4-3-1971	Nari Sansar
13	Mardam Shumari Te Sada Kartav : Dialogue by Staff	24-1-1971	7-3-1971	Ditto

APPENDIX XXI. 1.

MOST IMMEDIATE

D.O. No. CENSUS-PB. 71/3796

P. L. SONDHI, IAS

DIRECTOR OF CENSUS OPERATIONS,
PUNJAB, 72, Sector 5, Chandigarh-18.

Dated the 13th / 17th May, 1971.

Subject.—Census of India, 1971—Award of Census Medals for meritorious work.

My dear,

You will recall that a few months back a scheme for the award of Census medals was circulated to all the District Census Officers in the State,—*vide* this office letter No. Census-PB. 71/8459, dated 22nd September, 1970. In this letter we had enclosed a statement showing the number of silver and bronze medals which we had allocated to each district for distribution. At the time of the 1961 Census the following procedure was followed for distribution of these medals :—

(i) The competition for the medals was open to all the Census workers both officials and non-officials.

(ii) These medals were awarded for outstanding zeal and quality of census work and the selection of the recipients was based exclusively on these criteria. The superior variety of the medals was not regarded as necessarily exclusive to anyone category of the census worker.

(iii) No census worker, who was known to be responsible or was believed to have displayed partisanship in recording answers either to language or religion was included in the recommendations.

(iv) All recommendations originated with the Deputy Commissioners of the district concerned who were assisted by the District Census Officers, Tehsildars, Naib-tehsildars, Executive Officers/Secretaries of the Municipal Committees etc. etc.

(v) Each Deputy Commissioner recommended the names of the recipients for these medals equal to 1½ times the number of medals earmarked for the district, and all such recommendations were listed by him in the order of merit. The Deputy Commissioners were also asked to ensure that a person listed at No. 1 of the list should have definitely a superior claim over the person listed at Serial No. 2 of the lists of the district and so on.

(vi) The Deputy Commissioners were asked to forward their recommendations, in duplicate, with their personal remarks if any to the Headquarters. Then Director, Census Operations, Punjab expressed his opinion about the recommendations made by the Deputy Commissioners after consulting the Regional Deputy Directors, Census Operations.

2.. It has been decided to follow this procedure even now except for the following deviations :—

Now District Census Officer should recommend the names of the candidates for these medals equal to 3 times the number of medals earmarked for the district. The recommendation should be in order of merit, i.e., the persons listed at Serial No. 1 should have definitely superior claim over the second.

3. We have proposed to the Punjab Government to award certificates of honour signed by the Governor/Chief Minister/Secretary, Local Government, Punjab to those persons who have shown utmost diligence during census enumeration. If our proposal is accepted by the State Government then we would also be giving these

Certificatess to such of the candidates whom we cannot give medals.

4. Your recommendations should be in the enclosed proforma and these must be made in consultation with the Charge Officers, Tehsildars, Naib-Tehsildars, Secretaries, Municipal Committees, Sub-Divisional Officers (Civil) etc., etc., of the area. Deputy Commissioner should also be consulted for each recommendation made by you. In assessing quality of work of various, recommendees you should take help of the questionnaires at Annexures I to III to this letter. You will do well to fill up these Annexures and send along with your recommendations.

5. We have also allocated 2 silver and 2 bronze medals for distribution to the clerical staff i.e. Assistants, Clerks and Peons provided to you and also at the Tehsil and Municipal Committee level. Names of the suitable persons in this respect may also be sent to us in the above proforma on a separate sheet.

6. I shall feel grateful if immediate action is taken on this and recommendations are sent to me by name within a fortnight of the receipt of this communication. A copy of this office original reference No. Census-PB. 70/8459, dated 22nd September, 1970 along with its enclosures is enclosed for ready reference.

With regards,

Yours sincerely,
P. L. SONDHI.

All DCOs.

MOST IMMEDIATE

No. Census-PB. 71/3797, Dated the 13th/17th May, 1971.

A copy with a copy of the reference mentioned above is forwarded for information and immediate necessary action to :—

(i) All the Deputy Commissioners in the State.

(ii) Regional Deputy Directors, Census Operations, Patiala and Jullundur.

