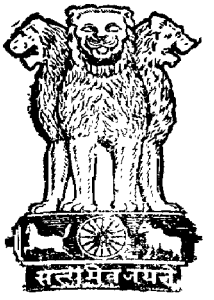
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CENSUS OF INDIA, 1961

VOLUME XXV

PONDICHERRY STATE

PART VII

ADMINISTRATION REPORT

P. K. NAMBIAR
of the Indian Administrative Service
SUPERINTENDENT OF CENSUS OPERATIONS, MADRAS & PONDICHERRY

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1964

CENSUS OF INDIA 1961

Census Report — Volume XXV will relate to Pondicherry State. Under this series will be issued the following publications:

Part I	...	General Report on Census.
Part II	...	A General Population Tables.
		B Economic Tables.
		C Cultural and Migration Tables.
Part III	...	A Household Economic Tables.
		B Housing and Establishment Tables.
		C Scheduled Caste Tables.
Part IV	...	Village Survey Monographs (Five numbers in five volumes)
Part V	...	Crafts and Artisans of Pondicherry State.
Part VI	...	Fairs and Festivals.
Part VII	...	Administration Report (For official use only)
Part VIII	...	District Census Handbook.

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1961 CENSUS

ADMINISTRATION REPORT

PREFACE

On 1st July, 1963, I became the *ex-officio* Superintendent of Census Operations of Pondicherry State. This was notified by the Ministry of Home Affairs in their Memorandum No. 2/181/63-Pub. I, dated 26th November, 1963. The Pondicherry Census Office was actually set up on the 15th September, 1959, when Sri K. S. Seshan, Deputy Secretary to Government of Pondicherry and Chef du Cabinet to the Chief Commissioner was formally appointed as Superintendent of Census Operations, Pondicherry.

2. Pondicherry had no Census tradition in the sense in which India had. A periodical count was, however, conducted by the Pondicherry Administration from time to time, the last one being in 1948. Files have been removed to France and no publication was available for reference. As such, some attention was devoted to the setting up of the Census Office for Pondicherry State by the Registrar General, India. In his D. O. letter dated 18th July, 1959 to the Chief Commissioner of Pondicherry Administration, he suggested that it would perhaps be best, if the Chief Commissioner was appointed *ex-officio* Superintendent of Census Operations for Pondicherry, who could be assisted by the Statistical Officer of the Bureau of Statistics, as Deputy Superintendent. The Registrar General felt that the Chief Commissioner should associate himself with the Census Operations not only in the stage of execution, but in the preparation of reports which would form the most valuable documents for the State for the next 10 years. The Chief Commissioner, however, felt that he had a status which was that of the head of a State and had special responsibilities and duties and he could not function as an *ex-officio* Superintendent. He, however, agreed to associate himself fully with the Census Operations and declared a senior officer of the Pondicherry Administration as Superintendent of Census Operations.

3. The population of Pondicherry State is approximately 3½ lakhs and its area 185 square miles. It can at best be compared to a thinly populated district or to a taluk of a thickly populated district of the Madras State. Even taking into account the whole State which comprises of the 4 territories located in the southern part of the Peninsula, the work would not be more than that of a district. A full time officer would not find sufficient work and at the same time, the officer should command the authority of the State Government to see that the programme was fully implemented in the State. Keeping these aspects in mind, Sri K. S. Seshan was specially selected as the first Superintendent of Census Operations and in taking into account the nature and volume of work which had to be handled by him, he was given a special pay of Rs. 150 p. m. Sri K. S. Seshan took over the work and attended the first Conference of Superintendents of Census Operations held in New Delhi in September, 1959.

4. The manner in which the enumeration was conducted in Pondicherry by Sri K. S. Seshan, has been set out in detail in Part I of this volume, that is, Administration Report on Enumeration. This was prepared by the second Superintendent of Census Operations of Pondicherry State, Sri Jules Ambou. He had earlier served as Assistant Superintendent of Census Operations under Sri K. S. Seshan. When Sri Seshan retired from the post of Deputy Secretary to Government of Pondicherry, the Registrar General, India felt that it would be necessary to have a person with previous experience of Census work and accordingly Sri Jules Ambou was posted as Superintendent of Census Operations, Pondicherry with effect from 1st March, 1962. It was a full time post. Sri Jules Ambou looked after the Tabulation programme of the Census till 30th June, 1963. The manner in which tabulation has been conducted for Pondicherry State has been explained in detail

in Part II of this Report, that is, the Administration Report on Tabulation which has been prepared by me.

5. At the instance of Sri A. Mitra, Registrar General, India, I took over the Census work relating to Pondicherry with effect from the 1st July, 1963. The only publication prepared was the Administration Report on Enumeration Other publications were under various stages of preparation. The first problem I faced, was the unwillingness of the Pondicherry staff to proceed to Madras. It was the view of the Registrar General, India that it would be better to retain the minimum of experienced staff needed for the preparation of reports and transfer them to Madras, the others being retrenched. On principle, the Government of Pondicherry agreed to my retaining as much staff as I wanted, but as an after-thought, added a rider that the concurrence of the staff should be taken before any such transfer was ordered. Actually some preferred to return to the Pondicherry Government and others preferred retrenchment rather than the transfer to Madras. A compromise was, therefore, effected. I retained the building for a month along with the staff. I had to negotiate with the staff members for their continuance. Some agreed to serve for a limited period, that is the Manager Sri A. M. Joseph and Sri P. Gopannan, Statistical Assistant. Sri G. Britto, the Tabulation Officer, Sri V. Rajagopalan and Sri A. S. Ramamurthy, Research Assistants also agreed to serve for a limited period. The only unconditional volunteer was Miss L. Payne, the Accountant of Pondicherry Office. Sri A. M. Joseph remained with me for five months only. He was reverted on his request to the Pondicherry Government. Others are still with me. The building occupied by the Census Office was actually surrendered to the owner on 31-7-63, but the Government of Pondicherry was good enough to take up the building for their use and gave me half the building for the storage of records and the residual staff to work whenever their work took them to Pondicherry.

Future set up

The new set up of Census work of Pondicherry needs some thinking. In practice, so long as Pondicherry remains a separate unit of Administration in the Union of India, it is desirable to have a nucleus Census staff attached to the Government of Pondicherry which will deal with all matters arising during the inter-censal period. It will not be possible for the Madras Office to undertake the responsibility. For this purpose, the Chief Secretary to the Government of Pondicherry should be declared the *ex-officio* Superintendent of Census Operations of Pondicherry. As soon as I complete the preparation of Reports for Pondicherry State, I propose to suggest it to the Registrar General, India for his consideration. The inter-censal staff recommended for other Union Territories can also be given to Pondicherry State. This will ensure the continuity from Census to Census until Pondicherry ceases to be a separate unit of Administration in India.

Contribution by staff

In the preparation of reports of Pondicherry State, I have utilised the services of my staff attached to the Madras Census Office. It will be difficult to acknowledge at this stage what has been contributed by them for the preparation of the reports, but it will be done in each individual publication. As regards the staff of Pondicherry. Sri Joseph the Manager has given me a very useful note on the history of Pondicherry. Sri G. Britto, Tabulation Officer has tried to help me in giving the statistical background of Pondicherry State. Sri A. S. Ramamurthy and Sri V. Rajagopalan are two Research Assistants who have done good work in the preparation of reports. A special tribute is due to the Accountant, Miss L. Payne who has, with her command of shorthand and typewriting, helped me in the preparation of these reports. The persons whose names should be particularly mentioned are Sri M. Panchapakesan who has taken great pains in checking up all the data printed in Pondicherry and Sri M. K. S. Mani, who with Sri Britto re-coded the entries relating to B-Series tables.

Sharing responsibility with Deputies

It was the intention of the Registrar General, India that I should, instead of undertaking the full responsibility for the publication of reports relating to Pondicherry State, share it with my Deputies. It was good of him to think of the burden which would be thrown

on me if I assumed direct responsibility. I did make an effort by dividing the responsibility among my three Deputy Superintendents, Sri P. Murari, I.A.S., Sri J. R. Ramanathan and Sri T. B. Bharathi, but in actual practice, it did not work as well as I expected it to. Sri P. Murari who was entrusted with Fairs and Festivals and Handicrafts Surveys, left the Census Organisation soon after Pondicherry work was taken over by me. His successor could not be expected to undertake any direct responsibility. Sri J. R. Ramanathan found it difficult to devote any time, because he had his own work relating to Madras. Again all these Officers are taken on deputation from the State Government and their loyalty is uecessarily to the State Government. As such it did throw additional burden on me, which I was happy to undertake because there was some pleasure in writing the General Report of Pondicherry State which became, for the first time, a part of Indian Census History.

Census Publications

The following publications will be released in connection with the 1961 Census:

Part I	..	General Report on Census.
Part II	..	A) General Population Tables. B) Economic Tables and C) Cultural and Migration Tables.
Part III	..	Household Economic Tables, Housing Tables and Scheduled Caste Tables.
Part IV	..	Village survey monographs on five selected villages of Pondicherry State.
Part V	..	Crafts and Artisans of Pondicherry State.
Part VI	..	Fairs and Festivals.
Part VII	..	Administration Report (for official use only)
Part VIII	..	District Census Handbook.

Printing

Printing of the Administration Report Part I was completed by the time I took over. Though it was the intention to centralise the work in Madras, I thought it would be desirable to utilise the Mission Press to continue the printing of Pondicherry Census publications. The Director, Government Press, Pondicherry had expressed his inability to print the publications. As such, the then Superintendent of Census Operations had contacted two Presses in Pondicherry and six in Madras City. All of them, except the Mission Press, declined to undertake the printing of Census material. As the rates quoted by the Mission Press were reasonable, the work was entrusted to the Mission Press in consultation with the Director, Government Press. But when I took over the work, the concurrence of the Chief Controller of Printing and Stationery, New Delhi had to be obtained, as till then every payment made on Census was treated as part of the Pondicherry State expenditure. It is proposed to print all the publications of Pondicherry State in Mission Press, keeping the residual staff at Pondicherry itself.

Paper

Regarding paper, 50 reams of double demy white paper were received from the Titagur Paper Mills, Calcutta, along with some binding materials. This was utilised for printing the Administration Report. The balance of paper was taken to the account of my Office at Madras and whatever paper and stationery is required in future, will be met from the stock provided for the Madras Office. A separate account will also be kept for the quantity consumed for the printing of Pondicherry publications.

Expenditure

I attach herewith a statement indicating the total expenditure incurred on Pondicherry Census till 30-6-1963.

Statement of Expenditure for 1959–60 to 1963–64 (30-6-63)

Head of Account	1959-60	1960-61	1961-62	1962-63	1963-64 (Upto 30-6-63)
0.8 (I) SUPERINTENDENCE	Rs. nP.	Rs. nP.	Rs. nP.	Rs. nP.	Rs. nP.
0.8 (1) (1) Pay of Officers	..	3,918:00	7,092:00	6,655:92	2,218:64
0.8 (1) (2) Pay of Establishment	162:99	10,286:53	20,781:13	24,555:54	11,758:26
0.8 (1)(3) Allowances and Honoraria	342:40	3,633:75	5,092:73	6,051:78	1,462:48
Dearness Allowance	160:99	1,229:96	1,206:97	2,831:74	1,220:50
House Rent Allowance	..	481:76	972:42	977:33	36:00
Other Allowances	181:41	505:61	1,507:88	1,424:59	39:80
Travelling Allowance	..	1,418:48	1,405:46	818:12	166:18
0.8 (1) (4) Other Charges	1,197:93	8,763:74	6,783:22	8,594:00	2,864:19
Total	**1,703:32**	**26,602:02**	**39,749:08**	**45,857:24**	**18,303:57**
0.8 (2) ENUMERATION					
0.8 (2) (1) Pay of Establishment	...	1,924:66	499:03	...	...
0.8 (2) (2) Allowances & Honoraria	..	908:20	8,305:00	...	...
Dearness Allowance	...	275:34	72:80	...	...
House Rent Allowance	...	102:86	25:91	...	...
Other Allowances (Honoraria)	..	530:00	8,206:29	...	...
Travelling Allowance	...	...	...	...	...
0.8(2)(3) Other Charges	...	78:80	...	...	...
Total	...	**2,911:66**	**8,804:03**	...	...
0.8(3) ABSTRACTION & COMPILATION					
0.8(3)(1) Pay of Officers	...	...	...	...	...
0.8(3)(2) Pay of Establishment	...	...	42,776:56	21634:55	...
0.8(3)(3) Allowances & Honoraria	...	...	2,794:89	1,454:23	...
Dearness Allowance	...	...	1,257:81	830:00	...
House Rent Allowance	...	...	857:73	326:00	...
Other Allowances	...	...	79:91	28:64	...
Travelling Allowance	...	...	599:44	269:59	...
0.8(3)(4) Other Charges	...	...	1,311:30	496:00	...
Total	...	...	**46,882:75**	**23,584:78**	...
0.8(4) STATIONERY & PRINTING	...	2,919:69	9,204:46	...	...
Grand Total	**1,703:32**	**32,433:37**	**1,04,640:32**	**69,442:02**	**18,303:57**

Total for 1959–60 to 63–64...Rs. 2,26,522:60 nP.

The total amount comes to Rs. 2,26,522.60 np. This was treated as part of the normal expenditure of the Pondicherry State. The expenditure after merger with the Madras Office has been incurred from the Census budget and the amount spent on items specifically for Pondicherry State is Rs. 16,910: 27 np. to date. This, of course, does not include the payment of the staff at Madras who have contributed in large measure to the preparation of reports on Pondicherry State.

Records

My original idea was to transfer the records relating to Pondicherry to Madras Office. But the Government of Pondicherry indicated that as these records were very important, they should be retained within the State itself. Accordingly, I have taken only those records which I needed for the preparation of reports, to Madras and left the basic records at Pondicherry itself. At present, it is housed in a building rented by the State Government and given to the Census Organisation. When the work is completed, all the records will be transferred and kept in the Record Office of the Pondicherry Government. I hope that the residual staff to be stationed at Pondicherry for the inter-censal work, would be put in charge of the records. It is necessary at this stage to say that as preservation of these records is very vital, they should be preserved by the Pondicherry State Government and handed over to the next Superintendent of Census Operations for his use in 1971.

I DISTRICT CENSUS HANDBOOK

As part of the 1961 Census, the District Census Handbook was proposed to be published treating each of the four areas, Pondicherry, Karikal, Mahe and Yanam as a District. The aim of publishing the District Census Handbook was that it could serve as a District Gazetteer, giving information at the village level. It was to be a State Government publication to be printed at their cost and the sanction of the Pondicherry Government was obtained in their letter No. 15-12/61-CG, dated 2nd August, 1961. It would have three sections. Section I introducing the district with all the physiographic, demographic, economic and social conditions in the area in ten sections, Section II containing the A series, Handicrafts and Special tables for Scheduled Castes and Scheduled Tribes and Section III, the administrative statistics and Village Directory. The administrative statistics will be presented in the form of 71 tables under the following 7 main divisions:

i)	Agriculture and Irrigation	(18 tables)
ii)	Industry and Labour	(4 tables)
iii)	Education	(3 tables)
iv)	Public Health	(7 tables)
v)	Law and Order	(6 tables)
vi)	Communications	(12 tables)
vii)	Miscellaneous	(21 tables)

The Village Directory apart from giving all data contained in the Primary Census Abstract, will give the following information:

i) Educational Institutions

ii) Medical Facilities

iii) Electricity

iv) Co-operative Societies

v) Communication Facilities i e. (Post & Telegraph facilities, Road facilities and Railway Stations)

vi) Others (Veterinary Hospitals and drinking water facilities)

In general, the co-operation offered by the Heads of Departments, Administrators and Mayors in giving their statistical information was good. But there was difficulty in collecting data of the earlier decades, as most of the Departments now functioning were created only after 1954, when this territory was merged *de-facto* with the Indian Union. The Bureau of Statistics established in 1957, had made a beginning in the collection and compilation of administrative and other statistics from 1957 onwards which were made available to us. All the data relating to earlier periods were obtained from the appropriate Heads of Departments. 1,100 copies each of the Maps of the 16 communes of this Union Territory were got printed by the Central Survey Office at Madras at a total cost of Rs. 11,380. These maps are to be included in the District Census Handbook and the originals in the scale of 1/40,000 were obtained from the Revenue Officer, Pondicherry and the Administrators, Karikal, Mahe and Yanam. It is hoped that this District Census Handbook will serve as a District Gazetteer for Pondicherry State.

II SURVEY OF HANDICRAFTS

In accordance with the practice in other States and Union Territories, a comprehensive survey of handicrafts found in the State was undertaken. Its aim was to throw light on the traditional crafts which have a cultural background and which deserve encouragement. Three crafts have been taken up for study—

1. Toy making at Kosapalayam village in Mudaliarpet Commune, Pondicherry Area
2. Korai grass mat-weaving at Kaiklapet in Mannadipet Commune, Pondicherry Area.
3. Bronze image casting carried on at Uruvaiyar village in Villianur commune, Pondicherry Area.

The following method of study was adopted: The Compiling Assistant who was put in charge of the study, collected particulars by visiting the centres and studying the craftsmen at work. The Questionnaire adopted was that prescribed by the Registrar General, India. In addition to this, short notes have been prepared about 16 other crafts in the Union Territory. The data were furnished by the Block Development Officers, Villianur and Karikal and the Administrators, Mahe and Yanam. The notes and 7 tables on crafts for each area furnished, have been processed, finalised and presented in the Report on Crafts and Artisans of Pondicherry State. The photographs of techniques and designs were taken by a local photographer at competitive rates. Pencil sketches were drawn by Sri Sundanasamy, Artist, Agriculture Department, Pondicherry. Later both these items of work were done by the photographer attached to the Office of the Superintendent of Census Operations, Madras.

III SURVEY OF FAIRS AND FESTIVALS

Another important study undertaken, is the survey of Fairs and Festivals. A list and short notes on Fairs and Festivals were given by the Inspector General of Police, Pondicherry. On the basis of this information, the Compiling Assistant contacted the Trustees of Temples and persons who conducted the festivals in Pondicherry and Karikal and collected the necessary information. Sri Pattabiraman, an Officer in the Indology Section of the French Institute, Pondicherry and the Librarian of the Public Library, Madame Yvonne Robert Gæbele who has written a book on the History of Pondicherry were also consulted on certain important aspects of these festivals. Photographs of Gods and Goddesses, processions, gatherings and fairs have been taken by professional photographers of Pondicherry and Karikal. Later this work was done by the photographer of the Office of the Superintendent of Census Operations, Madras.

Detailed studies have been made on the following festivals:

1. Masi Magam at Pondicherry;
2. Sengazhuneeramman Festival at Veerampattinam;
3. Kandoori at Karikal; and
4. Our Lady of Lourdes' Feast at Villianur.

A report will be published for Pondicherry State based on the survey of fairs and festivals.

IV SOCIO-ECONOMIC SURVEY

Five villages were selected for this purpose. Veerampattinam, Thengathittu, Kadirkamam and Thimmannaickenpalayam in Pondicherry Area and Thirunallar in Karikal. They represent the population engaged in fishing, toddy-tapping, weaving and agriculture. Two schedules, namely, Village Schedule and Household Schedule were prepared for gathering data through field surveys. The Household Schedule was based on that followed by the Kerala State. The Village Schedule was based on the model sent by the Registrar General, India, New Delhi. It was decided to cover not less than 150 households in each of the five villages. It meant a sampling, but no scientific system was followed in selecting the sample. It was generally left to the discretion of the Research Assistant. Sri M. Arumugam, an Assistant of the Development Department was appointed as Research Assistant to conduct the village surveys. He completed the field investigation for Veerampattinam village and reverted to the State Government on 17-4-1961 on medical grounds. Another Assistant of the same Department, Sri V. Rajagopalan was then appointed as Research Assistant. At the time of the Study Camp held in New Delhi in December, 1961, the survey of four villages had been completed and the monographs prepared for the village Thengathittu. During the Study Camp, the scope in the design of the survey was expanded on the lines indicated by the Registrar General, and as such, an additional questionnaire to the Household

Schedule and a revised Village Schedule were prepared. The four villages were re-visited to collect information on additional questionnaire. The fifth village was newly surveyed. Actually, revisits were made only to Thengathittu and Thirunallar. Kadirkamam and Veerampattinam were not re-visited and it was decided to prepare the monographs for them basing the data collected on the original schedules. Reports on five villages will be published by the Census Organisation. I take this opportunity to place on record the help rendered by the Revenue Department Officials and the Block Development Officers and their staff, both in Pondicherry and Karikal areas, to the Research Assistant Sri V. Rajagopalan.

V CONSANGUINITY SURVEY

This survey was conducted in the five villages selected for village surveys. The filled-in schedules with notes on the Socio-economic characteristics were sent to the Registrar General, India, New Delhi. During field investigation, the response was commendable and there was no instance where the Research Assistant had difficulty in collecting information from them.