(iii) Head Clerk, Regional Tabulation Office, Chandigarh.

(iv) All the Tabulation Officers at the Headquarters.

(v) All Charge Officers in the State.

P. L. SONDHI,
Director, Census Operations,
Punjab.

Name of District———————————

Name of District Census Officer ———————————————————

Name of Deputy Commissioner ———————————————————

Serial No.	Name of the Official	Father's name	Official Designation	Full address with Tahsil, Thana, Village, Post Office, etc. etc.	Detailed particulars of the work done by the official and the specific reasons for distinguishing it from the work of other census functionaries	D.C.O's recommendations/ remarks in full details	D.C's recommendations (if any)
1	2	3	4	5	6	7	8

Note.—Each page of the statement should be signed.

Full signatures of D.C.O.
(with official seal)

Full signatures of D.C.
(with official seal).

CENSUS OF INDIA, 1971

Annexure I

Charge.....Urban/Rural..... .....

Circle No. ..... Block No. .....

Name and address of Enumerator.....

Serial No.	Questionnaire regarding Enumerator's work	Maximum Marks	Marks scored
1.	Did he absent himself from any Training Classes ? If so, how many ? (Deduct 2 marks for each day's absence).	20	
2.	Was he attentive at the training class or was he inclined to be inattentive, troublesome or flippant ? (Nil if inattentive, troublesome or flippant)	20	
3.	Did he make a preliminary inspection of his block before the commencement of enumeration to bring his Block Map and Abridged Houselist up-to-date ?	20	
4.	What are the questions in the Individual Slip in respect of which he had recorded wrong answers ? (Deduct 1 mark for each question that was wrongly recorded, whether main or subsidiary).	25	
5.	Are the answers recorded against questions 16 and 17 full or are they vague and incomplete ? (Deduct 1 mark for each case of inadequate answer).	20	
6.	Had he filled up the Population Record correctly or did you or other Supervisory Officer discover any discrepancy between entries in Individual Slips and entries in the Population Record ? (*Nil* if discrepancies exceed 10; deduct 1 for each discrepancy below 10).	10	
7.	Had he filled up the EDPS-M & F and the Enumerators Abstract correctly or were there any mistakes in them ? (Deduct 1 for every mistake).	10	
8.	Did he commit mistakes in recording answers during the first, second and third weeks of enumeration ? (Deduct 10 marks for mistakes committed in first week only; 15 marks for mistakes committed in the second week only. Award 0 if mistakes were committed even during the 3rd week).	25	
9.	Had he noted the spots where the houseless usually reside, and done their enumeration thoroughly ? ..	10	
10.	Did he cover his entire block completely without any omissions or duplications and in time ? (20 marks if complete, 10 if fair, 0 if poor, 5 if timely and 0 if not).	20	
11.	Did he cover all households in the revisional round completely and in time ? (20 marks if complete, 10 if fair, 0 if poor, 5 if timely and 0 if not).	20	
12.	Has he wasted any slips or forms ? (Deduct 2 for each kind wasted). ..	10	
13.	How neat is the Enumeration Record: Excellent? Fair? Tolerable? Shabby? (20 marks if excellent, 10 if fair, 5 if tolerable and nil if shabby).	20	
14.	Was the Enumerator tactful with his respondents, or did you receive any complaints regarding his behaviour ? (10 marks if commended, 5 if neither commended nor condemned, 0 if there were complaints).	10	
15.	Did he start the enumeration and complete it on schedule and was he regular and up-to-date in his work throughout the period of enumeration ? (20 marks if yes, 10 if fairly so and 0 if not).	20	
16.	Did he issue and collect all DH & TP cards in his Block ? ..	10	
17.	Did he submit all his enumeration records in time and neatly bound? ..	10	
18.	Any other remarks that you would like to add (specify) ..	20	
	Total ..	300	

Signature of Charge Officer.

Annexure II

Charge.....Urban/Rural.....

Circle.....No. of Enumerators in the Circle.....

Name & address of Supervisor .....