VI PREPARATION OF ETHNOGRAPHIC NOTES ON SCHEDULED CASTES AND SCHEDULED TRIBES

No Scheduled Tribe is found in this territory. A list of Scheduled Castes was prepared and forwarded to the Government of India on 25th July, 1962. After that, a Questionnaire was prepared and copies were circulated to the Administrators of Karikal, Mahe and Yanam for collecting information. It was the original intention to write notes on 10 castes only —

i) Adi Dravida
ii) Adi Andhra
iii) Kuravan
iv) Madiga
v) Pallan
vi) Parayan
vii) Chakkiliyan
viii) Samban
ix) Valluvan, and
x) Vettiyan.

Only one report has been prepared on 'Vettiyan'.

After I took over the work, I found that these notes would be covered by the special studies in this State. Their characteristics are quite similar to those in Madras State. As such, it has been decided not to publish any Ethnographic notes on the Scheduled Castes of Pondicherry State. Suitable notes will be added while presenting the tables relating to Scheduled Castes of Pondicherry State.

ADMINISTRATION REPORT

PART I

ENUMERATION

BY

Sri. JULES AMBOU

ADMINISTRATION REPORT

PART I

Section I. GENERAL

INTRODUCTION

1.1. The State Pondicherry comprises of the four isolated tracts of (1) Pondicherry imbedded in the South Arcot District of the State of Madras, (2) Karikal in Tanjavoor District of Madras State, (3) Yanam in the East Godavari District (Andhra State), all three on the east coast of India; and (4) Mahe in Malabar District of Kerala State on the west coast. These areas are governed by a Chief Commissioner appointed by the Government of India, which took over the administration from the Government of France under an agreement giving effect to the *de-facto* transfer on the 1st November 1954 of these former French administered tracts to the Indian Union. The *de jure* transfer of the State imparting sovereignty of the Indian to it, is awaited. The entire administration is however in hands of the Government of India from the 1st November 1954.

1.2. The Census of the Population of this State as in other parts of India has been carried out in March 1961.

1.3. As this is the first time Census of the Population of this State was taken on the Indian pattern, it would be necessary to know briefly, the historical background of the formation, existence and administration of the territories comprising the State prior to its merger with India.

1.3.1. Nothing is known about these areas before nearly two centuries before Christ except that the Andhras were ruling the southern part of the Indian Peninsula. Historical researches go to show that trade contacts existed between the Romans and the inhabitants in the Pondicherry Area. The existence of a Roman factory at the mouth of the Ariyankuppam river (three miles from Pondicherry town) nearly 22 centuries ago has been confirmed by the archaeological survey conducted by the concerned department of the French Government in collaboration with Dr. Mortimer Wheeler of the archaeological survey of India. After the Andhras, Pallavas, according to history, without legendary presumptions, ruled the areas between the 5th and 8th centuries A. D.

1.3.2. The Pallavas were succeeded by the Cholas, whose prosperous and glorious reign has left their definite and indelible marks by way of inscriptions on stones, temples and architectural monuments which have fallen under the purview of archaeologists of the present time. The Cholas were later run over by the Moghuls from North India.

1.3.3. Nothing spectacular seems to have been noticed till the second half of the 17th century A. D. in respect of the areas with which we are concerned.

1.3.4. The French, like the Portuguese, the Dutch and the British, had established their markets at Surat on the west coast in the 17th century. Their trade was prosperous and each foreign power was on the look-out for expansion. The French Traders were arranging to open their depot at Masulipatam in 1670 when, under the Moghul Empire, the Governor of Gudaloor, Chirkam Loudy extended an official invitation to them "to come to settle in his Government where there are good cloth manufactures". On the 4th February, 1673, they landed at Pondicherry. Thus began the occupation of French in Pondicherry.

1.3.5. The British and the Dutch were also running their depots nearby. In course of time the Dutch left the scene and the subsequent recorded history unfolds how the French supremacy held sway over a great part of India, south of the Deccan and underwent rises and falls in fortunes, culminating in the Treaty of Paris 1815, demarcating the five major pockets, namely, Pondicherry, Karikal, Mahe, Yanam and Chandernagore and about ten "loges" as being the territories left for governance by the French administration.

1.3.6. Chandernagore, a small area in west Bengal near Calcutta merged *de facto* with Indian Union in 1948 after a referendum in October that year and *de jure* became part of India with the Status of a district under an Administrator within the West Bengal State in 1952.

1.4. As stated in para 1.1. above, the French handed over the administration of these small areas on 1-11-1954; the "loges" referred to were formally handed over by them in October 1947 in full sovereignty to the Indian Government at a simple but solemn ceremony held at Masulipatam loge, where the Indian Union Flag was hoisted over the mast, on which the French flag was flying till then.

LEGISLATION

2.1. The position of Pondicherry State differs from any other State or Union territory in Indian Union, in constitution, legislation and administration. As this territory has not yet been integrated *de jure* i. e. with full Indian sovereignty with consequent application of the Indian Constitution, the legislative and constitutional set up was and is, upto the moment when this report is written, the same as on the eve of the *de facto* merger. The Indian laws as passed by the Parliament could become applicable and executory only by a special order of the President of India, who, by virtue of the articles of the *de facto* agreement, and by the exercise of the powers under the Foreign Jurisdiction Act, 1947, can render an Indian law applicable to this State. The administrative agency being the Government of India, the legislation relating to Census had to be extended to this State, as a special case with the object of covering the area constituting the State of Pondicherry, in the All-India Census, 1961. The possibility of the *de jure* integration in the very near future cannot be ruled out and it was therefore prudent and necessary that this State had to be covered in the All-India Census. This was an additional reason for extending the Census Act, 1948.

2.2. There is a third and important reason. The Government of India brought the entire State of Pondicherry under the purview of the five year plans immediately on *de facto* transfer taking place with the result that a large number of development schemes have been completed and more are under way. The data that Census Operations would provide would doubtless facilitate more and more correct planning for future years.

2.3. The extension of the Census Act to this State became effective from the 1st July 1959. A few modifications in the mode of application of the Act to this State were necessary in order to suit the administrative and judicial set-up in this State. The modifications resulted in substituting the "Chief Commissioner" for "State" wherever the latter word occurred in the Act, and to the designation of the "magistrate" by the Chief Commissioner. Another modification provided for a penal provision to the effect that any Census Officer appointed under the Act, who refused or neglected to perform any duty which he is directed to perform would be punished. As regards the appointment of Magistrates the Chief Commissioner, Pondicherry State, entrusted the "Tribunal Correctionnel" (Courts of summary Jurisdiction) at Pondicherry and Karikal, and the "Justices de Paix" (Lowest Courts) in Mahe and Yanam with powers to take cognisance under the Census Act of any offence against the provisions of the Census Act. (Vide page 652 of State Gazette No. 42 dated 18th October 1960 - Annexures I and II)

2.4. The Act was republished in the State Gazette together with the Government of India order No. S. O. 1375, dated 20th June 1959 extending it. As the official language of the State is still French, a French version of the Act and the Order were also published along with the English texts. (Vide-pages 401 to 405 of State Gazette No. 26, dated 28th June 1960-Annexure I)

2.5. The decision to cover the Pondicherry State in the All-India Census 1961 was obviously taken later than the decision of the Government to conduct the decennial Census. After the extension of the Act, the Registrar General, and ex-officio Census Commissioner in India approached the Chief Commissioner, Pondicherry for taking further action on the decision of the Government of India. The first demi-official letter No. 1/1/59-RG, dated 18th July 1959, from Shri A. Mitra, I.C.S., the Registrar General, while announcing the extension of the Census Act, suggested to Shri L. R. S. Singh, I.C.S., the then Chief Commissioner, that he may be appointed ex-officio

Census Superintendent in this State, with the assistance of the Statistical Officer as his Deputy with a suitable addition to pay. He also expressed belief that it was important that the Chief Commissioner should associate himself with the Census operations both in the execution stage and while writing the reports. A collection of Circulars which the Registrar General had so far issued to all State Census Superintendents were also received for information. Thirdly, he announced his proposal to hold a Census Conference in the second half of September, 1959. At the same time he requested that a pre-test be carried out in the area by the officers who would be in charge of the Census before they came to the above said conference.

APPOINTMENT OF CENSUS SUPERINTENDENT

3.1. In fact, the period when the above said communications were received was the busiest ever in the local Administration with high on-rush for arrangements to conduct the second general elections for the State Representative Assembly at Pondicherry, Karikal, Mahe and Yanam. The Chief Commissioner, Pondicherry, felt that in the face of the peculiar administrative set up, he could not function as Superintendent of Census Operations though, of course, he agreed that he should be associated with the Operations. It took him some time to decide on the officer who should take over the Census work. One view taken by the local administration was that, as the population-cum-area of the whole State was not large, a full-time officer was not necessary at the initial stage. A senior officer with a sound comprehension of the local systems, customs and manners might be entrusted ex-officio with the duties of the Superintendent of Census Operations with a suitable additional remuneration. This view was acceptable and accordingly Shri K. S. Seshan, Deputy Secretary, and Chef de Cabinet du Haut Commissaire, Pondicherry, was selected and proposed to the Registrar General for appointment as superintendent of Census Operations in addition to his own duties under the local Government.

3.2. Shri Seshan, however, took over his duties as from the 16th September 1959 and engaged a Section Superintendent of the State Secretariat and a stenographer for carrying out the preliminary study and routine correspondence. No separate office was established and the above said officers, who were performing this work in addition to their own, were compensated by payment of suitable honoraria.

3.3. His appointment was gazetted under the Ministry of Home Affairs Notification No. F2/87/59-Pub. I (Pt. I), dated 19th November 1959. This was republished in the local Gazette, dated 1.12.59 and a Press Release of the Information Department announced this appointment. There was scarcely any moment left for the Superintendent to organise a regular office in order to conduct the pre-test referred to by Registrar General in his first letter to the Chief Commissioner. The Superintendent attended, however, the first Census Conference held in September / October 1959. The Conference proved very helpful to him in gauging the nature and extent of the work that lay ahead, by personal contacts with his colleagues and the Registrar General.

3.4. The terms of appointment of the Superintendent were personal to the incumbent. As he is a State Civil Service Officer his special pay was fixed at Rs. 150/- p.m. for holding the post *ex-officio*.

CHIEF COMMISSIONER'S APPEAL.

4.1. With the appointment of a Superintendent for the Pondicherry State and as soon as the nucleus of the staff was established, the Chief Commissioner announced to the public of the State the decision of the Government of India to take the population Census in the State in 1961, in Circular No. 15-4/60-CG, dated 23rd March 1960, addressed to all Heads of Departments and Mayors of Communes and also published in pages 234 to 236 of the State Gazette, in French, English and Tamil. After emphasizing the importance and utility of the Census and giving a brief outline of the plan of action contemplated by the Census Organization in the State he appealed to one and all of the citizens of the State to extend their whole-hearted co-operation in bringing the Operations to a success. He referred also to the fact that this was the first Census to be taken on the Indian pattern and high-lighted the fact that most of the personnel who will be enlisted for this honourable task had worked or at least knew the working of a Census, though on a different pattern, and he hoped that, since the essentials remain the same, there would be no lack of comprehension of

the mode of operations. He appealed also to the Municipalities in particular, as they occupy a vantage position in the realm of public co-operation. A copy of this appeal is given at Annexure III.

4.2. The General Administration Department of the State Government, followed up the appeal of the Chief Commissioner with a request to all Heads of Departments and Mayors to place at the disposal of the Superintendent of Census Operations, whatever material and service were available with them, while introducing at the same time Shri K. S. Seshan as Superintendent of Census Operations. This communication also authorised the heads of Departments to correspond directly with the Census Superintendent. A copy of this Circular is placed at Annexure IV.

4.3. The above said appeals produced satisfactory results as will be shown later on in this report. The stage had thus been set by these preparatory and important statements of the Chief Commissioner and the local Government, for proceeding with the programme of the Operations.

APPOINTMENT OF STAFF

5.1. Since the Central Government was conducting the Census Operations, the expenditure involved was borne by it. The terms of appointment of non-gazetted personnel were that Central rates of pay and allowances should be granted to them or if, on deputation, they may be granted, in addition to the grade pay drawn in the parent Government, a deputation special pay equal to 20% of the grade pay, dearness allowance at the rates of the parent government and house rent allowance at Central rates. The above terms were communicated to the Superintendent of Census Operations as part of literature forwarded by the Registrar General to the Chief Commissioner with his Demi-Official letter No. 1/1/59-RG, dated 18th July 1959. The question of grant of Central rates of pay and allowances in so far as Pondicherry Census Office was concerned was held as irregular. This decision was arrived at by the Government of India subsequent to the appointment of two Government officials, a clerk and a daftry at Central rates. The decision shut off any possibility of recruitment to Census Office from the open market. All the staff employed later had necessarily to be drawn from State Government Secretariat on deputation terms. The above said two officials later opted for deputation terms which were agreed to by the Government of India. The incentive that lay in the offer of Central rates had thus been replaced by the 20% deputation special pay. The following staff was subsequently sanctioned.

POST OF	Manager	From 9-3-60
	Statistical Assistant	26-10-60
	Accountant	9-3-60
	Clerk-cum-typist	26-12-59
	Clerk	15-11-60
	Daftry	1-5-60
	Peon	1-4-60
	Peon	15-2-61
	Watchman	7-10-60

The local Government came to our assistance by authorising the release of necessary personnel except in the case of the watchman.

5.2. The Section Superintendent of the Secretariat who was entrusted with the work of Census since September 1959 was appointed Manager who incidentally knows the French language in addition to the vernacular and who has the advantage of knowing the local areas by virtue of his stay here since 1937 having been employed in the Indian Consulate General whence he had been transferred to the Pondicherry Secretariat after the de facto merger of this State with the Indian Union.

5.3. For the appointment of a Statistical Assistant, an Economic Investigator with experience in demographic studies was taken on deputation from the State Statistical Bureau. He was familiar with work relating to vital statistics and population studies by virtue of his dealing with these subjects in his parent department. He is also a native of Pondicherry. As he was taken from a non-secretariat department, there was some difficulty in giving deputation allowance to him. Special orders were obtained from the Ministry for this purpose.

5.4. The Accountant is also a Secretariat Assistant with nearly six years' service to her credit. The clerk-cum-typist who was drawn from the Department of Electricity is a native of Pondicherry having been qualified in typewriting and in French Brevet (Equivalent to Matriculation) in addition to English Matriculation. The daftry is also a native of Pondi-

cherry and was taken from the Office of the Employment Officer. Both the latter were selected for their familiarity with local conditions.

5.5 Another clerk was appointed much later in order to assist the accountant and to be in charge of records, including forms, books and publications. She was taken from the Finance Secretariat of the local Government on deputation terms. Two peons were obtained from the local Government Secretariat on deputation terms at the later stages of operations in order to cope with the natural increase in the activities in and outside the office.

5.6. A watchman was necessary from the time when a separate building was taken over for office accommodation. No deputationists were considered necessary; however, an ex-service man was engaged on local Government rates, as, of course, no central rates could be granted.

5.7. A word of advice to my successors would be that no appointment is possible unless specific orders in respect of this office is obtained from the Ministry of Home Affairs through the Registrar General. General orders which were acted upon by me were thrown away as inapplicable to this office. It is advisable, as a rule to consult the local Pay & Accounts Officer, before the orders of the Ministry are acted upon.

5.8. The Superintendence staff selected for the Census Office had not had any experience in previous census. No persons with that experience were available for appointment.

5.9. A list of posts created in this office is given at Annexure V.

APPOINTMENT OF ASSISTANT SUPERINTENDENT

6.1. An Assistant Superintendent was appointed with effect from the 1st December 1960. He was associated with the houselisting operations conducted in September 1960 as Area Census Officer, Pondicherry Area, and he continues to hold that honorary post even after his appointment as Assistant Superintendent. He is a senior revenue official and has first hand knowledge about the revenue set up of this State. His knowledge was of great help, in the formation of enumeration blocks, supervisors' circles etc. Being a native of this State, his help was of great value in enlisting the co-operation of the public and the officers for the successful conduct of the Census Operations.

6.2. The terms of appointment were on deputation basis. As an officer of pre-merger cadre (Ex-French scales of pay and allowances) he has been granted pay in his parent office (Revenue Ofice) *plus* a deputation pay of Rs. 75/- p. m.

ACCOMMODATION

7.1. When the Office was constituted on the 9th March, 1960, a small enclosure, adjoining the Ofiice of the Deputy Secretary, (General Administration) and Chef de Cabinet, with an area of about 90 sq. ft. was graciously placed at the disposal of the Census Office by the local Government. This offer of accommodation was very valuable.

7.2. The problem of accommodation either for Government offices or for residences in general is yet to be solved in Pondicherry. For reasons attributable generally to the expansion of developmental activities and to the attraction of the Pondicherry urban area for its simplicity and calmness the demand for accommodation has gone up; the rise in rates of rent followed suit particularly within the limits of the Pondicherry Town. Hunting for accommodation is a regular and common sight and it is no wonder if, even for fabulous offer of rents, no vacant building becomes available for occupation.

7.3. The stocks of stationery, forms and slips, schedules and houselist forms were stocked in the space set apart for the Census Office and the staff had to put up with unavoidable inconvenience. This state of affairs lasted till the end of September, 1960, when the house-numbering and houselisting operations were being completed. By the end of September, a building was fixed up at a distance of a furlong from the Government House. Although the space available for accommodation was just sufficient for the Superintendence Unit, it was taken over at a comparatively high rate of rent, viz. Rs. 200/-. The National Flag was hoisted on the building on 1-10-60 after conducting the usual prayers invoking the blessings of the Almighty. A plan of the house with a seating plan, is placed at annexure VI.

7.4. An indent for stationery had been placed by the Registrar General with the

Deputy Controller, Stationery, Calcutta. The consignments were received by the end of 1959 and were in the personal custody of the Census Superintendent till the regular office was formed.

7.5. An indent of essential and standard forms was placed by the Census Office with the Manager, Forms Store, Calcutta. A few items of common forms were kindly supplied by the local Government till the time the stocks were received from Calcutta in the middle of July 1960.

7.6. Local Government were munificent also in placing at our disposal on loan, tables, chairs, wooden racks and cupboards. The timely assistance went a long way in affording the elementary comforts to the staff of this office. The stock was augmented by local purchase according to needs. A statement showing the items of furniture given by the local Government and another showing the items purchased by this office are placed at annexures VII and VIII respectively. The direct purchase of a small size steel cup-board was objected to by the audit and later regularised by ex-post facto sanction by the Government of India.

7.7. As regards typewriters, the local authorities were already in short supply.

PRE-TESTS

8.1. As stated in para 3.3. above, it will be seen that the appointment of the Superintendent was finalised only on the eve of the First Census Conference held in September/ October 1959. No pre-test was therefore possible before he proceeded to attend the conference.

8.2. The results of the tests conducted by other States were placed before the Conference and the Superintendent was able to study and understand them during the conference and to implement the decisions taken at the said conference.

CENSUS CONFERENCE 1959

9.1. The Chief Commissioner took the initiative to send the Superintendent to Delhi authorising him to travel by air under his own powers. In the first instance, therefore, the Superintendent travelled as an Officer of the State and not as Superintendent of Census Operations. This journey had to be regularised later by special sanction of the Government of India issued *ex-post facto.*

9.2. The Conference lasted from the 25th September to 3rd October and was inaugurated by the late Hon'ble Govind Bhallabh Pant, the then Union Home Minister.

9.3. During the course of the Conference, the Superintendent had occasions to meet the Registrar General to whom he gave a clear picture of the conditions prevailing in Pondicherry State. Except the fact that the official language of this State is still French, there was no problem or hurdle as such that was to be discussed in the Conference.

CENSUS SCHEDULES

10.1. A summary of the proceedings of the First Census Conference contains the finalised forms of the various schedules to be adopted throughout the Indian Union. The vernacular in the four areas of this State is Tamil in Pondicherry and Karikal, Malayalam in Mahe and Telugu in Yanam. Houselists, household schedules and individual slips which were to be used in Madras, Kerala and Andhra Pradesh States were to be used in Pondicherry, Karikal, Mahe and Yanam respectively, as the main languages of these Indian States are Tamil, Malayalam and Telugu.

10.2. Regarding the sizes of forms and contents of the schedules, these cannot be examined in the light of past experience, as this is the first time the Census Operations are undertaken on the Indian pattern. When the last Census was taken in 1948, by the French administration they had adopted different forms, specimens of which are placed at annexure IX. No reports on the Operations conducted at that time are available for any comparative study of merits and demerits or of advantages and disadvantages. The forms prescribed in 1948 provide for information, which, in essence, is nearly the same as the present Census, except that no information had been recorded about the household industries and areas under cultivation. The houselists contained very meagre information while the Family Schedule included particulars which are being collected in the individual slips. The use of individual slips had not been resorted to. As mentioned above, no tabulated statistics are available from the records that are left with the present local Administration.

10.3. Instructions on how to fill up the schedules were also finalised in the Census

Conference of September, 1959. They were supplemented, as will be explained later, by the use of the instructions issued by the Superintendent of Census Operations, Madras, Kerala and Andhra Pradesh both for purposes of uniformity and language. Supplementary instructions relating to the condition prevailing in the area covered by this State were issued by me to the Enumerators, thus leaving no ground for any omission or mistake.

10.4. The Schedules were translated into Tamil by the Superintendent of Census Operations, Madras, into Malayalam by the Superintendent of Census Operations, Kerala into Telugu, by the Superintendent of Census Operations, Andhra Pradesh and into French by the Superintendent of Census Operations, Pondicherry through the good offices of the French Translator to Government. About 20% of the schedules were to be in French and schedules in other languages were obtained in proportion to the population in each area. This State is the only one to have used schedules printed in the French language. No schedules in English language were put into use in this State.

OFFICE EQUIPMENT

11.1. In the initial stages, before the receipt of the stationery articles from Calcutta and of the consignment of Double Royal Printing Paper through the Central Stationery Office, Calcutta, the State Government permitted this Office to borrow articles of stationery and typewriters from their stocks. One duplicator "Shourie 1000" model was also supplied through the Central Stationery Office, Calcutta. Registrar General, India, arranged through his office for the supply of a "FACIT" calculating machine in August, 1960.

11.2. In so far as Area Offices were concerned, a few items of stationery like paper, pencil, erasor, were supplied, while all communications received from them were done with the help of the State owned office equipment. No furniture was supplied to the Area Offices as furniture belonging to local Government Offices was available for use.

PRINTING OF CENSUS SCHEDULES AND FORMS

12.1. All India Census forms in various languages except French were printed by the Government of India Presses, Calcutta and Nasik, and were supplied to this Office in accordance with the indents previously worked out on a formula decided upon at the First Census Conference. A statement of the forms so received is given at Annexure X.

12.2. As for forms designed for meeting the working of the office and local instructions, the Government Press, Pondicherry, undertook the responsibility to print them as well as those of the All-India Census forms in French. The local press printed also all circular instructions, issued by this office in connection with all operations connected with enumerations. A statement showing the number of forms and circulars is given at Annexure XI. No private presses were engaged for printing any of the forms etc., relating to Census.

MAPS

13.1. Original Maps of the four areas of this State were prepared at different periods. Pondicherry area maps were drawn in 1895, those of Karikal in 1920, Mahe in 1932 and Yanam in 1890. The originals are preserved carefully in the survey section of the Revenue Department tracing being made whenever copies were required.

13.2. The Registrar General, India, passed through Pondicherry in January 1960 and tracing of the abovesaid maps were shown to him. He left orders to the effect that 300 copies of the maps of each commune should be printed in the Photo Litho Press of the Land Survey Office, Madras. The Superintendent of Census Operations, Madras, was helpful in arranging for the printing of these maps.

13.3. The number of copies of maps was raised from 300 to 500 subsequently by the Registrar General. As the intention was to include these maps in the District Census Handbooks and as the number of copies of these handbooks was proposed to be 1000, and as there was likelihood of demand from the local Government for copies of these maps, a second lot of 600 copies have been ordered for from the Central Survey Office, Madras.

13.4. Notional maps of villages and enumeration blocks were also prepared by the Census enumerators. These served as guidance for location of the houses in the respective villages and blocks. All these notional maps have been attached to the houselists prepared by the enumerators.

13.5. Besides the above, the Survey Department of the local Revenue Department have

supplied maps of villages as are available with them. The villages represented therein refer to their position as nearly 65 years ago. Much expansion has taken place since then. These maps therefore cannot be regarded as representing the present day position of the villages.

13.6 The scales of the maps available in the Land Revenue Office are (i) 1/50,000 for Pondicherry Area, (ii) 1/40,000 for Karaikal Area, (iii) 1/10,000 for Mahe Area and (iv) 1/20,000 for Yanam Area.

URBAN CLASSIFICATION

14.1. In the Census conducted previously by the then French Administration, no specific classifications as urban or rural had been made according to the information available with the Political Affairs Department which was entrusted with the Census Operations during the French regime. There was no possibility therefore for any comparative study of urbanisation of areas from time to time.

14.2. It was mostly by the application of the formula decided in the First Census Conference that the urban classification was finalised and approved by the Registrar General. Population above 5,000, urban characteristics and predominant non-agriculturists constituents of the population were the considerations that entered into the classification of an area as urban. The outlying areas of Mahe and Yanam, though not strictly conforming to the criteria referred to had to be treated as urban as they are the Headquarters of the respective administrators. The areas classified thus are:— Pondicherry Town and Muthialpet within the Pondicherry Commune; Karikal Town within the Karikal Commune; Mahe Town within the Mahe Commune and Yanam comprising the whole area.

14.3. The question of organising the Census Operations in the urban areas did not involve any difficulty generally as those areas were small and the field staff concerned were drawn from the same areas. The Census divisions in urban areas have been marked out both in enumeration blocks and in street-wise enumeration. The divisions therefore will be known by the serial numbers of enumeration blocks as distinct from the names of villages in the case of rural areas.

TOURS

15.1. The local Government were pleased to place their staff cars at the disposal of the Census Department for the various tours undertaken hy the Census Officers. The Superintendent himself toured all the areas of Pondicherry and its enclaves before and during the housenumbering and houselisting operations and also before and during the enumeration period.

15.2. The Manager of the Office was sent to Karikal for inspection of preparation for housenumbering and houselisting operations. He was also sent to Madras for expediting the work on the printing of maps. He contacted also the Madras Census Superintendent and his office for obtaining a firsthand knowledge of the trend of the organization of preparatory operations.

15.3. In August 1960, the Area Census Officer, Pondicherry and the Office Manager attended the Second Census Conference. With the appointment of the Assistant Superintendent of Census Operations, the latter made extensive tours in the areas of Pondicherry territory and also in all the outlying areas of Karikal, Mahe and Yanam.

15.4. A statement showing the frequency of tours is given at Annexure XII.

15.5. Officers of the local Government who were appointed as Census Charge Superintendents in Pondicherry area were also authorised to undertake extensive tours to cover their charges for demarkation, training and supervision during the operations. A statement of their tours is also given at Annexure XIII.

ADMINISTRATIVE OR OTHER DIFFICULTIES

16.1. The various departments of the local Government extended their co-operation freely and willingly, as a rule. No problem or difficulty as such was met with. However, as the field staff employed for the operations were drawn mostly from pre-merger personnel, intensive propaganda and training had to be undertaken by the Supervising Officers. It is happy to note that not a single instance has been reported which afforded any opportunity to invoke the penal provision of the Census Act, 1948.

ACCOUNTS — BUDGET

17.1 For the year 1959-60, during which the Superintendent of Census Operations was appointed, a tentative provision was made in the budget of the Ministry of Home Affairs under the Head, 51-Census. This amount was not fully utilised due to the fact that the actual Office was formed only in the next financial year.

17.2. Due to the special position of the Pondicherry State, which is still under the administrative control of the Ministry of External Affairs, the budget allotted to the Census Office here cannot be worked independently of the local accounting procedure. The Pay and Accounts Office here can operate only on the budget heads of the Area Demand of the Ministry of External Affairs. The only feasible *modus operandi* was and is to include the budget provisions under a miscellaneous "sub-head" of the said area demand. All provisions in the budget were therefore classified under "0.8 Census" of the Area Demand No. 19 of the Ministry of External Affairs.

17.3. One of the consequences of the arrangements was unfavourable in regard to the recruitment of staff for the Census Office. As the Administrative Control of the Budget was under the External Affairs Ministry, the policy formulated by that Ministry in the matter of scales of pay was rendered applicable to the Census Office also. This ultimately shut off the possibility of appointments on Central rates of Pay and Allowances. The only other alternative of recruitment by deputation had to be resorted to.

17.4. On the contrary, it had also certain advantages. The authorities controlling the overall budget of the area have been of great assistance in the various stages of accounting and budgeting of this Office and have arranged for re-appropriation whenever that became necessary.

17.5. Budget Estimates for 1960-61 were also proposed tentatively as at the time of preparation of the estimates there was no possibility of fore-seeing the exact requirements except on approximate evaluation. However, the actual working for the first three months of the year gave an insight into the exact requirements. Provisions under "Pay and Allowances" were easily finalised. It was not the case with other detailed heads. Prudence counselled the necessity for reservation of provisions for unforeseen and immediate expenditure though actually such contingencies did not eventually arise.

17.6. The budget estimates for 1961-62 were prepared with more precision than the previous ones. At the same time, one has to admit that certain new items of expenditure, which are never contemplated previously, do present themselves and the revised estimates have had to be submitted in order to cover such fresh items of expenditure. A statement showing the budgets of this office for the last three years is given at Annexure XIV.

17.7. In general, the expenditure has been limited to the barest minimum avoiding all items that can be dispensed with, without impairing the smooth working of the office.

ACCOUNTS RULES

18.1. The Superintendent of Census Operations has been declared a Drawing and Disbursing Officer, by the Registrar General, India.

18.2. He presents the bills to the Pay and Accounts Officer, Pondicherry, who exercises the function of pre-audit officer and Treasury Officer. He pays the bills by means of a cheque drawn on the State Bank of India, Pondicherry. The Pondicherry State Government is under the audit control of the Accountant General, Madras. Rules which are in force in other Central Government Offices in the matter of accounts are applied ***mutatis mutandis*** in this State. The same rules and procedure are followed by the Census Office also.

18.3. Pay bills of Gazetted Officer and non-Gazetted staff are prepared in the forms prescribed and under the conditions in the G. F. R. Similarly, bills for Travelling Allowance are presented under the Central Government Rules. Contingent charges bills are prepared in the same manner.

18.4. Monthly figures of expenditure are reconciled with those of the Pay and Accounts Office before being submitted to the Registrar General, India.

METHOD OF KEEPING ACCOUNTS

19.1. A Bills Drawn Register is being maintained for all bills submitted and a Cash Register to account for the proceeds of bills encashed and disbursements by this office. Monthly expenditure statements in Forms G. F. R. 7 and 11 (amplified) and a statement showing the number of sanctions issued during the month are being submitted regularly to the Registrar General, India. Three-monthly, six-monthly and nine-monthly statements are submitted to the Finance Department of the local State Government, whereby the budget position is reviewed and necessary provision is made or the excess amounts surrendered as

the case may be. Departments of the State Government which have incurred expenditure in connection with Census work duly authorised by the Superintendent of Census Operations, have been requested to raise the debit against the budget of this office. A list of registers maintained in this connection is given at Annexure XV.

FINANCIAL POWERS

20.1. The Registrar General and ex-officio Census Commissioner is a Head of Department under the Delegation of Powers Rules 1958. Under the powers vested in him, he has declared the Superintendent of Census Operations a 'Head of Office', defined under rule 3 of General Financial Rules.

20.2. The Superintendent of Census Operations has been empowered by the President of India to (1) create temporary posts in Class III and Class IV for a period not exceeding 2 years subject to the conditions laid down in Rule 9 of the Delegation of Financial Powers Rules 1958; (2) incur contingent expenditure upto Rs. 1,000/- per annum in each case for recurring expenditure and Rs. 5,000/- in each case for non-recurring expenditure subject to the monetary limits and other instructions specified in the Annexure to Schedule V and Rules 10(5) of the Delegation of Financial Powers Rules, 1958; (3) incur expenditure on light refreshments upto Rs. 200/- per annum; (4) sanction the grant of recurring and non-recurring honoraria upto a limit of Rs. 100/- in each case to Government officials other than those in his own office and to non-officials for work done in connection with the 1961 Census Operations; (5) incur expenditure on Travelling Allowance he being the Controlling Officer for himself and his staff; (6) purchase furniture upto a limit of Rs. 2,500/- per annum each for the office and the Tabulation Unit and (7) purchase of books and periodicals under the conditions mentioned in the Delegation of Financial Powers Rules 1958, Schedule V.

20.3. The Registrar General has also authorised the exemption of candidates for appointment in the Tabulation Unit from production of Medical Certificates.

PERMANENT ADVANCE

21.1. An amount of Rs. 200/- has been sanctioned as permanent advance for this office to meet the contingent expenditure that cannot be paid by cheque or book debits. A Permanent Advance Register is being maintained and whenever the amount spent exceeds Rs. 100/- it is recouped by drawing the amount from the State Bank of India on cheque issued by the Pay and Accounts Officer, Pondicherry on presentation of a fully vouched contingent bill covering the expenditure in question.

PUBLICITY

22.1. Publicity was carried out through the following media:

i) Distribution of pamphlets
ii) Publication of special articles on Census in this State — Monthly Bulletin of Information.
iii) Exhibition of cinema slides
iv) Exhibition of cinema film on Census
v) Affixing wall posters.

22.2. It is almost a tradition in this territory that the population has more faith and confidence in and look for guidance to their elected leaders, than in even administrative agencies. Whatever might have been the grounds for such a development of this popular psychology, there can be no denial of the fact that the common man's first reaction to any proposal, whether from Government or from elsewhere, is to get himself doubly certain that the proposal has been okayed by his 'leader' to whichever political party he may belong. Curiously enough, this state of affairs exists in this State irrespective of whether the common man is rich or poor, highly educated or otherwise. These leaders are found generally in the Municipal Councils and in the State Representative Assembly; it was therefore arranged that the Municipal Councillors and the Assembly members should associate themselves from the beginning with the operations. Pamphlets and wall posters were supplied copiously to them and from what had been observed later, these have been distributed and exhibited throughout the communes. Moreover, all the Mayors of communes were in the picture during the period of training, they were consulted by the field staff and they attended the Training classes for their own information and guidance. Councillors of Government who are also the elected members of the Representative Assembly when addressing gatherings in the course of their local visits always took opportunity to explain

the importance of the Census and exhort the public to fully cooperate with the Census staff and help them. They have been to a great extent responsible for the smooth and close relationship between the enumerator and the enumerated. The Superintendent of Census Operations was in constant personal touch with the Councillors of Government and Members of the Representative Assembly, acquainted them with the progress of the operations and enlisted their help in case of small difficulties.

22.3. No programme was arranged on the All India Radio. Regional broadcasts for the Tamil Nad, Kerala and Andhra Pradesh carried out by the Superintendent of Census. Operations in those States were enough to cover the areas of this State which are imbedded in those States.

22.4. A statement showing the items of publicity handled by this Census Office is given at Annexure XVI.

Section 2. ENUMERATION

INTRODUCTION

1.1. The operations that made up enumeration were (i) house-numbering and houselisting and (ii) the actual count of the population. Preparations for these operations were undertaken in the serial order mentioned below: —

a) Major divisions of the State into Areas;
b) Appointment of Area Census Officers;
c) Formation of Census divisions;
d) Circulation of instructions on house-numbering and houselisting;
e) Holding of training classes for house-numbering and houselisting;
f) Distribution of census schedules;
g) Circulation of instructions on enumeration;
h) Holding of training classes for enumeration;
i) Sample census enumeration;
j) Actual enumeration;
k) Reporting of provisional totals.

With the extension of the Census Act, 1948 to this State, the Chief Commissioner prepared the field of operations by appointing various categories of Census Officers as shown below.

1.2. The Pondicherry State comprises of four isolated pieces, three on the East Coast and one on the West Coast. These four territories have been treated as four areas comparative with districts in the Indian Union for purposes of Census Operations. The senior most officer in the outlying areas of Karikal, Mahe and Yanam viz., the Administrators were appointed Area Census Officers and a Senior Revenue Officer at headquarters was appointed as Area Census Officer for Pondicherry Area.

1.3. In exercise of the powers conferred by section (4) of the Census Act, 1948, the Chief Commissioner, Pondicherry appointed the above said officers and delegated to them the powers of appointing Census officers. Under the same powers the Chief Commissioner appointed two Charge Superintendents for Pondicherry, two for Karikal, one each for Mahe and Yanam. The Area Census Officers were also empowered to take action under sections 6+7 of the said Act vide Notification (1) No. P-5-G-2/59-CG-1; (2) No. P-5-G-2/59-CG-2; (3) No. P-5-G-2/59-3 dated the 15th July 1960 (published on pages 471 to 473 of the State Gazette No. 30 dated 26th July 1960); (4) No. P-5-G-2/59-CG dated 3rd September 1960 (published on pages 582 and 583 of the State Gazette No. 37 of 13-9-1960).

FIRST CIRCULARS

2.1. The first circular was addressed to the four Area Census Officers on the 15th July 1960 explaining the General plan of the Census Operations vide-Annexure XVII. The programme consisted mainly of (1) house numbering and houselisting and (2) enumeration, in so far as the Area Census Officers were concerned. Publicity was an inevitable adjunct to the programme. An appeal was made to the public to afford their closest co-operation.

2.2 In order to obtain information on the approximate extent of the field where the operations have to be performed, it was necessary to know the latest position of the number, name and location of the villages in rural areas and the number and names of streets in towns. The next circular followed on the 2nd September 1960 explaining the divisions proposed for the Census Operations and enclosing a draft statement prepared with

figures gathered from the electoral rolls of Pondicherry State as they stood in 1959 in respect of the second general elections. The statement indicated the name of the village/ town, the number of houses approximately known in each village, or house block in rural areas and in each street in the urban areas. These statements indicated also the groupings approximating to 120 houses in urban and to 150 in rural areas. Whenever it was not practicable to adhere to these limits, adjustments were made to vary from 90 to 200, keeping in view the suitability and convenience that concerned enumerator may have at his command. All the area census officers were also requested to contact the Heads of Departments particularly the Revenue and Education Heads for selection and appointment of census enumerators and supervisors. They were also asked to send a list of these census officers after formally declaring them as census supervisors or census enumerators as the case may be. (Annexure XVIII).

CENSUS DIVISIONS

3.1. There are eight communes in Pondicherry Area, six in Karikal and one each in Mahe and Yanam areas. The commune 'divisions' have been maintained. The communes are only subdivisions of the area, comprising of 30 to 60 villages or hamlets with an average population of 25,000. Each commune has elected representatives called municipal councillors and the Chairman of Municipal councils in the communes is called the Mayor. The Mayor of a commune serves as the mouth piece of both the Government and the people.

3.2. These communes can approximately be equated to a small taluk in the Indian Union. The next sub-division was the town or village. The Census Divisions were therefore as follows:

Area/Commune/Town or village.

3.3. The utility of the location code was also explained to the Area Census officers and the location code was incorporated in the statement of Census divisions as finalised by them. The location code consisted in so far as Pondicherry State was concerned of the following components, viz:—

First figure: representing area. The four Areas of Pondicherry received No. 1 for Pondicherry, No. 2 for Karikal, No. 3 for Mahe and No. 4 for Yanam.

Second figure: representing the commune in the area. The eight communes in Pondicherry area received the numbers 1 to 8. Similarly the six communes in Karikal received the numbers 1 to 6. The other communes of Mahe and Yanam had only one number viz. '1'.

Third figure: representing the town or village in a commune. All the villages in a commune received serial numbers beginning from No. 1. Each commune had separate serial number of villages.

Fourth figure: representing the house number in a town or village. This number was the number that was actually on the door of the houses in rural areas. In urban areas, the number given to the street was also put before the number as written on the door of the house. Moreover, a distinction has been drawn between a Census house and a Census household. Commonly it is a known fact that in urban areas, families or groups of persons live as tenants or otherwise in the same house. These families or groups were classified as census household for census purposes. In such case of more families having separate mess with separate kitchens but living in the same house, one more identification mark was given by an addition of a letter (a), (b), (c) to the number written on the door of the house. The fourth was a figure or a group of figures and / or letters.

The above is best illustrated thus,

1/1/II/15-112(a) — represents the household (a) in the house No. 112 of the street No 15 of town No. II of Commune No. 1 of the Area No. 1.

2/3/15/4-45(b) — represents the household (b) in the house No. 45 of house block No. 4 in the village No. 15 of the commune No. 3 of the Area No. 2.

3.4. The above divisions were helpful in allocating the communes to the charge superintendents. The following are the allotments:-

Commune		
1. Pondicherry	1 Pondicherry	Charge Superintendent I
	2 Ariyankuppam	
	3 Mudaliarpet	
	4 Oulgaret —	
	5 Villianur	Charge Superintendent II
	6 Mannadipet	
	7 Bahur	
	8 Nettapakkam-	
2. Karikal	1 Karikal	Charge Superintendent I
	2 Neravy	
	3 Grand' Aldee-	
	4 Tirunallar	Charge Superintendent II
	5 Nedungadou	
	6 Cotchery	
3. Mahe	1 Mahe	... Charge Superintendent I
4. Yanam	1 Yanam	... Charge Superintendent I

URBAN AND RURAL CLASSIFICATION

4.1. According to information available from the records of the Government of Pondicherry, no places were classified as urban or rural.