Serial No.	Questionnaire regarding Supervisor's work	Maximum marks	Marks scored
1.	Did he absent himself from any training class ? (Deduct 2 for each day's absence) ..	10	
2.	Was he attentive at the Training Classes or was he inclined to be indifferent and argumentative ? ..	10	
3.	Did he make a preliminary inspection of his Circle prior to enumeration ? ..	10	
4.	Did he assist his Enumerators in preparing the Block Map and Abridged Houselist ? ..	10	
5.	How many Enumerators in his Circle had produced all correct entries during (i) the first week (ii) the second week and (iii) the third week ? (20 if three-fourths the number of Enumerators were all correct during first week, 10 if majority were all correct during second week, 5 if majority were all correct during third week and 0 if majority were not all correct even during third week). Item 8 of the questionnaire regarding Enumerators will yield the figures for this question.	20	
6.	What percentage of the households in his Circle has he visited for verification ? (10 if 20 per cent or more, 5 if between 10 and 20 per cent and nil if less than 10 per cent).	10	
7.	What percentage of the slips and schedules has he scrutinised ? (20 if cent per cent, 10 if 50 per cent, 5 if 20 per cent and nil if less).	20	
8.	How many times has he gone round his circle for purposes of check during the enumeration period ? (15 if 3 times or more, 10 if two times, 5 if once and 0 if he has not visited any block).	15	
9.	Was he available to Supervising Officers while checking the progress in his Circle regularly ?	10	
10.	Did you have to clarify the doubts of the Enumerators of his circle which the Supervisor did not clarify ?..	10	
11.	Were there any complaints against him during enumeration ? ..	10	
12.	Any other remarks you may like to offer (specify). ..	15	
	Total ..	150	

Signature of Charge Officer.

Annexure III

Questionnaire regarding work of Charge Officer

1. Name and designation of the Charge Officer (Gazetted or Non-Gazetted to be indicated with pay-scale).

2. Name of the Charge.

3. Total length of service

4. Size of the Charge:—

   (a) No. of Circles

   (b) No. of Blocks

5. (a) No. of Supervisors in the Charge (reserves to be excluded)

   (b) No. of Enumerators in the Charge (reserves to be excluded).

6. Report by District Census Officer regarding effectiveness with which the Charge Officer discharged his duties with special reference to—

   (i) Punctuality in submission of reports and returns

   (ii) Thoroughness of training enumeration staff

   (iii) Degree of supervision and field check during actual enumertion

Name & Designation of Reporting Officer.

7. Remarks of the Deputy Commissioner of the District on the above points viz., 6 (i) to 6 (iii) where the reporting officer is not the Deputy Commissioner

Deputy Commissioner.

8. Quality of enumeration in the charge (to be recorded by the Tabulation Office on the basis of results of preliminary check of slips and schedules).

Deputy Director of Census Operations,
Incharge of the Tabulation Office concerned.

APPENDIX XXI. 2.

Copy of letter No. Census-Pb.-70/8459, dated 22nd September, 1970, from Director, Census Operations, Punjab to all the District Census Officers in the State (by name).

Subject :—Award of Census Medals for 1971 Census.

I have the honour to address you on the subject noted above and to say that it has been the practice since 1951 Census to award medals to the Census Enumerators and other workers who show outstanding zeal and quality of census work. There are two types of medals (i) Silver and (ii) Bronze. The allocation of these medals is one Silver medal and two Bronze medals per one lakh of population. For the 1971 Census also it has been decided to follow the practice of awarding medals and certificates of merits to census workers who show outstanding zeal and enthusiasm in the discharge of their duties. Registrar-General, India has allocated 151 Silver medals and 302 Bronze medals to this State. I enclose a statement showing distribution of Silver and Bronze medals to various districts in the State on the basis of the estimated population of the district. Some of the medals have been kept in reserve as it was found during the 1961 Census that after distribution of all the medals some most deserving cases were left out inadvertantly by the Deputy Commissioners at the time of making recommendations in the first instance. Some medals have also been reserved for staff in this office and offices of Regional Deputy Directors of Census Operations.