4.2. It was now decided in consultation with the Registrar General, India, that the following places should be treated as urban for purposes of Census:—

1. Pondicherry town in Pondicherry commune
2. Muthialpet town in —do—
3. Karikal town in Karikal commune
4. Mahe town in Mahe Commune
5. Yanam area.

The considerations that led to the above classification were those decided upon in the first census conference of September/October 1959, viz that the population is above 5,000 that the areas manifest urban characteristics and are predominantly non-agriculturist in population. Yanam being the seat of an administrator has been treated as urban though it may not strictly conform to the above criteria.

CENSUS FIELD STAFF

5.1. In the second circular to the area census officers, they were requested to declare those Government or Municipal servants as supervisors and enumerators. Copies of these declarations were received from the Area Census Officer. All these declarations were issued in French a specimen of which is given at Annexure XIX. The total number of enumeration blocks and circles was also drawn up along with the names of the Census Officers appointed to them. The strength of the field staff is given below: —

Superintendent of Census Operations

I

Assistant Superintendent of Census Operations.

I

Area Census Officers

PONDICHERRY		KARIKAL		MAHE	YANAM
Charge Supdts.		Charge Supdt.		Charge Supdt.	Charge Supdt.
I	II	I	II	I	I
Supervisors		Supervisors		Supervisors	Supervisors
36	22	9	9	3	2
Enumerators		Enumerators		Enumerators	Enumerators
185	115	60	51	16	10

5.2. In selecting the staff, the Superintendent of Census Operations addressed also a circular letter to the Heads of Departments of the local Government to extend their co-operation in this respect. They were also requested to allow the officials concerned to attend the training classes and also to give them a few hours off from their normal duties in order to enable them to complete the various practice operations.

CIRCULATION OF INSTRUCTIONS

6.1. Two circulars, one relating to house-numbering and houselisting (Annexure XX) and the other to enumeration (Annexure XXI) were printed and sent to all the members of the Field Staff. The enumerators were asked to prepare (1) a notional plan of the area covered by them, (2) a summary of the buildings whether houses, schools, cinema theatres accompanied by a certificate that the house numbering has been verified and/or carried out according to the instructions, and the supervisors were asked to prepare a list of households out of the houselists that were prepared by the enumerators. The second important circular concerns the enumeration and it was got up in the form of a Manual.

6.2. The distribution of all circulars was done in a systematic manner. The number of copies including those required for reserves was consigned to the area census officers. They broke the bulk and entrusted the stocks in respective allotments to the charge superintendents. The latter arranged the despatch of the consignments to the circle supervisors, who in their turn, handed them over to the enumerators.

6.3. The distribution was verified later by the Charge Superintendents when they held training classes covering all the areas under their jurisdiction.

6.4. Along with the above said circulars, list of scheduled castes and scheduled tribes as recognised in the adjoining states of Madras, Kerala and Andhra Pradesh were furnished to each enumerator, supervisor, charge officer and Area Census Officer. It may be of interest to note that in this State, the mention of caste in the official records is not permitted according to a decree of the French Government under whose administration the territories comprising this State were till November 1954. Much less therefore can any official record be expected in this administration to lay down any distinction between castes though these existed whether the administration recognised them or not. There was no evidence or other official criteria which could be depended upon for determining whether a caste or tribe could be treated on a par with those listed in the schedule of the constitution of India. Those castes and tribes, which have been scheduled as such in the various Indian States adjoining the isolated tracts of this State, have been recognised as such for purposes of Census 1961.

6.5. Two pamphlets "Houselisting Instructions" and "Instruction to enumerators" were prepared by the Registrar General, as a result of the decisions taken at the first Census Conference held in Delhi in Sept./October 1959. These two booklets set up standard definitions and procedures to fill up the houselists, enumeration slips and household schedules. As the three census schedules were common for the whole of Indian Union, the booklets were obtained in sufficient numbers from the Office of the Registrar General and were used as annexures to the circular instructions issued by this office which contained supplementary and elaborate instructions on particular points for guidance.

6.6. As a large number of enumerators was very well familiar with the French language and not English, French versions of the above said two booklets were printed locally and supplied to enumerators and supervisors in the urban areas. Manuals of instructions in Tamil, Malayalam and Telugu issued independently by the Superintendent of Census Operations of Madras, Kerala, and Andhra Pradesh were also obtained in sufficient numbers to cover the Tamil Areas of Pondicherry and Karikal, Malayalam area of Mahe and Telugu area of Yanam. The instructions contained in the standard booklets, (in English and French) supplemented by those issued by the Superintendent of Census Operations, Pondicherry, were to be complied with whereas the instructions in vernacular obtained from the other Superintendents of Census Operations were used for general information only.

6.7. Similarly, abbreviations in Tamil and French were printed on white pulp boards locally and added to the instructions which were supplied to the field staff.

FORMS

7.1. Forms were printed locally. A list of them is given below:-

1. Notional map of enumeration block — Frame line	Issued as annexures to Circular on House numbering and Houselisting.
2. Certificate of housenumbering and house listing.	
3. List of households.	
4. Appointment of supervisors (in French)	Referred to in the second Circular to all Area Census Officers.
5. Appointment of enumerators (in French)	
6. Register of Forms	Annexure to circular No. 5 to Area Census Officers dated 9-9-60 (Annexure XXII)
7. Circulars calling for attedance to Training Classes on houselisting.	Form devised to expedite action by the Area Census Officers — Reference to Circular No. 4 dated 9-9-90 to all Area Census Officers. (Annexure XXIII).
8. Provisional figures — Report by enumerators.	Issued as annexure to Manual of Instructions to Enumeration Personnel.
9. Provisional figures — Report by Supervisors.	
10. Provisional figures — Report by Charge Superintendents.	
11. Provisional figures — Report by Area Census Officers.	

7.2. These forms were despatched to all Area Census Officers for distribution to the field staff through the hierarchy. Special messengers were sent in the case of consignments to the outlying areas of Karikal, Mahe and Yanam. The main Census schedules, viz. the houselists, the individual slips and household schedules were also sent to those areas by rail under the care of messengers and similar arrangements were made for the transport of the completed and unused forms and schedules from those areas. The above mode of transport was resorted to in the light of experience regarding the delay in the transmission of articles by railway parcel between Pondicherry and the other areas.

7.3. The quantity of forms received from other sources and those locally printed and their distribution are shown in Annexures X and XI.

ENUMERATION AGENCY

8.1. The selection of officers for carrying out the charge superintendents' duties was done by the local Government. Capability, talent, and thorough understanding of men and places were the chief considerations for selection. The Revenue Department has its arms spread out to the villages and the "Surveillant du domaine" (minor revenue official) is commonly known as the village revenue offfcer. Usually each officer covers more than one village. The Charge Superintendents were chosen from among the senior revenue officers in the area who could man teams of census officers who were to be drawn, from the officials who were exercising their professions on the spot. A good proportion of them belong to the Revenue Department. For Pondicherry area, two "Controleur des Contributions" who were next in grade to the Area Census Officer were found eminently suited to the job. In other areas, the "Delegue du Chef du Service des Contributions" (the senior most revenue officer) was taken as the Charge Superintendent. Another locally senior revenue officer in Karikal was added to the staff. During enumeration period, a supplementary charge

supdt., drawn from the Education Department was also added in Yanam area.

8.2. There has not been much difficulty in the case of appointments of supervisors and enumerators. Just as the case of charge superintendents, the supervisors were taken from the "Contrôleurs and Percepteurs" and from headmasters and senior teachers of Government schools. In a few cases "Commis des Contributions" and "Commis du Trésor" who were next in grade to the "controleurs" and "Percepteurs" were also drafted as supervisors.

8.3. Finally as in the case of supervisors, the selection of enumerators was done by the Area Census Officers, themselves. In the case of other categories of Census Officers, employees of several departments were picked up in consultation with the heads of those departments. A few reserves were also selected and trained. A few cases of deletions from the list of enumerators and even supervisors were reported on the eve of enumeration, and those were promptly filled up from the reserve staff. The Area Census Officers filled up the vacancies from the reservists. The deletion was due to transfer, sickness, resignations or full time occupation of their own normal duties.

8.4. No remuneration was given to the Area Census Officers and Charge Superintendents. In the case of a few tours undertaken by the Charge Superintendents in Pondicherry area, they were allowed to draw travelling allowance from their own departments in the first instance and the amount was subquently debited to the Census Budget by book adjustment.

8.5. The distribution chart of the Field Staff with reference to their normal professions is given below :

Department	Charge Supdts	Supervisors	Enumerators
Municipalities	x	4	50
Revenue	6	35	158
Education	1	55	259
Judicial	x	x	3
P.W.D.	x	x	10
Electricity	x	x	8
Agriculture	x	2	2
Animal Husbandry	x	x	1
Co-operation	x	x	1
Harijan Welfare	x	x	1
Fisheries	x	1	x
Administrator's Secretariat	x	x	1
Community Development	x'	4	8
	7	101	502

8.6. The ratio between charge officers, supervisors and enumerators works out as follows: —

	Ch. Sup:Supr.	*Ch. Sup:En*	*Sup:En.*
State	1:11.25	1:56.5	1:5
Pondicherry Area	1:30	1:147	1:4.9
Karikal Area	1:10	1:56	1:5.6
Mahe Area	1:4	1:18	1:4.5
Yanam Area	1:1	1:5	1:5

8.7. Though attendance sheets were maintained by the officers in charge of training there were genuine cases of illness or other engagements and no case of wilful absence has been reported during the entire period of training. On the contrary, the supervising officers had noticed that the enumerators and supervisors evinced keen interest on the subject.

TRAINING FOR HOUSE NUMBERING AND HOUSELISTING

9.1. At the time when this operation was taken up, the actual position regarding house-numbering was examined. The numbering had been done by the State Election Department applying the principles enunciated in the Madras Election Manual. Briefly, those principles should have produced either a street system or a house block system. The former consists in having a separate serial number for each street either in continuity or odd and even series of numbers each on the two opposite rows of the street. The latter is commonly used in rural area where regular streets are rare and blocks of 80 to 100 houses are formed and numbered in a contiguous manner, the formation of the block itself being based on natural divisions, like canals, bunds, or interposing groves or public plots.

9.2. Principles apart, the actual state of affairs necessitated a general revision with the object of enforcing the same system in thoroughly correct manner. By efflux of time also there had been new structures, buildings houses etc. A few mud houses had been found unroofed and desolated. An inspection was

undertaken in Pondicherry and Karikal by the Superintendent of Census Operations and his office Manager. There were cases in which (1) unconnected numbers were found on houses (2) more than one number were written on the same door (3) no numbers were given. In the case of houses having more than one number, the one which was the correct was arranged to be encircled with a ring. In regard to the other case where a wrong number was found, the correct number was to be given below, without destroying or scoring out the other number. In the last case it was not difficult as the new number was given for the first time. All numbers on the houses which were reckoned as correct for census purposes were to be ringed, for being distinguished from the old numbers. The intention behind the above said procedure was that the Government revenue or other records relating to the houses having wrong numbers, would have to be revised if those numbers were to be deleted. The concerned departments may or may not retain the old numbers, depending on the way they look at this change.

9.3. The first printed circular No. 3 dated 9-9-61 was issued to all the field staff explaining and illustrating in detail the common defects and the method of rectifying them.

9.4. Training classes were inaugurated by the Superintendent of Census Operations on 18th September 1960 when the Mayors and Municipal Councillors, as well as Heads of departments were present. The general principles of census, housenumbering and houselisting were outlined and he also explained the common defects noticed in and around Pondicherry. The Area Census Officers and Charge Superintendents conducted classes according to a programme drawn up and approved by the Superintendent of Census Operations. Practical classes were also conducted in which the instructing officer himself showed the correctness or otherwise of the numbering, the classification of buildings, the difference between a building, a census house, a census household, the concept of a room, the materials of walls and roofs, the determination of the head of household etc.

9.5. Materials for house numbering were obtained by the enumerators themselves and a token honorarium of Rs. 5/- was paid to them in order to enable them to meet the out-of-pocket expenses on journeys undertaken to attend the training classes and also to defray the expenses on the materials procured by them for being used for numbering these houses.

9.6. The supervisors were almost at the heels of the enumerators during the house numbering and houselisting operations. The charge officers were going round and made themselves ready for consultations on any doubt. These precautions have been instrumental in bringing out results which were generally free from short-comings.

TRAINING FOR ENUMERATION

10.1. A copy of the "Instructions to Enumerators" issued by the office of the Registrar General supplemented by the Manual of Instructions issued by the Superintendent of Census Operations was supplied to each enumerator and supervisor. A French version of the instructions was also printed and supplied to those who understood matters better in that language. Also, Tamil and Malayalam versions of those manuals issued by the Superintendents of Census Operations in Madras and Kerala, were obtained from them and distributed to all the field staff.

10.2. Slate Roller Boards at the rate of two per charge Superintendent were supplied in order to enable them to explain the various entries in the individual slips and household schedules. One board was done up in the form of individual slips, and the other in the form of household schedule. Each Charge Superintendent carried the two boards and used them copiously in his classes. The instructing officer demonstrated the method of completing the slips and schedules with the help of the roller boards.

10.3. The inaugural training class for enumeration run by the Superintendent of Census Operations in Pondicherry on the 19th January 1961 was attended by all the Supervisors in the Pondicherry Area. This class was a model to the Charge Superintendents of the Area who also attended it. The various questions in the schedule and the slip were explained in detail. A good number of the supervisors had already studied the instructions in the vernacular text and the class was quite lively with genuine cases of doubts and clarifications. They were advised to go round the circles, to instruct the enumerators and also to attend the practical classes that were to be held in the various communes. In the

outlying areas, the Administrators held classes. The Assistant Superintendent of Census Operations went to Karikal area and conducted theoretical classes and practical demonstrations.

10.4. The Area Census Officers and the Charge Superintendents drew up a programme of classes in such a manner that they were able to hold two theoretical and two practical classes in each of the sixteen communes. The classes were held either in the Offices of the Mayors of Communes or in a school in the headquarters of the commune. The co-operation of the Mayors and educational authorities was effective in placing their premises at the disposal of the census personnel. In order to assist the instructors in their arduous task, a form of letter of request to attend the training classes was printed in sufficient numbers and placed at the disposal of the Area Census Officers.

10.5. The training syllabus was divided into four rounds and one demonstration class.

First round: Household Schedule

Second round: Individual slip

Demonstration Class (Third round): Including clarification of doubts and solutions to practical difficulties.

Sample Enumeration: Spread out for one day only. Slips and schedules printed in red ink were used at the rate of 10 schedules and 50 slips per enumerator.

Fourth round : } Corrections of mistakes noted
Fifth round : } in sample enumeration.

The schedules and slips used in the sample enumeration were called for and the general mistakes and omissions were dug out and communicated to the entire field staff, with the corrected answers. A reserve of 10% of total enumerators or approximately one enumerator for every two circles were trained and these reservees proved very useful as it so happened that a few of the well trained enumerators (teachers from local schools) were unavoidably moved out of their sphere of duties for some other training under Education Departments. Similarly about half a dozen of the trainees fell either sick or were transferred to other places by their parent departments in the interests of those departments. These transfers were of course kept to the minimum on a special request from the Superintendent of Census Operations and on the instruction of the local Government.

10.6. An advance honorarium of Rs. 5/- was arranged to be remitted to all supervisors and enumerators in order to enable them to get reimbursement of their out-of-pocket expenses to attend the training classes. The means of transport were by bus or bicycle and generally the enumerators were to proceed to attend the training from radial distances of upto 5 miles (8 kilometres).

10.7. The Charge Superintendents in Pondicherry area have had to undertake intensive tours in order to hold the classes along with the Superintendent of Census Operations. The local Government were requested to meet their travelling allowance and raise the debit against the Census Budget.

10.8. In order to ensure that all Government officials were in their residences in this State during the enumeration, and also in order to mark the importance of Census reference date of 1st march 1961, the local Government declared the 28th February and 1st March 1961 as holidays.

DISTRIBUTION OF SCHEDULES

11.1. The slips and schedules were distributed according to the following plan. The slips and schedules were grouped according to the number of households and population known by houselists with a marginal allowance of 10 to 15% increase. Each bundle represented the requirements of each enumeration block. These block-wise bundles were neatly arranged according to communes, which divisions were maintained till these schedules left the office of the Superintendent of Census Operations.

11.2. Rubber stamps were made locally to stamp the location code upto the village and town level consisting of three numbers. Candidates were drawn from the local Offices and through Employment Exchange for work on piece time honorarium basis. The rate of honorarium was Re. 1/- per 2000 impressions. Work was done only after office hours and completed in two weeks time. These were verified by the office before being despatched to the Area Census Officers.

11.3. A list for each commune was drawn up showing in detail the number of the enu-

meration block, the number of pads in 25, 50 or 100 separately for the individual slips and the household schedules and the total number of schedules and slips and sent to the Area Census Officers, in duplicate, one copy of which was signed after verification of the consignment and returned to this office. A reserve of 5% of each category was kept in this office. There has been an unavoidable waste in the use of the slips for each enumeration block. In cases where an enumeration block comprised of more than one village or one house block, there was always the necessity to allow the blank slips in the pad to remain unfilled and to proceed with the enumeration of the next village or house block starting from another pad. Experience has given an inference that the household schedules ran short in spite of the reserves. In a few cases, white writing paper was issued stitched up in books of 25 sheets each to be filled up as if these were printed.

ENUMERATION

12.1. The actual count commenced on the 10th February 1961 with inauguration by the Councillor for Local Self Government of the Pondicherry State. The Assistant Superintendent of Census Operations who is also the Area Census Officer, Pondicherry enumerated the first citizen of the Pondicherry Commune, viz., the Mayor at his residence in the presence of the above said Councillor, the Census Superintendent and a large number of officials and non-officials. The Area Census Officers in the outlying places of Karikal, Mahe and Yanam, confirmed by telegram that they commenced the enumeration work from the date.

12.2. The field staff were ready for the work at their respective stations and the supervising officers spared no pains in undertaking intensive tours during the actual count. The pads were checked up on the spot, by surprise sometimes and this timely vigilance ensured a more effective and active output in the daily turn out of operations. In cases of failures or defaults, the census officers were persuaded to take to the correct method of operations, though in very few cases, threats and warnings had to be resorted to.

12.3. The rate at which the enumeration was conducted was obviously slow for the first few days but it gained speed gradually and, excepting a few, all the enumerators completed their work before the 28th February 1961. These few were later obliged to put in more hours of work during the last days of the month and complete the work by the stipulated time. The Superintendent of Census Operations and his entire staff toured all the communes from evening of the 28th February till early in the morning of the 1st March and checked up whether the enumeration work was completed by each individual enumerator. Doubts which had arisen during the enumeration were cleared on the spot and the special tour was of great assistance to many enumerators in the execution of their task. The Superintendent of Police accompanied the Superintendent of Census Operations and this resulted in securing the co-operation of the Police Department to the last man on duty.

12.4. Special attention was paid to the enumeration of police establishments, jails, hospitals, convents, hostels, and lodging houses. The enumerators concerned were afforded special guidance regarding the method of ascertaining the circumstances in which inmates of these institutions particularly the lodging houses happened to be in these places. The revision round from the 1st to the 5th March was brisk indeed especially as regards institutions of the kind mentioned above.

12.5. Houseless and mobile population were noticed more in urban areas than in rural parts. However, the Inspector General of Police was requested to come to the assistance of the Census enumeration staff in enumerating the houseless and mobile population. A list of such places where such individuals usually congregate was drawn up for each circle and distributed to all police stations through the Inspector General of Police who gave orders to the officers in charge of these stations to collect the individuals near the station or any other public building late in the evening of the 28th February. The supervisors and the enumerators completed the slips after ascertaining that none of them had been enumerated anywhere before. A copy of the request to the Inspector General of Police is placed at Annexure XXIV.

12.6. One difficulty experienced in this operation was the enumeration of the inmates of the Ashram. Some of them were either absent from their usual residence when

the enumerators went there or did not understand what exactly the enumerators asked, possibly due to the fact that languages which are commonly spoken by them viz., Maharatti, Gujaratti, Bengali, Punjabi, etc. were not understood by the enumerators, most of whom knew Tamil and French better than English. The authorities of the Ashram were contacted personally about this and they readily came forward with a solution, viz., to prepare individual slips themselves containing demographic details, plus educational qualifications. Since they were inmates of the Ashram, they gave a uniform profession of *Sadhak* giving no room for any information regarding their individual activities. In a general way, the argument holds good that they do not exercise any profession other than *Sadhaks*. These slips were prepared by the Ashram authorities and handed over to the enumerators concerned in order to enable them to fill up the details on the Census individual slips and schedules at the time of interview of the individuals.

12.7. In order to facilitate the task of the enumeration staff, it was arranged that a circular badge made of thin pulp-board with an eye-let, string and a safety-pin, should be worn on the breast by the enumerators, supervisors, charge superintendents, Area Census Officers, Assistant Superintendent and Superintendent of Census Operations. The badges were printed in different colours according to each grade of officers and printed with a designation in French, as indicated below :—

RECENSEMENT 1961.

AGENT

RECENSEUR

ETAT DE PONDICHERY

The designation indicated in the centre varied in French, viz

Enumerator	: Agent Recenseur
Supervisor	: Agent Verificateur
Charge Superintendent	: Chef de Circonscription.
Area Census Officer	: Area Census Officer
Assistant Superintendent	: Directeur Adjoint
Superintendent	: Directeur.

The above said arrangement yielded the desired result, viz., the public invariably paid due regard and extended serious and closer co-operation with the enumeration personnel.

12.8. The wide and extensive publicity given as well as the smallness of each area of this State resulted in our securing a good response from the public in spite of the long time consumed in enumerating each household. The coverage was for all intents and purposes cent per cent. There is, however, a possibility of omission of certain households, particularly those containing one member in each, who, despite the good efforts taken by the field staff, were not available for enumeration upto the last date of the revisional round. These persons should have either purposely avoided enumeration or got themselves enumerated in another place, within this State or outside.

12.9. The response from the public was better than anticipated. Due to the valuable co-operation of the local leaders, the concept that had crept in at the outset that the Census was being taken for purposes of elections, was completely replaced by the constant declarations and advice by the said leaders that the information now gathered had nothing to do with the elections and that any information furnished to the Census officials ***Cannot*** be called in as evidence in any kind of Court. Here also, a small margin of evasion or false declaration cannot be ruled out, though no ostensible cases have been noted or reported by the field staff.

12.10. Semi-literate and illiterate bulk of the population presented a real problem to the enumerators. In spite of the good-will on the part of the persons concerned, they were unable to express themselves clearly in their replies to demographic questions. Those concerning relationship to the head of the household, to marital status, rural-urban classification of birth place and nationality were not properly responded to by the enumerated parties. The Census Officer had to use his own imagination and present the answers to such persons for confirmation.

12.11. Similarly, in the case of economic question, answers in quite a good number of cases, were either wrong or misplaced. Those to be shown against Qn.11 (a) of the individual slip were found against Qn.11(b) and ***vice versa.*** Such errors were apparently due to improper conception of the difference between industry

and occupation. In like manner the answers against Qn. 10, household industry betrayed a lack of understanding by some of the enumerators and supervisors. Many of the answers that were to have been shown against Qn. 12 were not correct when correlated to the demographic particulars of the individuals. Confusion appeared to have prevailed, not uncommonly, over the use of the terms: family worker, single worker, and household worker. Many an instance showed that a household worker was taken for family worker.

12.12. Household schedules were written properly. In a few cases, however, the entries and number of persons in the household did not tally with the particulars noted on Census population record. Errors were also noted in the names of rights on land recorded on the household schedules. The touring officers who supervised the work very closely, came to the rescue of the enumeration staff and cleared all their doubts then and there. Necessary corrections were effected in the individual slips and household schedules by the enumerators themselves after ascertaining from these officers the correct and relevant answers to questions which posed a problem for them. The errors which escaped correction were quite negligible in number as well as in importance.

PROVISIONAL TOTALS

13.1. In accordance with the instructions contained in the Manual of Instructions issued by the Superintendent of Census Operations, the enumerators prepared the total arrived at by the number of completed slips and schedules in Form A and passed on to the Supervisors on the 6th March, the latter prepared their own Statements in Form B, (enclosing the A Form) and submitted them to the Charge Superintendents before 8th March. The Charge Officers completed their statements in Form C and forwarded them to the Area Census Officers who finalised the Area Totals in Form D. The Enumerators gave the figures in person to the Supervisors who arranged for the transmission to the Charge Officers through special messengers. The Charge Officers contacted the Area Officers in person. The Superintendent of Census Operations received the communication from the Area Census Officers by telephone from Pondicherry and by Telegram from Karikal, Mahe and Yanam. The State provisional totals were telegraphed to the Registrar General on the 11th March 1961.

13.2. The provisional totals of the State as well as the final totals area-wise are given at Annexure XXV.

POST ENUMERATION CHECK

14.1. There was no post enumeration check in this State.

AREA CENSUS STAFF

15.1. One lower division clerk and one peon on local Government scales were provided to each Area Census Officer. Their pay and allowance were drawn by the Superintendent of Census Operations and disbursed through the Area Census Officers. Their tenures were terminated as soon as the records were despatched from the Area Census Officers to the Census Office at Pondicherry.

15.2. A statement showing the expenses incurred on account of the provision of the above said staff is given at Annexure XXVI.

HONORARIUM TO ENUMERATION STAFF

16.1. The rate of honoraria was fixed at Re. 1/- per 50 persons for the enumerators and Rs. 2/- per 350 persons for the supervisors.

16.2. A sum of Rs. 5/- was paid to each enumerator in order to enable them to purchase material and other equipment for housenumbering. No payment was made to the supervisors at that time.

16.3. A sum of Rs. 5/- was also arranged to be paid to each enumerator and supervisor as part payment of the honorarium for enumeration work. The subsequent part consisted of the entire amount calculated at the rates mentioned in paragraph 16.1 above, diminished by amount of Rs. 5/- referred to in this paragraph. While arranging for the first part payment of Rs. 5/- it was intended to make it uniform, in order to enable the two categories of Census Officers to defray part of their expenses on account of transport for their training and enumeration. After enumeration, it has come to notice that seven enumerators were entitled to sums less than Rs. 5/-. These cases have been treated as closed.

16.4 The amount disbursed during the financial year 1960-61 was nil and for 1961-62 is Rs. 12004.85.

RECOGNITION OF SERVICES OF ENUMERATION STAFF.

17.1. The State Government have signified their assent to the grant of red entries in the service records of such of their Government servants, whose services rendered in their honorary capacity as Census Officers deserved recognition by the Government of India. This grant, however, will not carry any recommendation for promotion etc. in their normal sphere of work. A list of these officials is being drawn up for approval and further action by the State Government.

17.2. Besides the above gesture of recognition, the grant of Census medals and certificates by the President of India has been announced. Four silver and eight bronze medals, allotted to this State on a pro-rata of population basis, will be distributed to the most outstanding of the Census personnel. including those employed in the Tabulation work. The list of these recipients is being finalised in consultation with the State Government and will be submitted to the Registrar General for approval.

17.3. The distribution of the 12 medals will be on the following basis ;—

Enumeration Staff : — 4 Silver and 6 bronze.

Tabulation Staff : — 2 Bronze.

17.4. It is proposed to present the medals and the certificates attached thereto at the Flag Salutation and Police Parade Ceremonies, on the 15th August 1963 by the Chief Commissioner, Pondicherry.

SPECIAL STUDIES,

18.1. The special studies undertaken by the Superintendent of Census Operations in this State are the Socio-Economic Survey, the survey on handicrafts and the monograph on scheduled castes.

18.2. Five villages have been selected for the Socio-Economic Survey. In each of them a cross-section has been selected on sample basis, i.e., about 150 to 200 households. This survey has been completed in respect of three villages and the remaining two will take about two months for completion.

18.3. Consanguineous marriages survey has also been undertaken in respect of the third village. Other villages will also be surveyed within the abovesaid period.

18.4. Report of the survey of one village has been completed and the final draft has been submitted to the Registrar General.

COST OF ENUMERATION

19.1. The total cost incurred for enumeration may be taken as the amount spent upto the end of financial year 1960-1961. However, a good part of the honorarium is being paid only in 1961-62. The cost of enumeration should therefore include the expenditure on the honorarium. The total spent thus is Rs. 12004.85.

19.2. A statement showing the actuals of expenditure in 1960-61 is given at Annexure XIV.

Annexure I

LOI SUR LE RECENSEMENT

CENSUS ACT

(1948)

modifiée par celles n. XI. de 1949 et n. LI de 1950 et par l'ordre de 1950 portant adaptation des lois

LOI N. XXXVII de 1948

[Adoptée par l'Assemblée législative du Dominion]

Approuvée le 3 septembre 1948 par le Gouverneur général.

1. *Intitulé et portée.* — (1) La présente loi prendra le titre: «Loi de 1948 sur le recensement» (Census Act, 1948)

(2) Elle s'applique à toute l'Inde (à l'exception de l'Etat de Jammou et Kashmir).

2. *Règles d'interprétation concernant les textes législatifs ne s'appliquant pas aux Etas de la catégorie B.* — Toute référence au code pénal indien (Loi XLV de 1860) ou à la loi indienne de 1872 sur les preuves (Indian Evidence Act, 1872) 1 de 1872 sera interprétée en ce qui concerne un Etat B, comme une référence au texte corrrespondant en vigueur dans cet Etat.

3. *Le Gouvernement central procède au recensement.* — Le Gouvernement central pourra faire connaître, par voie de notification publiée à la Gazette officielle, son intention de procéder à un recensement dans toute l'étendue ou dans une partie quelconque des territoires auxquels la présente loi s'applique, toutes les fois que les dites opérations sont jugées nécessaires ou opportunes, et le recensement sera ensuite effectué.

4. *Nomination du personnel de recensement.*

(1) Le Gouvernement central pourra désigner un commissaire au recensement (census commissioner) pour contrôler les opérations de recensement dans l'ensemble du territoire où l'on se propose d'effectuer un recensement et des contrôleurs de recensement (superintendents of census operations) pour surveiller ces opérations dans les diverses provinces.

(2) Le Gouvernement de l'Etat pourra nommer des agents recenseurs pour effectuer, aider ou surveiller les opérations de recensement dans une circonscription déterminée et les personnes ainsi nommées seront tenues de remplir leurs fonctions qui leur sont dévolues.

(3) Une déclaration écrite, signée par toute autorité habilitée par le Gouvernement de l'Etat, à l'effet qu'une personne a été régulièrement désignée pour servir comme agent recenseur dans une circonscription quelconque constituera une preuve décisive de sa nomination.

(4) Le Gouvernement de l'Etat pourra déléguer à l'autorité de son choix le pouvoir à lui conféré par le para. (2) de désigner des agents recenseurs.

5. *Statut du personnel de recensement.*— Le commissaire au recensement, tous les contrôleurs de recensement et tous les agents recenseurs seront considérés comme des employés d'un service public au sens du code pénal indien XLV de 1860).

6. *Exercice des fonctions d'agent recenseur dans certains cas*:

a) Toute personne ayant le commandement d'un groupe d'hommes appartenant aux forces terrestres navales ou aériennes de l'Inde ou d'un vaisseau de guerre indien ;

b) Toute personnes (à l'exception du pilote ou de l'officier de port) ayant la charge ou le contrôle d'un bateau ;

c) Toute personne chargée d'un asile d'aliénés d'un hôpital, d'une prison, maison de correction ou maison de détention, ou de tout établissement public charitable, religieux ou scolaire;

d) Tout tenancier, secrétaire ou gérant d'un «sarai», hôtel, restaurant hôtel garni, club ou maison des réfugiés;

e) Tout directeur ou fonctionnaire d'une compagnie de chemin de fer ou de tout établissement industriel ou commercial et

f) Tout occupant d'un immeuble où, au moment du recensement, résident des personnes; lorsqu'ils seront requis à cet effet par un ordre écrit du «District Magistrate» ou de toute autre autorité désignée expressément par le Gouvernement de l'Etat, exerceront de la manière spécifiée dans la décision les fonctions d'agent recenseur en ce qui concerne les personnes qui, au moment du recensement, sont placées sous leurs ordres ou sont à leur charge, ou qui sont les pensionnaires ou les hôtes de leur établissement ou qui sont présentes dans l'immeuble ou qui sont employées à leur service.

(2) Toutes les dispositions de la présente loi relatives aux agents recenseurs s'appliqueront, dans la mesure où elles peuvent, à toutes les personnes exerçant ces fonctions en vertu du présent article et toute personne qui refuse ou néglige de remplir les fonctions qu'on leur demande d'accomplir en vertu du présent article seront considérées comme ayant commis un délit aux termes de l'article 187 du code pénal indien (XLV de 1860).

7. *Pouvoir de réquérir certaines personnes de prêter assistance.*

Le «District Magistrate» ou une autorité désignée pour une circonscription par le Gouvernement de l'Etat pourra par une décision écrite qui s'appliquera dans toute l'étendue du district ou de la circonscription, selon le cas, requérir:

a) tous les propriétaires et locataires d'un immeuble, tous les propriétaires fonciers, les fermiers et les cessionnaires ou leurs représentants;

b) tous les membres des conseils généraux, des conseils municipaux, *des panchayats* et des autres institutions locales ainsi que les fonctionnaires et les employés de ces institutions et

c) tous les fonctionnaires ainsi que les membres du personnel de toute fabrique, maison de commerce ou établissement

à prêter telle assistance qui sera spécifiée dans la décision pour faire le recensement des personnes qui, lors du recensement, se trouvent sur les terres de ces propriétaires, occupants, fermiers et cessionnaires, ou qui sont dans les locaux des fabriques maisons de commerce et des autres établissements ou qui résident dans les limites des circonscriptions de ces autorités, selon les cas, et les personnes qui seront désignées comme agents recenseurs en vertu du présent article seront tenues d'y obéir et lors de l'exercice de leurs fonctions qui leur sont confiées suivant la dite décision, ils seront considérés comme des employés d'un service public au sens du code pénal indien (XLV de 1860).

8. *Obligation de répondre aux questions posées.*

(1) Un agent recenseur pourra poser à toutes les personnes résidant dans les limites de la circonscription pour laquelle il a été désigné, telles questions qui pourront être demandées d'après les instructions données à cet effet par le Gouvernement de l'Etat et publiées dans la Gazette officielle.

(2) Toute personne interrogée en vertu du para. (1) sera légalement tenue de répondre à la question posée autant qu'elle le sache.

Toutefois, aucune personne n'est tenue de dire le nom d'un membre quelconque féminin de sa famille et aucune femme n'est obligée de dire le nom de son mari ou de son mari décédé, ou de toute autre personne dont il lui est interdit par la coutume de mentionner le nom.

9. *Autorisation d'entrer et numérotage.*

Toute personne occupant une maison, un enclos, un bateau ou tout autre emplacement accordera aux agents recenseurs telles facilités d'accès qui soient nécessaires pour faire le recensement et qui soient raisonnable, en égard aux coutumes du pays, et les autorisera à peindre ou à afficher telles lettres, marques ou numéros qui pourront être nécessaires pour les opérations de recensement.

10. *Etat à être rempli par l'occupant ou l'administrateur.*

(1) Sous réserve des décisions qui pourraient être prises, à cet effet, par le gouvernement provincial, un agent recenseur pourra distribuer ou faire distribuer à toute maison d'habitation ou remettre ou faire remettre à l'administrateur ou à un fonctionnaire quelconque de tout établissement commercial ou industriel situé dans les limites de la circonscription pour laquelle il a été désigné en vue de faire remplir le dit état par l'occupant de cette maison ou d'une portion quelconque de cette maison ou par le dit administrateur ou le dit fonctionnaire qui sera invité à fournir tous renseignements demandés par le Gouvernement de l'Etat et relatifs aux habitants de cette maison ou d'une portion de cette maison ou aux personnes travaillant lors de recensement sous les ordres de cet administrateur ou fonctionnaire, selon le cas.

(2) Lorsque le dit état aurait été distribué, l'occupant, l'administrateur ou le fonctionnaire en question, selon le cas, le remplira ou le fera remplir autant qu'il sache en ce qui concerne les habitants de cette maison ou d'une portion de cette maison ou les personnes travaillant sous ses ordres, selon le cas, le signera et, s'il en est requis le remettra après l'avoir rempli et signé à l'agent recenseur ou à telle autre personne qui pourra être désignée par ce dernier.

11. *Pénalités.*

(1) *a*) Tout agent recenseur ou toute personne légalement requise à prêter assistance lors de recensement qui refuse d'accomplir la tâche à lui imposée ou qui néglige d'apporter les soins nécessaires dans l'accomplissement de sa tâche ou qui ne se conforme pas aux instructions qui lui sont données en conformité de la présente loi ou de tout autre règlement élaboré en vertu de cette dernière ou toute personne qui empêche une autre d'exercer ses fonctions ou de se conformer à ces instructions ou qui y apporte une entrave ;

ou (*b*) Tout agent recenseur qui, délibérement, pose une question blessante ou déplacée ou qui, sciemment prépare un relevé faux ou qui divulgue sans l'autorisation préalable du Gouvernement central ou du Gouvernement de l'Etat, un renseignement qu'il a recueilli au moyen du relevé ou pour préparer le relevé ;

ou (*c*) Tout agent de triage, de compilation et tout employé préposé au recensement qui soustrait, fait disparaître, endommage ou détruit un document relatif au recensement ou utilise un document quelconque relatif au recensement de manière à altérer ou à falsifier la disposition des résultats du recensement.

ou (*d*) Toute personne qui, délibérément fait une réponse fausse ou qui refuse de répondre à une question posée par l'agent recenseur, ce qu'il est tenu de faire aux termes de l'article 8 ;

ou (*e*) Toute personne qui, occupant une maison, un enclos un bateau ou tout autre emplacement a été requise conformément à l'article 9 d'y accorder accès et refuse de permettre un agent recenseur d'y entrer ;

ou (*f*) Toute personne qui fait disparaître, effacer, change ou endommage les lettres, marques ou numéros qui ont été peints ou affichés en vue de recensement;

ou (*g*) Toute personne qui, ayant été requise en vertu de l'article 10 de remplir un état, ne se conforme pas sciemment et sans motif valable aux dispositions du dit article ou prépare un relevé faux ;

ou (*h*) Toute personne qui entre sans autorisation dans un bureau de recensement,

sera punie d'une amende jusqu'à concurrence de 1.000 Rs. et dans les cas prévus aux paras (*b*) et (*c*) il sera également passible d'une peine d'emprisonnement de 6 mois au maximum.

(2) Quiconque se fait complice d'un délit prévu par sous-article (1) sera passible d'une amende que pourra s'élever jusqu'à 1.000 Rs.

12. *Autorisation requise pour les poursuites.*

Aucune poursuite ne pourra être engagée en vertu de la présente loi sans l'autorisation

préalable du Gouvernement de l'Etat ou de toute autorité habilité à cet effet par le dit Gouvernement.

13. *Effets des autres lois continuent.*

Aucune disposition de la présente loi ne sera considérée comme interdisant de poursuivre une personne en vertu d'une autre loi pour un acte de commission ou d'omission qui constitue un délit aux termes de la présente loi.

Mais aucune poursuite de ce genre ne sera engagée sans l'autorisation préalable prévue à l'article 12.

14. *Tribunal compétent.*

Aucune juridiction inférieure au Tribunal d'un « Presidency Magistrate » ou à celui d'un « Magistrate of the second class » ou en ce qui concerne un Etat B à un tribunal correspondant à celui d'un « Magistrate of the second class » ne pourra juger en vertu de cette loi, ou de toute autre loi, un acte de commission ou d'omission qui constitue un délit aux termes de la présente loi.

15. *Documents relatifs au recensement ne peuvent être vérifiés ni produits comme preuve.*

Nul n'aura le droit de vérifier un livre, registre ou document constitué par l'agent recenseur dans l'exercise de ses fonctions ou un état rémis en vertu de l'article 10, et, nonobstant toute disposition contraire dans la loi indienne de 1872 sur la preuve (Loi I de 1872) aucun renseignement contenu dans un livre, registre, document ou état de ce genre ne pourra être admis comme preuve dans une affaire civile quelconque ou dans une affaire correctionnelle autre que celle relative à la poursuite exercée en vertu de la présente loi ou de toute autre loi contre une personne pour un acte de commission ou d'omission qui constitue un délit aux termes de la présente loi.

16. *Effets des autres lois suspendus provisoirement en ce qui concerne le mode de faire le recensement dans les municipalités.*

Nonobstant toute disposition contenue dans un texte législatif ou règlement concernant le mode suivant lequel il devra être procédé au recensement dans une municipalité, l'autorité municipale, d'accord avec le contrôleur de recensement ou avec toute autre autorité habilité à cet effet par le Gouvernement de l'Etat, fera procéder au jour fixé, au recensement de toute la municipalité ou d'une portion de la municipalité suivant la méthode permise par ou en vertu de la présente loi.

17. *Délivrance des états statistiques.*

Le commissaire au recensement ou un contrôleur de recensement ou toute personne habilitée à cet effet par le Gouvernement de l'Etat pourra, s'il le juge à propos, faire préparer, à la requête et aux frais (qui seront déterminés par lui) d'une autorité locale quelconque ou d'une personne les états et fera délivrer à la requérante ces états contenant tout renseignement statistique résultant des relevés préparés lors du recensement effectué dans l'Inde ou dans un Etat selon le cas, renseignement qui n'est contenu dans aucun rapport publié et s'il estime que la demande de l'autorisation ou de la personne est raisonnable.

18. *Pouvoir d'élaborer les règlements.*

(1) Le Gouvernement central pourra élaborer les règlements pour l'exécution de la présente loi.