2. Registrar-General, India has desired that while making distribution of these medals special weightage should be given to the Enumerators. Therefore, 50 per cent of the silver medals and 75 per cent of the bronze medals are to be reserved for the Census Enumerators and the balance is to be distributed among the higher functionaries. Thus, out of the total allocated quota of 151 silver and 302 bronze medals for the State 75 silver and 227 bronze medals have been reserved for Enumerators and the balance is to be distributed amongst the Supervisors, Charge Officers, etc. etc. Out of 75 silver and 227 bronze medals for Enumerators, it is proposed to distribute 61 silver and 192 bronze medals in the first instance. 14 silver and 35 bronze medals will be kept in reserve for distribution amongst the Enumerators at a later stage.

3. 76 silver and 75 bronze medals will be distributed to the rest of the functionaries which includes Supervisors, Charge Officers, clerical staff at the District level, District Census Officers, staff of the Regional Tabulation Offices and the Office of Director of Census Operations, Punjab, at the Headquarters. Following criterion is proposed for distribution of medals amongst these functionaries :—

	Silver	*Bronze*
1. Supervisors ..	25	25
2. Clerical staff at the district level ..	2	2
3. Charge Officers ..	15	15
4. District Census Officers ..	6	5
5. Offices of the Regional Deputy Directors, Census Operations and that of the Director of Census Operations at the Headquarters ..	28	28
Total ..	76	75

4. The above distribution has been made on the basis of degree of responsibility to be exercised by a particular type of persons. As already intimated to you.—*vide* this office demi-official letter No. Census-PB-70/8347, dated 17th September, 1970, we will discuss this matter in the forthcoming conference of District Census Officers on 28th to 30th September, 1970. You may please apply your mind to this subject so that you are able to express your well-considered views during the conference.

Endorsement No. Census-PB. 70/8460, dated 22nd September, 1970.

A copy with a copy of its enclosure is forwarded for information and further necessary action to the Deputy Directors of Census Operations, Julludur and Patiala.

Statement showing distribution of silver and bronze medals to various Districts in the State

Serial No.	Name of the District	Estimated population in lakhs	Distribution of medals	
			Bronze	Silver
1	2	3	4	5
1	Amritsar ..	21	27	8
2	Bhatinda ..	14	18	6
3	Ferozepur ..	22	28	9
4	Gurdaspur ..	13	17	5
5	Hoshiarpur ..	12	15	5
6	Jullundur ..	17	21	7
7	Kapurthala .	5	6	2
8	Ludhiana ..	14	18	6
9	Patiala ..	14	18	6
10	Rupar ..	6	7	2
11	Sangrur ..	13	17	5
	Total ..	151	192	61

Formula for calculation of Medals—

$$\frac{\text{Total No. of medals to be distributed} \times \text{Population in lakhs of the District}}{\text{Total population of the State in lakhs}}$$

APPENDIX XXII

Statement showing the Budgetary Esti-

Head of Accounts	Description	Budget 1968-69 Original	Budget 1968-69 Final	Budget 1969-70 Original	Budget 1969-70 Final
1	2	3	4	5	6
		Rs	Rs	Rs	Rs
A—Superintendence	A-1—Establishment Charges—				
	Pay of Offices	5,400	17,900	31,400	49,250
	Pay of Establishment	14,300	16,250	22,500	27,400
	Dearness Pay and Allowance	11,000	12,900	22,700	21,350
	Other Allowances	1,500	1,600	3,900	3,900
	Total Estt. Charges	32,200	48,650	80,500	1,01,900
	A-2—Interim Relief	..	..	..	..
	A-3—Travelling Expenses	1,900	2,450	2,000	4,800
	A-4—Other Charges	10,900	19,800	22,800	40,000
	Total A—Superintendence	**45,000**	**70,900**	**1,05 300**	**1,46,700**
B—Enumeration	B-1—Establishment Charges—				
	Pay of Establishment	..	..	9,100	30,250
	Dearness Pay and Allowance	..	..	15,000	23,300
	Other Allowances	..	..	1,100	350
	Total Establishment Charges	..	..	25,200	53,900
	B-3 Travelling Expenses	..	.	..	2,000
	B 4 Honoraria to Enumerators	..	..	5,000	..
	B-5 Other Charges	..	..	1,000	2,000
	Total B—Enumeration	..	..	**31 200**	**57,900**