(2) En particulier et sans préjudice au caractère général du pouvoir précité, le Gouvernement central pourra élaborer les règlements relatifs à la nomination des agents recenseurs, à la désignation des personnes chargées de remplir l'une quelconque des fonctions d'agents recenseurs ou de prêter assistance lors du recensement et aux instructions générales à donner à ces fonctionnaires et personnes.

MINISTÈRE DES AFFAIRES ETRANGÈRES

Nouvelle-Delhi, le 20-6-1959.

S O. 1375. — Considérant qu'en vertu de l'accord en date du 21 octobre 1954, conclu entre le Gouvernement de l'Inde et le Gouvernement Français, le Gouvernement Central a compétence dans et en ce qui concerne les Etablissements français dans l'Inde.

Or, en conséquence, en exercice des pouvoirs conférés par la section 4 du Foreign Jurisdiction Act, 1947 (47 de 1947), et de tous autres pouvoirs l'habilitant à cet effet, le Gouvernement central prend l'ordre suivant, à savoir :

1. (1) Le présent ordre prendra le titre: l'Ordre modificatif de 1959 des Etablissements Français (Application des Lois).

(2) Il entrera en vigueur le 1er juillet 1959.

2. A la suite du numéro d'ordre 22 dans l'annexe de l'ordre 1954 des Etablissements français (Application des lois) sera inséré sous le numéro d'ordre 23 ce qui suit:

Numéro d'ordre	Année	No.	Intitulé	Modifications
23	1948	37	la loi de 1948 sur le recensement.	(1) L'expression « Gouvernement de l'Etat » sera substituée partout où elle apparaît dans le texte par l'expression « Le Haut-Commissaire ». (ii) La section 14 de la loi sera substituée par ce qui suit: « 14 Nul magistrat autre qu'un magistrat spécialement habilité à cet effet ne doit connaître, en vertu de la présente loi ou de toute autre loi, d'un acte ou d'une omission qui constitue un délit aux termes de la présente loi. »

(N.F. 36 (3) Eur. (W)/59).
S. SEN,
Joint Secretary.

THE CENSUS ACT

Amended by Acts XL of 1949, LI of 1950 and the Adaptation of Laws Order, 1950.

ACT No. XXXVII OF 1948

[Passed by Dominion Legislature].
Received the assent of the Governor General on the 3rd September, 1948.

An Act to provide for certain matters in connection with the taking of census.

Whereas it is expedient to provide for the taking of census in * [.....] India or any part thereof whenever necessary or desirable and to provide for certain matters in connection with the taking of such census;

It is hereby enacted as follows: —

1. Short title and extent. — (1) This Act may be called the Census Act, 1948.

*[(2) It extends to the whole of India** (except the State of Jammu and Kashmir)].

*** [2. RULE OF CONSTRUCTION RESPECTING ENACTMENTS NOT EXTENDING TO PART B STATES. Any reference to the Indian Penal Code (Act XLV of 1860) or the Indian Evidence Act 1872 (1 of 1872), shall, in relation to a Part B State, be construed as a reference to the corresponding enactment in force in that State].

3. Central Government to take census. — The Central Government may, by notification in the official Gazette, declare its intention of taking a census in the whole or any part of the territories to which this Act extends, whenever it may consider it necessary or desirable so to do, and thereupon the census shall be taken.

4. Appointment of census staff. — (1) The Central Government may appoint a Census Commissioner to supervise the taking of the census throughout the area in which the census is intended to be taken, and Superintendents of Census Operations to supervise the taking of the census within the several Provinces.

(2) The * State Government may appoint persons as census officers to take, or aid in, or supervise the taking of the census within any specified local area and such persons, when so appointed, shall be bound to serve accordingly.

(3) A declaration in writing, signed by any authority authorised by the **** State Government in this behalf, that person has been duly appointed a census-officer for any local area shall be conclusive proof of such appointment.

* Deleted by the Adaptation of Laws Order, 1950.

* Substituted, *ibid.*
** Substituted by Section 2, Act LI of 1950.
*** Inserted by Section 3, *ibid.* Original section 2 was omitted by the Adaptation of Laws Order, 1950.
**** Substituted by the Adaptation of Laws Order, 1950.

(4) The *State Government may delegate to such authority as it thinks fit the power of appointing census-officers conferred by sub-section (2).

5. Status of census authorities as public servants. — The Census Commissioner, all Superintendents of Census Operations and all census-officers shall be deemed to be public servants within the meaning of the Indian Penal Code (XLV of 1860).

6. Discharge of duties of census-officers in certain cases. — (1) Where the District Magistrate, or such authority as the *State Government may appoint in this behalf, by a written order so directs: —

(*a*) every officer in command of any body of men belonging to the naval, military or air 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 lock-up or of any public, charitable, religious or educational institution,

(*d*) every keeper, or secretary or manager of any *sarai*, hotel, boarding-house, lodging-house, emigration depot or club,

(*e*) every manager, officer of a railway or any commercial or industrial establishment, and

(*f*) every occupant of immovable property wherein at the time of the taking of the census persons are living,

shall perform such of the duties of a census-officer in relation to the persons who at the time of the taking of the census are under his command or charge, or are inmates of his house, or are present on or in such immovable property or are employed under him as may be specified in the order.

(2) All the provisions of this Act relating to census-officers shall apply, so far as may be, to all persons while performing such duties under this section, and any person refusing or neglecting to perform any duty which under this section he is directed to perform shall be deemed to have committed an offence under section 187 of the Indian Penal Code (XLV of 1860).

7. Power to call upon certain persons to give assistance. — The District Magistrate, or such authority as the *State Government may appoint in this behalf for any local area, may, by written order which shall have effect throughout the extent of his district or of such local area, as the case may be, call upon: —

(*a*) all owners and occupiers of land, tenure-holders, and farmers and assignees of land revenue, or their agents,

(*b*) all members of the district, municipal, *panchayat* and other local authorities and officers and servants of such authorities, and

(*c*) all officers and members of staff of any factory, firm or establishment,

to give such assistance as shall be specified in the order towards the taking of a census of the persons who are, at the time of the taking of the census, on the lands of such owners, occupiers, tenure-holders, farmers and assignees, or in the premises of factories, firms and other establishments, or within the areas for which such local authorities are established, as the case may be, and the persons to whom an order under this section is directed shall be bound to obey it and shall, while acting in pursuance of such order, be deemed to be public servants within the meaning of the Indian Penal Code (XLV of 1860).

8. Asking of questions and obligations to answer. — (1) A census-officer may ask all such questions of all persons within the limits of the local area for which he is appointed as, by instructions issued in this behalf by the * State Government and published in the official Gazette, he may be directed to ask.

(2) Every person of whom any question is asked under sub-section (1) shall be legally bound to answer such question to the best of his knowledge or belief:

Provided that no person shall be bound to state the name of any female member of his household, and no woman shall be bound to state the name of her husband or deceased husband or of any other person whose name she is forbidden by custom to mention.

* Substituted by the Adaptation of Laws Order, 1950.

9. Occupier to permit access and affixing of numbers. — Every person occupying any house, enclosure, vessel or other place shall allow census-officers such access thereto as they may require for the purposes of the census and as, having regard to the customs of the country, may be reasonable and shall allow them to paint on, or affix to, the place such letters, marks or numbers as may be necessary for the purposes of the census.

10. Occupier or manager to fill up schedule. — (1) Subject to such orders as the Provincial Government may issue in this behalf, a census-officer may, within the local area for which he is appointed, leave or cause to be left a schedule at any dwelling-house or with the manager or any officer of any commercial or industrial establishment, for the purpose of its being filled up by the occupier of such house or of any specified part thereof or by such manager or officer with such particulars as the * State Government may direct regarding the inmates of such house or part thereof, or the persons employed under such manager or officer, as the case may be, at the time of the taking of the census.

(2) When such schedule has been so left, the said occupier, manager or officer, as the case may be, shall fill it up or cause it to be filled up to the best of his knowledge or belief so far as regards the inmates of such house or part thereof or the persons employed under him, as the case may be, at the time aforesaid, and shall sign his name thereto and, when so required, shall deliver the schedule so filled up and signed to the census-officer or to such person as the census-officer may direct.

11. Penalties.

(1)(*a*) any census-officer or any person lawfully required to give assistance towards the taking of a census who refuses or neglects to use reasonable 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

(*b*) any census-officer who intentionally puts any offensive or improper question or knowingly makes any false return or, without the previous sanction of the Central Government or the * State Government, discloses any information which he has received by means of, or for the purposes of a census return, or

(*c*) any sorter, compiler or other member of the census staff who removes, secretes, damages or destroys any census document or deals with any census document in a manner likely to falsify or impair the tabulations of census results, or

(*d*) any person who intentionally gives a false answer to, or refuses to answer to the best of his knowledge or belief, any question asked of him by a census-officer which he is legally bound by section 8 to answer, or

(*e*) any person occupying any house, enclosure, vessel or other place who refuses to allow a census-officer such reasonable access thereto as he is required by section 9 to allow, or

(*f*) any person who, removes, obliterates, alters, or damages any letters, marks or numbers which have been painted or affixed for the purposes of the census, or

(*g*) any person who, having been required under section 10 to fill up a schedule, knowingly and without sufficient cause fails to comply with the provisions of that section, or makes any false return thereunder, or

(*h*) any person who trespasses into a census-office, shall be punishable with fine which may extend to one thousand rupees and in case of a conviction under part (*b*) or (*c*) shall also be punishable with imprisonment which may extend to six months.

(2) Whoever abets any offence under subsection (1) shall be punishable with fine which

12. Sanction required for prosecutions. — No prosecution under this Act shall be instituted except with the previous sanction of the * State Government or of any authority authorised in this behalf by the * State Government.

13. Operation of other laws not barred.— Nothing in this Act shall be deemed to prevent any person from being prosecuted under any other law for any act or omission which constitutes an offence under this Act:

Provided that no such prosecution shall be instituted except with the previous sanction referred to in section 12.

14. Jurisdiction. — No Court inferior to that of a Presidency Magistrate or a Magistrate of the second class ** or in a Part B State, a Magistrate corresponding to a Magistrate of the second class shall try, whether under this Act or under any other law, any act or omission which constitutes an offence under this Act.

15. Records of census not open to inspection nor admissible in evidence. — No person shall have a right to inspect any book, register or record made by a census-officer in the discharge of his duty as such, or any schedule delivered under section 10, and notwithstanding anything to the contrary in the Indian Evidence Act, 1872 (1 of 1872), no entry in any such book, register, record or schedule shall be admissible as evidence in any civil proceeding whatsoever or in any criminal proceeding other than a prosecution under this Act or any other law for any act or omission which constitutes an offence under this Act.

16. Temporary suspension of other laws as to mode of taking census in municipalities. — Notwithstanding anything in any enactment or rule with respect to the mode in which a census is to be taken in any municipality, the municipal authority, in consultation with the Superintendent of Census Operations or with such other authority as the * State Government may authorise in this behalf, shall, at the time appointed for the taking of any census cause the census of the municipality to be taken wholly or in part by any method authorised by or under this Act.

17. Grant of statistical abstracts. — 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.

18. Power to make rules.—(1) The Central Government may make rules for carrying out the purposes of this Act.

(2) In particular, and without prejudice to the generality of the foregoing power, the Central Government may make rules providing for the appointment of census-officers and of persons to perform any of the duties of census-officers or to give assistance towards the taking of a census, and for the general instructions to be issued to such officers and persons.

* Substituted by the Adaptation of Laws Order, 1950.
** Inserted by Section 4 Act LI Of 1950.

GOVERNMENT OF INDIA

MINISTRY OF EXTERNAL AFFAIRS

New Delhi, the 20th June 1959.

The French Establishments Application of Laws (Amendment) Order, 1959.

S. O. 1375. — Whereas by virtue of the agreement dated the 21st day of October, 1954, entered into between the Government of India and the Government of France, the Central Government has jurisdiction in and in relation to the French Establishments in India;

Now, therefore, in exercise of the powers conferred by section 4 of the Foreign Jurisdiction Act, 1947 (47 of 1947), and all other powers enabling it in that behalf, the Central Government is pleased to make the following Order, namely:

1. (1) The Order may be called the French Establishments Application of Laws (Amendment) Order, 1959;

(2) It shall come into force on the first day of July 1959.

2. After serial number 22 in the Schedule to the French Establishments (Application of Laws) Order, 1954, the following shall be inserted as serial number 23.

Sl. No.	Year.	No.	Short title	Modifications
23	1948	37	The Census Act 1948	(i) Wherever, the expression 'State Government' occurs in the Act, the expression 'Chief Commissioner, shall be substituted. (ii) For section 14 of the Act, the following shall be substituted. "14. No Magistrate other than a Magistrate specially empowered in this behalf by the Chief Commissioner shall try, whether under this Act or under any other law, any act or omission which constitutes an offence under this Act".

(No. F 36 (3) Eur. (W) /59). Sd: S. SEN,
Joint Secretary.

MINISTRY OF EXTERNAL AFFAIRS
NOTIFICATION

New Delhi, the 15 February 1961.

G. S. R. 207 — In exercise of the powers conferred by section 4 of the Foreign Jurisdiction Act, 1947 (47 of 1947), and all other powers enabling it in that behalf, the Central Government hereby makes the following order, namely:—

1. (1) This order may be called the French Establishments (Application of Laws) Amendment Order, 1961.

(2) It shall come into force at once.

2. In the French Establishments (Application of Laws) Order, 1954 (hereinafter referred to as the principal Order) in sub-paragraph (2) of paragraph (4), for the words 'Any reference', the words 'unless otherwise specially provided in the Schedule, any reference" shall be substituted.

3. In the Schedule to the Principal order,

a/ in serial number 6-B under column 5 'Modifications' for the words beginning with "Throughout the Act" and ending with "State of Pondicherry", the following shall be substituted, namely :-

"Throughout the Act—

i) any reference by whatever form of words to the Presidency of Madras shall be construed as including a reference the State of Pondicherry: and

ii) any reference to the 'State Government shall be construed as a reference to the Chief Commissioner, Pondicherry,"

b/ in serial number 23, under column 5 'Modifications' the following shall be added at the end, namely:

iii) For subsection (2) of section 6 of the Act, the following shall be substituted ;-

"(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 punished with simply imprisonment for a term which may extend to one month or with fine which may extend to two hundred rupees, or with both".

Sd: W. E. ELING,
Under Secretary

Annexure II

PONDICHERRY STATE

Office of the
Chief Commissioner

No. 883 *Pondicherry, the 8th October 1960.*

The Chief Commissioner of Pondicherry State
President of the Council of Government

Considering the Order No. 783/AP/1, dated 19th September 1959 extending "The Census Act 1948" to the Pondicherry State;

Considering the article 14 of the Census Act amended by the notification S. O. 1375, dated 20th June 1959 of the Central Government;

ORDERS

Article 1:— The Correctional Courts of Pondicherry and Karikal and the Justices of Peace with extended competence of Mahe and Yanam are empowered to try under the Census Act or any other law all infringements of the provisions of the Census Act.

Art. 2: — The Chief of the judiciary shall be in charge of the enforcement of this order which shall be registered, communicated and published wherever necessary.

(BY ORDER OF THE CHIEF COMMISSIONER)

Sd/-
(A. KRISHNASWAMI)
Chief Secretary.

ETAT DE PONDICHÉRY

Pondichéry, le 8 Oct. 1960.

Cabinet du
Haut Commissaire

No. 883

Le Haut Commissaire de l'Etat de Pondichéry
Président du Conseil de Gouvernement

Vu l'ordre du Gouvernement de la République Indienne No. S. R. O. 3314 du 30 Octobre 1954 instituant un Haut Commissaire pour l'Etat de Pondichéry et l'habilitant a remplir toutes les fonctions autrefois dévolues au Commissaire de la République pour les Etablissements français dans l'Inde en application des différentes dispositions règlementaires alors en vigueur dans le Territoire;

Vu l'arrêté No. 783/AP/I du 19 Septembre 1959 rendant applicable dans l'Etat de Pondichéry l'acte dit "The Census Act 1948";

Vu l'article 14 du Census Act modifié par la notification S. O 1375 du 20 Juin 1959 du Gouvernement Central;

ARRÊTÉ

Article 1er: — Les Tribunaux correctionnels de Pondichéry et de Karikal, les Justices de Paix à Compétence étendue de Mahé et de Yanaon sont habilités à connaitre, en vertu du "Census Act" ou de toute autre loi de toutes infractions aux dispositions du "Census Act"

Art. 2: — Le Chef du Service Judiciaire est chargé de l'execution du présent arrêté qui sera enregistré, communiqué et publié partout où besoin sera.

P. le Haut-Commissaire et p. o.
Le Secrétaire General
Signé: A. KRISHNASWAMI

Pour ampliation
Le Sous-Secretaire du Gouvernement
Signé: V. HARIDASS.

Annexure III

GOVERNMENT OF PONDICHERRY
GENERAL ADMINISTRATION DEPARTMENT
CIRCULAR

No. 15-4/60-CG.

Pondicherry, the 23rd March 1960.

Subject : **Census Operations 1961**

Government of India have under section 3 of the Indian Census Act, 1948 (XXXVII of 1948) declared that a Census of population of India shall be taken during the year 1961 and that the reference date for the Census will be the sunrise on the 1st March 1961. Pondicherry State, which comprises the former French Establishments of Pondicherry, Karikal, Mahe and Yanam has now been included in the present Census by the extension of the above said Act to this State with suitable modifications.

2. The last population Census was taken in this State on the 1st March 1948, under the system and procedure followed according to the French regulation. For the present Census, Pondicherry State will be included under an uniform system in the operation throughout India. However the broad principles of division of blocks, circles and areas that were adopted in 1948 will be taken as a guidance in deciding these divisions. The authorities and agencies who were employed for house numbering, house listing and enumeration during the previous Census will be utilised for similar Operation during the present Census also.

3. In order to supervise the taking of the Census within the State of Pondicherry, the Central Government have appointed a Superintendent of Census Operations under Section 4 (1) of the Census Act. Four Census Officers will also be appointed by the Chief Commissioner under section 4 (2) of the said Act for the four areas of this State viz., Pondicherry, Karikal, Mahe and Yanam. The Chief Commissioner will also delegate the power of appointing Census officers to such authorities as he thinks fit. All the Census authorities appointed in pursuance of provisions of this Act shall be public servants within the meaning of Penal Code in force in this State.

4. In order to carry out the operations efficiently, the cooperation of all Government servants, municipalities, heads of industrial, educational and other establishments is desirable and quite necessary. The population has to be educated from now on to extend its cooperation by readily assisting in the carrying out of the duties of the various Census Officers The Government Departments should place at the disposal of the Census organisation any material and man pawer available with them for the efficient organisation and set up of the Census machinery. The Municipalities are also requested to extend their assistance in full with men and material in so far as their resources permit in order that incidence of error in the figures of Census and in other useful statistical information is kept to the minimum. The Heads of educational, industrial and other establishments are also requested to volunteer themselves to serve as Census Officers for their own establishments and thus cooperate in the successful completion of the Operations.

5. Though there are provisions in the Census Act for punishments of Census officers for acts of negligence in the performance of the work assigned to them, it is hoped that there will be no instance at all to invoke these provisions as it is certain that one and all will willingly offer themselves to carry out this national task in a highly disciplined manner.

6. The Superintendent of Census Operations has set up the nuclears of the Organisation in this State and, after ascertaining the preliminary information from the various sources, will arrange for training of officers for house numbering, house listing enumeration and also for supervision and verification at each stage of the operations. The actual taking of Census will commence from the 10th February 1961 and will be completed before sunrise on the 1st March 1961. The three following days viz 1st to 3rd March will be devoted for a quick revision. Preliminary totals will be communicated as soon as possible after that date to the Census Commissioner, Delhi, through the State Superintendent. The Heads of Departments, municipalities and other heads of establishment offices are earnestly requested to conform themselves to the instructions and directions that will be issued by the Superintendent of Census Operations during the various processes of the operations.

(By order of the Chief Commissioner)

M. SUBRAMANYAM,
Secretary to Government.

Annexure IV

No. 15-1/60-CG-2

GOVERNMENT OF PONDICHERRY

GENERAL ADMINISTRATION DEPARTMENT

Pondicherry, the 23rd March 1960.

To

All Secretaries to Government,
All Heads of Departments,
All Administrators and
All Mayors.

SUB: Census 1961 — Assistance and co-operation of State Government Departments and Organisations to the Superintendent of Census Operations.

Sir,

As you are aware Government of India have decided to include Pondicherry State in the forthcoming All India Census 1961 and have appointed a Superintendent of Census Operations for this State. Shri K. S. Seshan, Deputy Secretary, General Administration and Chef de Cabinet du Gouverneur is the ex-officio Superintendent of Census Operations.

2. For the efficient execution of the task undertaken by the Census Organisation, it is necessary that all information available with Government Departments is made available to the Census office here. The Chief Commissioner is pleased to permit you to correspond with the Superintendent direct on all matters relating to the supply of information and to the Organisation of the various operations that will be implemented in due course.

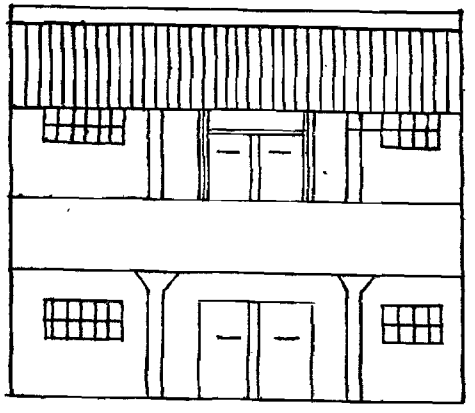
3. Such of those Government Departments or institutions, Record Office like the Public Library, are specially requested to furnish whatever materials or records requested by the Census Organisations.

Yours faithfully,
Sd: M. SUBRAMANYAM,
Secretary to Government.

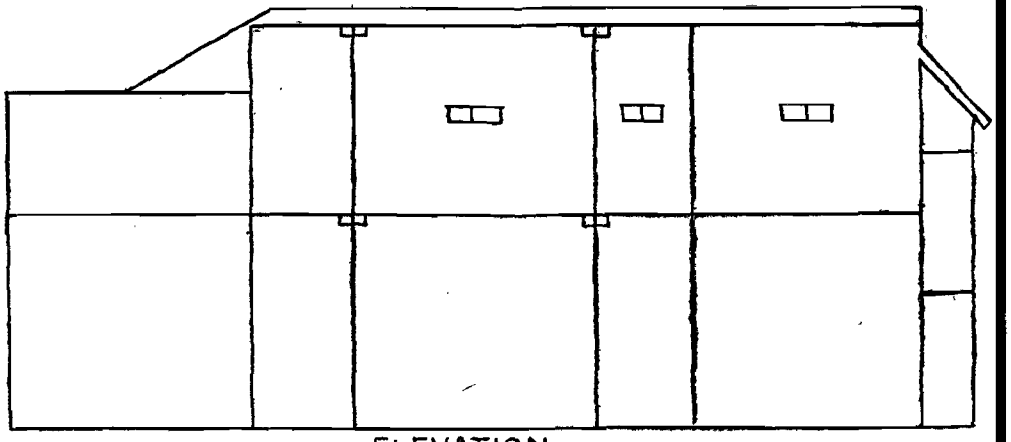
Annexure V

SUMMARY OF STAFF EMPLOYED IN THE OFFICE OF SUPERINTENDENT OF CENSUS OPERATIONS

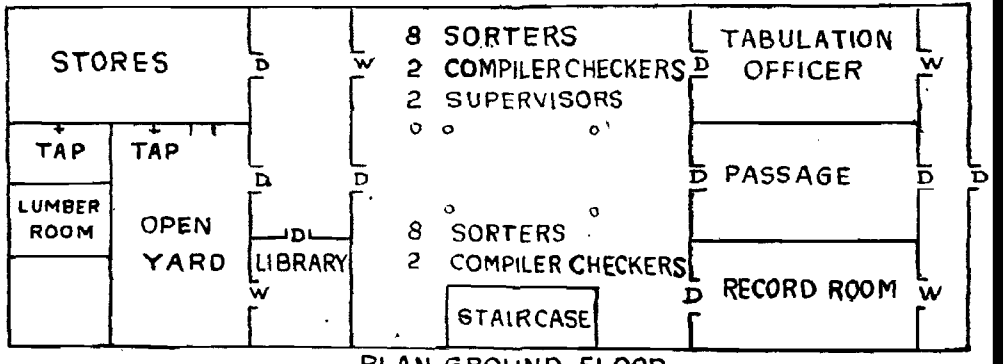
Sl. No.	Designation	Scale of pay	No.	PERIOD		PRESENT RATES of PAY & ALLOWANCES								Remarks
				From	To	Special pay	Pay	Dep. All. 20%	D.A.	H.R.A.	F.A.	W.A.	Comps-All.	
1	Asst. Supdt. of Census Operations	356-60/2-536	1	1-12-60	28- 2-62		356	75.00			70		35	On deputation
2	Manager	250-25-500	1	9- 3-61	28- 2-62		375	75.00						,,
3	Accountant	140-10-240	1	9- 3-61	28- 2-62		150	30.00	20	12				,,
4	Statistical Assistant	200-5-240-10-270	1	21-11-60	28- 2-62		200	40.00	20	12				,,
5	Clerk-cum-typist	90-4-110-3-140	1	26-12-59	30-11-61		94	18.80	10	9				,,
6	Typist	90-4-110-3-140	1	18- 4-61	28- 2-62									,,
7	Lower Division Clerk	,,	1	15-11-60	28- 2-62		94	18.80	10	9				,,
8	— do —	,,	3	6- 2-61	30- 3-61		94	18.80	10	9				,,
							90	18.00	10	9				,,
							90	18.00	10	9				,,
9	Research Assistant	140-10-240	1	15- 2-61	28- 2-62		150	30.00	20	12				,,
10	Compiling Assistant	,,	1	19- 4-61	30-11-61		150	30.00	20	12				,,
11	Supervisor	,,	1	15- 2-61	28- 2-62		180	36.00	20	12				,,
12	— do —	,,	1	18- 5-61	30-11-61		150	30.00	20	12				,,
13	Compiler Checkers	90-4-110-3-140	3	1- 4-61	30-11-61		98	19.60	10	9				,,
							94	18.80	10	9				,,
14	— do —	,,	1	1- 6-61	30-11-61		90	18.00	10	9				,,
15	Sorters	Consolidated pay of Rs. 110/	16	16- 3-61	16-12-61		90	18.00	10	9				,,
							110							Direct recruits
16	,,	,,	3	17- 5-61	17-12-61		110							,,
17	,,	,,	2	25- 7-61	30-11-61		110							,,
18	Daftry	55-1-75	1	4- 2-60	30-11-61		58	11.60	10	5				On deputation
19	Peon	50-1-60	1	1- 4-60	28- 2-62		54	10.80	10	5		1		,,
20	,,	,,	1	15- 2-61	28- 2-62		50		10	5				Direct recruit
21	,,	,,	1	1- 4-61	28- 2-62		53	10.60	10	5		1		On deputation
22	Watchman	,,	1	1- 2-61	30-11-61		50		10	5				Direct recruit
23	Binder	70-2-100	1	27- 3-61	11- 6-61		70		10	5				— do —



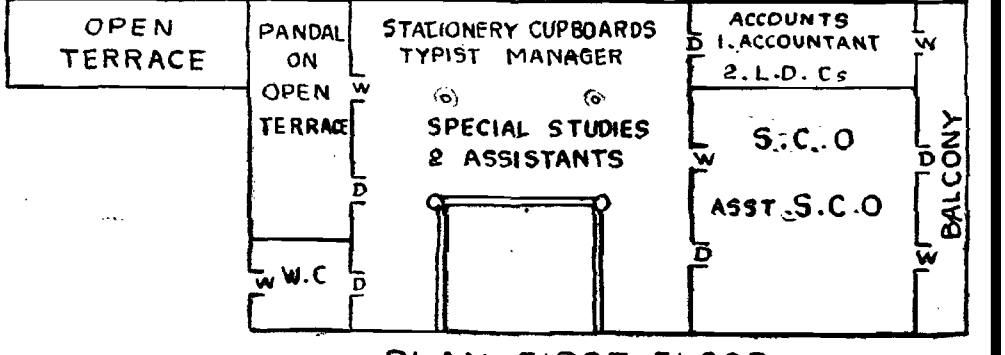
FRONT VIEW



ELEVATION



PLAN GROUND FLOOR



PLAN FIRST FLOOR

Annexure VII

FURNITURE LOANED BY LOCAL GOVERNMENT

Sl. No.	Description	No. of Articles	Genl. Admn. Dept. Inventory No.	Date when taken	Date when returned	Value if known
						Rs.
1.	Rose wood rectangular assistant table with two drawers.	1	195	1-10-60		10/-
2.	Teak wood table with two drawers.	1	196			15/-
3.	Teak wood armed chair with cane bottom.	1	197			7/-
4.	— do —	1	198			5/-
5.	— do —	1	199			5 -
6.	Rose wood armless chair.	1	200			4/-
7.	Teak wood book shelf.	1	201			1/-
8.	Rose wood big officer's table with green cloth.	1	202			50/-
9.	Rose wood big sculpture sofa.	1	203			30/-
10.	Teak wood officer's table.	1	204			25/-
11.	Teak wook armed chair with cane bottom.	1	205			7/-
12.	Rose wood superintendent table (3 pieces).	1	206			30/-
13.	Rose wood big square table	1	207			25/-
14.	Teak wood pedestal table.	1	208			6/-
15.	Rose wood armless chair with cane bottom and back side.	1	209			8/-
16.	— do —	1	210			5/-
17.	Teak wood rectangular big table.	1	211			25/-
18.	Teak wood armed chair with cane bottom.	1	212			6/-
19.	Rose wood assistant table with two drawers.	1	213			15/-
20.	Rose wood armed chair with cane bottom.	1	214			7/-
21.	Rectangular deal wood table.	1	215			5/-
22.	Teak wood chair with cane bottom.	1	216			8/-
23.	Rose wood armed chair with cane bottom.	1	217			10/-
24.	Teak wood square table.	1	218			12/-
25.	Rose wood armless chair.	1	219			3/-
26.	Rose wood armed chair.	1	220			5/-
27.	Teak wood big book rack.	1	221			8/-
28.	Rose wood armless big sculpture chair.	1	222			7/-
29.	Teak wood glass planed almirah.	1				175/-
30.	Godrej steel cupboard.	1				
31.	Glass fitted and black painted almirah.	1				
32.	Glass fitted and brown painted almirah.	1				

Annexure VIII

FURNITURE PURCHASED IN 1960—'61

Sl. No.	Description	No. purchased	Inventory No.	Date of purchase	Sanction Number	Value
						Rs.
1	Godrej cash box measuring 14" x 10" x 6" with a coin tray and one single control lock	1	1	22- 2-60	C.O.17/60 dt. 12.4.60	104/-
2	Godrej Office Tray	8	2	,,	— do —	56/-
3	One Godrej 4 drawers foolscap size filing cabinet with automatic locking arrangements.	1	3	,,	C.O.17/60 dt. 7.6.60	270/-
4	Godrej minor storwel cupboard measuring 50"x 30"x17" with 3 shelves and 2 steel doors.	1	4	,,	— do —	154/-
5	Godrej tubular chair with arms	1	5	,,	— do —	99/-
6	One Godrej steel letter rack	1	6	10- 9-60	C.O.17/60 dt. 26 9.60	26/-
7	Allwyn rack — 6½' with 8 shelves	2	7	24-10-60	C.O.17/60 dt. 21.11.60	231.24
8	Allwyn cushioned chair	1	8	,,	— do —	35/-
9	Allwyn fold deluxe chairs	5	8	,,	— do —	85/-
10	Godrej tubular writing table with single drawer	1	9	7-10-60	— do —	170/-
11	Godrej steel chairs	6	10	25-12-60	C.O.17/60 dt. 8.2.61	82/-
12	Cupboard in venteak with two drawers-3 shelves with two doors 3'x 6'x1½'	2	11	13- 2-61	C.O.17/60(1) dt. 18.2.61	260/-
13	Table in rosewood with two drawers 3½'x2½'x2½'	2	12	13- 2-61	— do —	124/-
14	Cupboard in venteak with two drawers 3 shelves two doors 3'x6'x1½'	1	13	9- 3-61	C.O.17/60(2) dt. 10.3.61	130/-
15	Table in rosewood with two drawers 3½'x2½'x2½'	1	14	,,	— do —	62/-
16	Rosewood armless chairs with wooden seat	16	15	,,	— do —	192/-
17	Tapal box	1	24	29-11-60	C.O.15-1/60 dt. 12.12.60	8 50

Census 1948 **Annexure IX**

FORM 'A'

BLOCKWISE STATEMENT

Commune (Name): ..... Division No: Circle No:

Town or Village/Group: ..... Block No: Book No:

Sub-divisions i. e. Street or hamlet	Structures				Remarks (vacant or partly occupied etc.)
	Serial number of houses etc.	Nature of structure (house, shop, temple, church)	Roof in terrace, tiles, or leaves	Name of the head of household	

FORM 'B'

Name of Commune **Circlewise Statement**

ENUMERATOR

Division	Circle Number	Name, parentage and profession of the Circle Officer	Serial Number of villages	Names of villages	Serial Number of blocks	Name	Father's Name	Profession	Number of pads required for this block	No. of houses	No. of other structures	Total	Remarks
1	2	3	4	5	6	7	8	9	10	11	12	13	14

Census 1948 Annexure IX

FORM 'C'

Number of the House : Name of Commune: Village Group Village :

Page No:

Serial Number of inhabitants in each house	Name and father's name or surnames	Religion	Sex	Vital statistics - viz : married, bachelor or widower	Age or date of birth	Profession or chief means of living	Profession or secondary occupation	If dependent, the profession or principal occupation of the person on whom he is dependent	NATIONALITY				Other languages known	Education :- 1)Studying; 2) Knowing to read & write ; 3) Neither studying nor knowing to read & write	Eligibility to exercise electoral franchise	Infirmatis :- 1/Mental disorder; 2/ Deaf & dumb from birth ; 3/ Blind 4/ Leper
									Place of birth	Place of birth of the father	Place of birth of the mother	Mother tongue				
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17

Census 1948 **Annexure IX**

FORM 'D'

CIRCLE NO. OF THE DIVISION NO.

Name of Commune

Name of Villages	Block Number	Pad Number	Number of houses			No. of inhabitants			REMARKS
			Occupied	Vacant	Total	Males	Females	Total	
1	2	3	4	5	6	7	8	9	10

Seen and Verified by

Enumerator of the block No.
Certified as correct

Circle Officer

Enumerator

A. R.

Annexure X

FORMS & SCHEDULES RECEIVED FROM OTHER PLACES

Sl. No.	Name of Form and Schedules	Printed by	No. of copies	Pads of				Language	Distribution					
				100 Sheets	50 Sheets	25 Sheets	10 Sheets		Black Red	Office	Pondicherry	Karikal	Mahe	Yanam
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)
1	Houselist Forms	Govt. of India Press, Nasik	150					Telugu	Black	10				140
	- do -	- do -	460					Malayalam	,,	10			450	
	- do -	Govt. of India Forms Press, Calcutta	7080					Tamil	,,		5080	2000		
2	Household Schedules	Govt. of India Press, Nasik			18			Telugu	,,					18
	- do -	- do -				24		,,	,,					24
	- do -	- do -			54			Malayalam	,,	4			50	
	- do -	- do -				76		,,	,,	4			72	
	- do -	- do -					10	Telugu	Red					10
	- do -	- do -					30	Malayalam	,,				30	
	- do -	Govt. of India Forms Press, Calcutta			850			Tamil	Black		541	309		
	- do -	- do -				1132		,,	,,		924	208		
	- do -	- do -					510	,,	Red		370	140		
3	Individual slips	Govt. of India Press, Nasik		45				Telugu	Black					45
	- do -	- do -				120		,,	,,	20				100
	- do -	- do -		138				Malayalam	,,				138	
	- do -	- do -				368		,,	,,				368	
	- do -	- do -			10			Telugu	Red					10
	- do -	- do -			32			Malayalam	,,	2			30	
	- do -	Govt. of India Forms Press, Calcutta		2124				Tamil	Black		1540	584		
	- do -	- do -				5664		,,	,,	1000	3419	1245		
	- do -	- do -			504			,,	Red	10	354	140		
4	Enumerators' Abstract	Govt. of India Press, Nasik	165					Telugu	Black					165
	- do -	- do -	506					Malayalam	,,				506	
	- do -	- do -	10					Telugu	Red					10
	- do -	- do -	32					Malayalam	,,				32	
	- do -	Govt. of India Forms Press, Calcutta	7788					Tamil	Black	900	5059	1829		
	- do -	- do -	504					,,	,,	4	360	140		

Annexure X *(Contd.)*

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
5	Instructions for filling up the houselist	Govt. of India Forms Press, Calcutta	950					English	Black	13	480	375	70	12
6	Instructions to Enumerators	- do -	950					,,	,,	10	750	140	30	20
7	Educational cards	R. G. 's Office, N. Delhi	5000					,,	,,	2000	1250	1000	500	250
8	Household schedules	S. C. O., Andhra Pradesh			10			Telugu	Black					10
9	Individual slips	- do -		15				,,	,,					15
10	Houselisting instruction	S. C. O., Madras	400					Tamil	Black		280	120		
11	Enumeration Manual	- do -	640					,,	,,		490	150		
	- do -	- do -	15					English	,,		15			
12	Instructions for house-numbering	S. C. O., Kerala	100					Malayalam	,,	20			80	
13	Houselist abstract	- do -	100					,,	,,	20			80	
14	Abbreviations printed on pulp boards	- do -	100					,,	,,	20			80	
15	Instructions to enumerators Vol. I	- do -	100					,,	,,	20			80	
16	Instructions to enumerators Vol. II	- do -	100					,,	,,	20			80	
17	Abstract on the cover of household schedules	- do -	100					,,	,,	20			80	
18	Explanation of abbreviations	- do -	100					,,	,,	20			80	
19	Instructions to enumerators	S. C. O., Andhra Pradesh	50					Telugu	,,	10				40
20	Houselist instructions	- do -	50					,,	,,	10				40
21	Houselist abstract	- do -	50					Telugu	,,	10				40
22	Abstract on the cover of the household schedules	- do -	50					,,	,,	10				40
	- do -	- do -	15					,,	Red					15
23	Abbreviation printed in white paper	- do -	50					,,	Black	10				40
24	Individual slips	S. C. O., Madras		10				Tamil	,,	10				
	- do -	- do -			20			,,	,,	20				

Annexure XI

FORMS PRINTED LOCALLY

Sl. No.	Name of Form/ Circular No. & date	Number of copies	Language	Black / Red	Distribution				
					Office	Pondicherry	Karikal	Mahe	Yanam
1	Census Act (French and English version)	1000	French & English	Black	225	400	200	50	25
2	Enumeration Slips	64000	French	Black	1000	55000	8000	—	—
	- do -	4500	- do -	Red	500	3000	1000	—	—
3	Household Schedules	12800	- do -	Black	1000	11000	800	—	—
	- do -	900	- do -	Red	50	650	200	—	—
4	Houselist Forms	1300	- do -	Black	—	1010	290	—	—
5	Instruction to fill up houselist	200	- do -	Black	75	125	50	—	—
6	Enumerators Abstract	1960	- do -	Black	800	1080	80	—	—
	- do -	100	- do -	Red	15	65	20	—	—
7	Household Schedule Abstract	430	- do -	Black	40	375	15	—	—
	- do -	90	- do -	Red	—	70	20	—	—
8	Houselist Extract	500	- do -	Black	10	290	200	—	—
9	Forms of letter of appointment of Supervisors	600	- do -	Black	—	442	110	40	8
10	Forms of letter of appointment of Enumerators	3000	- do -	Black	237	2058	555	100	50
11	Abbreviations card	200	- do -	Black	30	150	20	—	—
12	Household Schedule Extracts	2000	Tamil	Black	100	1900	—	—	—
	- do -	510	Tamil	Red	15	345	150	—	—
13	Abbreviations Card	800	Tamil	Black	110	550	140	—	—
14	Instructions to Enumerators	300	French	Black	240	175	50	10	5
15	Manual of Instruction to Enumeration Personnel	1000	English	Black	200	610	150	25	15
16	Circular No. 3, dated 9th September 1960	1000	English	Black	145	540	240	50	25
	Form A Appendix A of Manual	1200	English	Black	—	660	500	25	15
	Form B Appendix 2 of Manual	200	- do -	Black	—	80	110	6	4
	Form C Appendix 2 of Manual	50	- do -	Black	12	24	8	4	2
	Form D Appendix 2 of Manual	20	- do -	Black	4	8	4	2	2
	Appendix 3 of Manual	1300	- do -	Black	120	620	450	60	50
	Annexure A of Circular No. 3	1200	- do -	Black	238	450	440	40	32
	Annexure B of Circular No. 3	1200	- do -	Black	274	600	290	20	16
	Annexure C of Circular No. 3	4000	- do -	Black	1082	2400	390	80	48
17	Forms Register	200	- do -	Black	45	85	45	15	10
18	Letter regarding attendance to the training classes.	1500	- do -	Black	380	640	360	60	60