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mates and Expenditure in Punjab (Census) Circle for the years 1968-69 to 1971-72

Estimates				*Actual Expenditure*			
1970-71		1971-72		1968-69	1969-70	1970-71	1971-72
Original	Final	Original	Final				
7	8	9	10	11	12	13	14
Rs	Rs	Rs	Rs	Rs	Rs	Rs	Rs
40,800	48,350	51,000	..	17,140	47,172	39,255	..
36,900	34,200	44,100	..	16,216	26,554	31,924	..
26,500	25,250	32,800	..	13,362	21,274	25,098	..
5,100	6,200	5,800	..	1,595	3,943	6,189	..
1,09,300	1,14,000	1,33,800	..	48,313	98,943	1,02,466	..
..	4,100	6,300	..	..	..	4,100	..
3,200	4,550	5,400	..	2,511	4,777	1,576	..
32,700	32,700	25,400	..	16,485	39,360	34,007	..
1,45,200	**1,55,350**	**1,70,900**	..	**67,309**	**1,43,080**	**1,42,149**	..
89,300	1,41,200	35,000	.	..	34,588	1,41,271	..
78,300	1,06,800	26,300	..	..	26,418	1,06,732	..
7,700	5,900	2,000	.	..	823	5,913	..
1,75,300	2,53,900	63,300	..	..	61,829	2,53,916	..
..	6,000	1,100	..	..	1,034	5,973	..
6,25,300	3,66,000	6,41,500	.	.	..	3,66,077	..
1,700	1,700	1,000	..	..	1,079	1,666	..
8,02,300	**6,27,600**	**7,06,900**	..	..	**63,962**	**6,27,632**	..

Head of Accounts	Description	Budget			
		1968-69		1969-70	
		Original	Final	Original	Final
1	2	3	4	5	6
		Rs	Rs	Rs	Rs
C—Abstraction & Compilation	C-1—Establishment charges—				
	Pay of Officers	..	..	.	4,500
	Pay of Establishment	27,300	36,450	25,800	46,450
	Dearness Pay and Allowance	17,400	26,250	18,600	33,900
	Other Allowances	2,600	8,500	3,700	7,200
	Total Establishment Charges	47,300	71,200	48,100	92,050
	C-2—Interim Relief	..	..	..	..
	C-3—Travelling Expenses	7,400	8,550	4,000	6,000
	C-4—Other Charges	2,900	2,900	7,000	9,000
	Total C—Abstraction & Compilation	**57,600**	**82,650**	**59,100**	**1,07,050**
	D—Printing and Stationery	25,000	45,000	20,000	40,000
	Grand Total	**1,27,600**	**1,98,550**	**2,15,600**	**3,51,650**
L—Registration Promotion, Methodological Research & Population Studies	L-1—Establishment Charges				
	Pay of Establishment	..		.	.
	Dearness Pay & Allowance		..		..
	Other Charges	..	..	..	..
	Total Establishment Charges	..	..	..	..
	L-2—Interim Relief	..	..	..	..
	L-3—Travelling Expenses	..	..	..	..
	L-4—Other Charges	..	..	..	..
	Total L—Registration	..	..	..	..

Estimates				*Actual Expenditure*			
1970-71		1971-72		1968-69	1969-70	1970-71	1971-72
Original	Final	Original	Final				
7	8	9	10	11	12	13	14
Rs	Rs	Rs	Rs	Rs	Rs	Rs	Rs
22,500	30,600	29,500		.	1,606	27,699	.
2,10,600	1,32,500	12,78,500	..	36,334	46,348	1,32,294	..
1,37,200	1,08,300	1,80,600	..	26,145	33,357	1,08,145	..
86,000	19,000	32,000	..	7,986	7,676	18,617	..
4,55,300	2,90,400	15,20,600	..	70,445	88,9 7·	2,56,755	..
..	24,350	39,400	..	..	..	24,278	..
6,700	19,000	10,800	..	8,571	5,781	18,968	..
95,900	95,900	51,200	..	2,695	9,077	91,609	..
5,58,900	4,29,650	16,22,000	..	81,711	1,03,845	4,21,610	..
12,100	60,000	16,200	..	11,200	56,277	36,282	..
15,18,500	12,72,600	25,16,000	..	1,60,220	3,67,164	12,27,673	..
..	2,950	3,000	.	..	..	2,932	..
..	2,400	2,500	..	..		2,385	..
..	350	1,000	..	..	..	352	..
..	5,700	6,500	.	..	..	5,669	..
..	500	500	..	..	..	487	..
	2,000	2,000		..		1,394	
	..	500		..		..	..
.	8,200	9,500	..	..	..	7,550	..

APPENDIX XXII 2.

Copy of letter No. L. 15014/1/7/-PI, dated the 10th May, 1970 from Ministry of Health & Family Planning and Works, Housing and Urban Development (Department of Works, Housing & Urban Development), addressed to the Registrar General, India and copy forwarded to the Chief Controller of Printing and Stationery, New Delhi and others.

OFFICE MEMORANDUM

Subject.—Delegation of powers to Registrar General of India for local printing of Census Publications, forms and other literature.

The undersigned is directed to say that it has been decided to delegate the same powers to the Registrar General of India, for arranging local printing of Census Publications, forms and other literature, in Hindi and Regional languages as well as in English language, as have been delegated to the Director of Publications Division, Ministry of Information and Broadcasting, for local printing of publications in Hindi and Regional language [*vide* late Ministry of Works, Housing and Supply (Department of Works & Housing) Office Memorandum No. S & P. II/43/40/61/PI, dated the 3rd January, 1969 (copy enclosed)].

2. (a) The Directors of Census Operations in the States and Union Territories are authorised to invite quotations for various items of work that the printing would involve in the next 2 or 3 years and then get the appropriate approval of the lowest rates tendered, from the office of the Chief Controller of Printing and Stationery and/or the Associated Finance and Administrative authorities as the case may be.

(b) After approval of these rates, which will remain valid for a period of three years, the State Census Directors will be competent to farm out jobs to the printers who can do them at the accepted rates without further reference to the office of the Chief Controller of Printing & Stationery.

3. The Census printing can be broadly categorised under two heads :—

(i) Regular publications.

(ii) Other emergent jobs like Circulars, Manuals, forms, etc.

In respect of the regular publications, the Chief Controller of Printing and Stationery should first be consulted whether the work can be taken up by any of the Government of India Presses. If they cannot, the works should be farmed out to private presses at the rates already accepted, according to the procedure and para 2 above.

Emergent jobs can be entrusted straightway by the State Directors of Census for printing by private presses at the rates accepted as under para 2 above under intimation to the Chief Controller of Printing and Stationery.

4. (a) The Registrar General and the State Directors of Census Operations may make advance payment to the extent of 20 per cent of the admissible claim to printers, on receipt of printed copies conforming to the specifications without reference to Chief Controller of Printing and Stationery.

(b) The State Directors of Census may get the bills of private printers scrutinised by the State Directors of Printing before making final payment, and such scrutiny will be final and conclusive. In such cases it will no longer be necessary for the State Directors to send the bills to the office of the Chief Controller of Printing and Stationery for further scrutiny. However, if any State Director of Printing does not find it possible to scrutinise any bills, they should be sent to the Chief Controller's office for scrutiny before final payment.

(c) The Registrar General and the State Directors of Census should exercise proper care in selecting suitable presses before farming out jobs. It will be necessary to assess the capacity of the press to undertake a particular job and also to ensure quality. Expert advice of the State Directors of Printing or Chief Controller of Printing and Stationery Office, as the case may be, should be sought, wherever necessary in this regard.

5. The Chief Controller of Printing & Stationery is being instructed to request the

State Directors of Printing demi-officially, for extending all possible facilities to the State Directors of Census on the above lines.

The Chief Controller, Printing and Stationery will also help the Registrar and State Census Officers and give them guidance in settling Printers' claims.

6. The expenditure involved will be met by the Registrar General of India from within his budget grant. In other words, that office will be treated as a paying indentor in respect of the powers delegated.

7. This issues with the concurrence of the Ministry of Finance,—*vide* their U.O. No. 3590/ W&E/70, dated 8th May, 1970.