Annexure XII

TOURS PERFORMED BY SUPERINTENDENT OF CENSUS OPERATIONS AND STAFF

Sl. No.	Name and Designation	Places visited	Dates From	Dates To	Object	Means of Transport
1.	Shri A. M. Joseph, Manager	New Delhi	1- 8-60	16-8-60	To attend the second conference of all State Superintendents of Census Operations.	Train
2.	Shri T. Passecaramourthy Clerk-cum-Typist	Karikal	10- 9-60	11- 9-60	Took a consignment of Census forms pamphlets etc. to Karikal.	Train
3.	Shri A. M. Joseph, Manager	Madras	7- 4-60	11- 4-60	For printing of Pondicherry commune maps at the Map Survey Office and for discussions with the Superintendent of Census Operations Madras on the arrangements for the first stage of Census Operations.	Train
4.	— do —	Bahour	26- 4-60	26- 4-60	For study of existing housenumbering system for the purpose of housenumbering and houselisting operations.	Bus
5.	— do —	Villianur	12- 5-60	12- 5-60	— do —	Bus
6.	— do —	Madras	9- 6-60	11- 6-60	(as in item No. 3)	Train
7.	— do —	Madras	3- 7-60	4- 7-60	(as in item No. 3)	Train
		Karikal	5- 7-60	7- 7-60	(as in item No. 4)	Train
8.	Shri W. S. Ramanujam, Daftry	Villianur, Ariyur, Maducarai, Kariamanickam, Madagadipet, Thirubuvanai, Tirukkanur, Rattiarpalayam, Bahour.	24- 9-60	25- 9-60	For distribution of cinema slides to the various theatres for exhibition.	Bus
9.	— do —	Karikal	30- 9-60	4-10-60	For taking Census forms, posters etc. to Area Census Officer, Karikal.	Train
10.	— do —	Villianur, Ariyur, Maducarai, Kariamanickam, Madagadipet, Thirubuvanai, Tirukkanur, Rettiarpalayam, and Bahour.	17-10-60	18-10-60	To collect back the cinema slides.	Bus

Annexure XII *(Contd.)*

1	2	3	4	5	6
11.	Shri A. M. Joseph, Manager	Karikal	21-11-60 23-11-60	For discussion on houselists prepared by the Karikal area and for verification of proofs of commune maps with the originals of Karikal area.	Train
12.	Shri W. S. Ramanujam, Daftry	Karikal	6-12-60 9-12-60	For taking forms, posters, pamphlets etc. to the Area Census Officer, Karikal.	Train
13.	— do —	Mahe	6- 1-61 10- 1-61	For delivering forms, posters, pamphlets etc. to the Area Census Officer, Mahe.	Train
14.	Shri D. Babu alias Velu, Peon	Yanam (Madras)	3- 1-61 11- 1-61	To deliver Census forms, posters, pamphlets etc. to the Area Census Officer, Yanam. Halt at Madras (3 days) to take delivery of Census booklets from the Superintendent of Census Operations, Madras.	Train
15.	— do —	Karikal	6- 2-61 8- 2-61	For taking Census forms etc. to the Area Census Officer, Karikal.	Train
16.	Shri J. Ambou, Asst. Supdt. of Census Operations	Karikal	8- 1-61 12- 1-61	To conduct Census classes in Karikal area.	Train
17.	— do —	Yanam	18- 1-61 24- 1-61	To conduct classes at Yanam.	Train
18.	— do —	Bahour	13- 2-61 13- 2-61	For inspection of Enumeration Operations.	Staff car
19.	— do —	Villianur	14- 2-61 14- 2-61	— do —	Staff car
20.	— do —	Madukkarai, Nettapakkam, Madagadipet	15- 2-61 15- 2-61	— do —	Staff car
21.	Shri K. S. Seshan, Supdt. of Census Operations	Bahour	12- 2-61 12- 2-61	— do —	Staff car
22.	Shri G. Britto, Statistical Asst.	Nettapakkam, Pandasojanallur and Madukarai	15- 2-61 15- 2-61	— do —	Staff car
23.	— do —	Thirubuvanai, Puranasingapalayam, Vadanur and Kodathur	24- 2-61 24- 2-61	— do —	Staff car

Annexure XII *(Concld.)*

1	2	3	4	5	6
24.	Shri G. Britto, Statistical Assistant.	Villianur, Ariyur, Thirubuvanai and Madagadipet	28- 2-61 28- 2 61	For inspection of Enumeration Operations	Staff car
25.	Shri D. Babu alias Velu, Peon.	Mahe	25- 3-61 31- 3-61	To collect Census materials.	Train
26.	Shri G. Britto, Statistical Asst.	Karikal	16- 3-61 20- 3-61	In connection with the selection of villages for socio-economic survey.	Train
27.	Shri M. Arumugham, Supervisor.	Veerampattinam	13- 3-61 23- 3-61	Socio-Economic Survey.	Bus
28.	Shri A. M. Joseph, Manager.	Madras	18-12-60 21-12-60	For study of work in the Census Office, Madras.	Train
29.	Shri G. Britto, Statistical Asst.	Madras	18-12-60 21-12-60	— do —	Train
30.	Shri G. Britto, Statistical Asst.	Madras	26- 4-61 28- 4-61	For verifying the map of Pondicherry State under print at the Map Survey Office, Madras and to meet the Census Officers in charge of Tabulation Office.	Train
31.	Shri P. Gopannan, Supervisor.	Madras	26- 4-61 28- 4-61	— do —	Train
32.	Shri J. Ambou, Asst. Supdt. of Census Operations.	Bombay	25- 3-61 2- 4-61	For training on consanguineous marriages at Bombay.	Train
33.	Shri K. S. Seshan, Supdt. of Census Operations,	Madras	18- 4-61 19- 4-61	Discussions with the Superintendent of Census Operations, Madras.	Staff car
34.	— do —	Madras (Ambathur)	18- 6-61 20- 6-61	Study of Tabulation work. Study tour with staff doing socio-economic survey. Discussion with the Superintendent of Census Operations and Deputy Superintendent of Census Operations.	Staff car

Annexure XIII

TOURS PERFORMED BY STATE OFFICERS

Sl. No.	Name and designation of officer	Places visited	Dates From	Dates To	Object	Means of Transport
1	Shri J. Ambou, Area Census Officer	Karikal	19- 9-60	22- 9-60	For conducting training classes on housenumbering and houselisting operations.	By train
2	Shri C. Adimoulame Charge Supdt. I	Oulgaret (Mairie)	19- 9-60	19- 9-60	,,	By Cycle
		Mudaliarpet	20- 9-60	20- 9-60	,,	By Cycle
		Ariancoupom	21- 9-60	21- 9-60	,,	By Bus
3	Shri M. Mouthoucoumarassamy, Charge Supdt. II	Bahour	19- 9-60	19- 9-60	,,	,,
		Villianur	20- 9-60	20- 9-60	,,	,,
		Mannadipet	21- 9-60	21 9-60	,,	,,
		Nettapacom	22 - 9-60	22- 9-60	,,	,,
		Cáreambouttour	27- 9-60	27- 9-60	Training classes	,,
		Madagadipet	30 9-60	30- 9-60	,,	,,
		Eripacom	3-10-60	3-10-60	,,	,,
		Pouranasingapalayam	5-10-60	5 10 60	,,	,,
		Arougour	7-10-60	7-10-60	,,	,,
		Cattericoupom	10-10-60	10-10-60	,,	,,
		Embalom	12-10-60	12-10-60	,,	,,
		Sedrapet	14-10-60	14-10-60	,,	,,
		Aranganur	15-10-60	15-10-60	,,	,,
4	Shri Adimoulame, Charge Supdt. I	Oulgaret	28- 9-60	28- 9-60	,,	By Cycle
		Mudaliarpet	3-10-60	3-10-60	,,	,,
		Ariankuppam	4-10-60	4-10-60	,,	By Bus
		Calapeth	5-10-60	5-10-60	,,	,,
		Mouthalpet	6 10-60	6-10-60	,,	By Cycle
		Ouppalam	7-10-60	7-10-60	,,	,,
		Timmanaickenpalayam	10-10-60	10-10-60	,,	By Bus
		Nellitope	11-10-60	11-10-60	,,	By Cycle
		Lawspet	12-10-60	12-10-60	,,	,,
		Oulgaret	20- 1-61	20- 1-61	Enumeration training class 1st and 2nd round	,,

Annexure XIII *(Concld).*

1	2	3	4	5	6
	Shri Adimoulame, C. Charge Supdt. I	Ariankuppam	21-1-61 21-1-61	Enumeration training class 1st and 2nd round	By Bus
		Mudaliarpet	22-1-61 22-1-61		By cycle
		Muthalpet	23-1-61 23-1-61	Demonstration class	By cycle
		Muthrapalayam	24-1-61 24-1-61	,,	,,
		Tavalakuppam	25-1-61 25-1 61	,,	,,
		Murungapakkam	27-1-61 27-1-61	,,	,,
		Muthalpet	28-1-61 28 1-61	3rd round	,,
		Alanguppam	31-1-61 31-1 61	,,	,,
		T. Palayam	1-2-61 1-2-61	,,	,,
		Tengatittou	2-2-61 2-2-61	,,	,,
		Muthalpet	3-2-61 3-2-61	4th round	,,
		Lawspet	4-2-61 4-2-61	,,	,,
		Veerampattinam	6-2-61 6-2-61	,,	,,
5.	Shri Adimoulame, C. Charge Supdt. I	Nellitope	7-2-61 7-2-61	,,	,,
		Muthalpet	8-2-61 8-2-61	Training class	By bus
6.	Shri A. Muthukumarassamy, Charge Supdt. II	Bahour	20-1-61 20-1-61		,,
		Mannadipet	21-1-61 21-1-61		,,
		Nettapakkam	22-1-61 22-1-61		,,
		Villianur	23 1-61 23-1-61		,,
		Bahour	24-1-61 24-1-61		,,
		Mannadipet	25-1-61 25-1-61		,,
		Nettapakkam	28-1-61 28-1-61		,,
		Mannadipet	28-1-61 28-1-61		,,
		Bahour	31-1-61 31-1-61		,,
		Mannadipet	1-2-61 1-2-61		,,
		Nettapakkam	2-2-61 2-2-61		,,
		Villianur	3-2-61 3-2-61		,,
		Nettapakkam	7-2-61 7-2-61		,,
		Mannadipet	8-2-61 8-2-61		,,
		Villianur	8-2-61 8-2-61		,,
		Bahour	9-2-61 9-2-61		,,

Annexure XIV

BUDGET ESTIMATES FOR 1958-59, 1959-60, 1960-61 AND 1961-62.

MAJOR AND MINOR HEADS OF ACCOUNT	BUDGET ESTIMATES				ACTUAL EXPENDITURE			REMARKS
	1958-59	1959-60	1960-61	1961-62	1958-59	1959-60	1960-61	
0.8(1) Superintendence								
0.8(1) (1) Pay of Officers.		500	5400	7600			3918	(a)
0.8(1) (2) Pay of Establishment.		1700	4000	16700		163	10287	(b)
0.8(1) (3) Allowances and Honoraria.		1500	7800	9000		343	3634	(c)
0.8(1) (4) Other Charges.		1500	7000	13500		1198	8764	(d)
Total.		5200	24200	46800		1704	26603	
0.8(2) Enumeration								
0.8(2) (1) Pay of Establishment.			8200	1400			1925	(e)
0.8(2) (2) Allowances and Honoraria.			19300	12000			988	(f)
0.8(2) (3) Other Charges.			5000	2300			79	(g)
Total.			32500	15700			2992	
0.8(3) Abstraction & Compilation								
0.8(3) (1) Pay of Officers.			1200	6000				
0.8(3) (2) Pay of Establishment.			700	35700				
0.8(3) (3) Allowances and Honoraria			2800	4000				
0.8(3) (4) Other Charges.			400	9000				
Total.			5100	54700				
0.8(4) Printing and Stationery.		500	20000	20000			2920	(h)
GRAND TOTAL.		5700	81800	137200		1704	32515	

The Budget Estimates for the year 1959-60 were prepared by the Registrar General, India. But the actual total expenditure works out to Rs. 1704/- Hence the savings.

(*a*) The pay of the Superintendent of Census Operations at Rs. 150/- p.m. including arrears from September 1959 and pay for the Assistant Superintendent of Census Operations for 3 months work out to Rs. 3918/- Hence the savings.

(*b*) The pay of staff of this Office according to the existing ruling rates works out to Rs. 10287/- Hence the excess.

(*c*) Savings in dearness allowance and house rent allowance due to late appointment of lower division clerk.

(*d*) Excess due to additional provision being made for miscellaneous expenditure.

(*e*) Provision was originally made by the Registrar General's Office only for 4 lower division clerks and 4 peons were appointed with effect from 15-11-60. Hence the savings.

(*f*) Savings due to reduction in dearness allowance and house rent allowance. Debit has to be raised against this Office by other Departments.

(*g*) No expenditure has been incurred so far.

(*h*) The bill towards the Maps to be supplied by the Map Survey Office, Madras and the bill for the cost of printing of Census forms etc. by the local Government Press are not yet received.

Annexure XV

REGISTER OF REGISTERS (Accounts)

1. Gazetted Officers Bills drawn Register.
2. Bills drawn Register.
3. Cash Book.
4. Register of Contingent Charges.
5. Register showing expenses by heads of account.
6. Reconciliation Register.
7. Permanent Advance Register.
8. Telephone Trunk Call Register.
9. Acquittance Roll of menials paid from contingencies.
10. General Provident Fund Register.
11. Liabilities Register,
12. Travelling Allowance Control Register.

Annexure XVI

PUBLICITY

Sl. No.	DESCRIPTION	Number of copies	Language	Distribution				Office
				Pondicherry	Karikal	Mahe	Yanam	
	POSTERS							
1.	Census helps planned Consumption.	500	English	340	110	25	25	
	— do —	3300	Tamil	3300	—	—	—	
	— do —	550	Malayalam	150	—	400	—	
	— do —	200	Telugu	—	—	—	200	
2.	Census Textual poster.	600	English	440	110	25	25	
	— do —	3500	Tamil	2650	850	—	—	
	— do —	600	Malayalam	200	—	400	—	
	— do —	200	Telugu	—	—	—	200	
3.	Census helps them all.	500	English	370	90	20	20	
	— do —	3500	Tamil	2600	900	—	—	
	— do —	600	Malayalam	200	—	400	—	
	— do —	200	Telugu	—	—	—	200	
4.	Census is essential poster	600	English	450	100	25	25	
	— do —	3500	Tamil	2900	600	—	—	
	— do —	600	Malayalam	400	—	200	—	
	— do —	200	Telugu	—	—	—	200	
	PAMPHLETS							
1.	Growing importance of population Census.	1049	English	869	120	40	20	
	— do —	7500	Tamil	7440	60	—	—	
	— do —	1000	Malayalam	—	—	1000	—	
	— do —	1000	Telugu	—	—	—	1000	
2.	What is a Census and Why we should have one.	1063	English	883	120	40	20	
	— do —	7500	Tamil	7440	60	—	—	
	— do —	1000	Malayalam	—	—	1000	—	
	— do —	1000	Telugu	—	—	—	1000	
3.	How a Census is taken.	1023	English	843	120	40	20	
	— do —	7500	Tamil	7440	60	—	—	
	— do —	1000	Malayalam	—	—	1000	—	
	— do —	1000	Telugu	—	—	—	1000	
	FILMS							
1.	National Roll Call (in two reels) 16 m/m.	1	English	1	—	—	—	
	— do —	1	Tamil	—	1	—	—	
	— do —	1	Malayalam	—	—	1	—	
	— do —	1	Telugu	—	—	—	1	
	SLIDES							
1.	House-numbering and Houselisting.	20	Tamil	13	7	—	—	
	— do —	5	French	5	—	—	—	
2.	Enumeration.	24	Tamil	16	8	—	—	
3.	Census Cinema Slides No. 1.	6	English	6	—	—	—	
4.	Census Cinema Slides No. 2.	6	English	6	—	—	—	

Annexure XVII

Telegram: "RECENSMENT"

GOVERNMENT OF INDIA
MINISTRY OF HOME AFFAIRS

Office of the Superintendent of Census Operations.

GOVERNMENT HOUSE,
Pondich rry, the 15th July 1960.

CIRCULAR No. 1

To

Shri Jules Ambou, Inspecteur des Contributions, PONDICHERRY.

The Administrator, KARIKAL / MAHE / YANAM.

Sub: — Census 1961 - General plan of Operations.

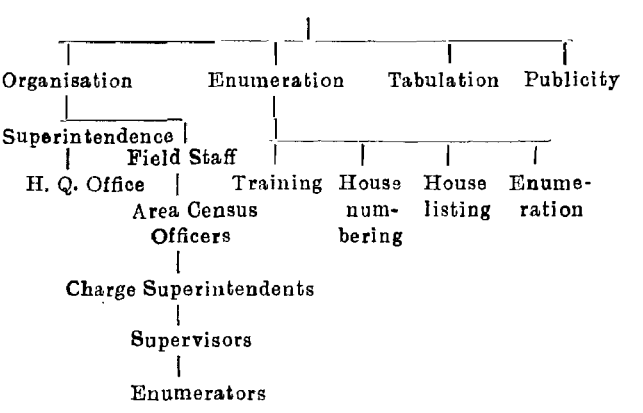
Ref: — Pondicherry Government Notifications No. 15-4/60-CG, dated 23rd March 1960.

Sir,

As you are already aware, the All-India Population Census will be taken in 1961. The Government of India have notified also that the reference date for the Census will be the Sunrise of 1st March 1961. This Census will be a unique one for the Pondicherry State in the sense that it will be the first ever to be taken on the pattern of the Government of India.

2. The Chief Commissioner, Pondicherry, has forecast in his circular letter No. 15-4/60-CG, dated 23rd March 1960 that the general divisions of the territory into various Census blocks that were made in the 1948 Census will be taken as guidance for division of the State for purposes of the present Census and that the services of the various categories of personnel who served as Census Officers during that time would now be utilised. The basic principles underlying the taking of the Census remain generally the same as in the past. But the methods for carrying out the Census would vary in keeping with advances in the Science of the Census. However, even these variations do not and would not affect the general characteristics of the operations of 1948 with which the personnel of the pre-merger Administration are familiar.

3. The various operations connected with the 1961 Census fall under the headings as arranged below: —



You will be concerned with the set up of the organisation comprising of the Field Staff and of the Operations under the Enumeration.

4. A nucleus of the Office of the Superintendent of Census Operations for Pondicherry State has been set up in Pondicherry. A copy of the Census Act has already been sent to you. The Chief Commissioner has, in exercise of the powers under the Census Act, appointed you as Area Census Officers each having jurisdiction over the area in Pondicherry State as indicated below: —

Pondicherry	— Shri Jules Ambou, Inspecteur des Contributions, Pondichéry.
Karikal	— Administrator, Karikal.
Mahe	— Administrator, Mahe.
Yanam	— Administrator, Yanam.

He has also appointed Charge Superintendents as shown below and more Charge Superintendents will be appointed shortly: --

Name and designation	Jurisdiction
1. Shri Adimoulame, Controleur des Contributions, Pondicherry.	Pondicherry, Mudaliarpet and Ariankuppam Communes.
2. Shri B. Gobalakrishnan, Délégué du Chef du Service des Contributions at Karikal.	Karikal, Grand'Aldée and Neravy Communes.

3. Shri C. Balakrishnane, Délégué du Chef du Service des Contributions at Mahé. — Mahé.

4. Shri S. Govindaraja, Délégué du Chef du Service des Contributions at Yanam. — Yanam.

You have also been empowered to appoint other Census Officers, viz, Supervisors and Enumerators. Detailed instructions regarding Charge Superintendents and regarding the method of selection of candidates for appointment as supervisors and enumerators are under issue separately.

5. Firstly, action has to be taken by you to divide the Commune/s in your area into enumeration blocks. The Inspector General of Police and Revenue Officer as well as the Block Development Officers are being requested to assist you in the definition of blocks which will remain immutable for the whole period of Census Operations. The Circles also have to be formed.

6. Simultaneously, you wlll select the Supervisors, and Enumerators who, in your opinion, will take charge of the circles and enumeration blocks. The selection should be completed within ten days from the receipt of this circular and, after, taking the approval of the Superintendent of Census Operations appoint them, with the issue of certificates of appointment. Separate circulars are under issue on this point as also the matter dealt with in para 5 above. The organizational part of Census Operations will be complete at this stage.

7. As can be seen in the chart in para 3 above, the first part of the Operations, viz, Enumeration, consists of three sub-stages: — (i) House-numbering; (ii) Houselisting and (iii) Enumeration. Before carrying out the first two parts of house-numbering and houselisting, the staff concerned should undergo theoretical and practical training in the form of classes and demonstrations. Similar training has to be given to them separately before taking the third part viz, Enumeration. Detailed instructions on this point will be sent to you separately.

8. The enumeration itself will be spread over a period of 19 days from the 10th February to the 28th February 1961 and a revisional round will be completed within five days from the 1st March 1961. The provisional totals should be communicated through the quickest possible means the moment they become available and in any case not later than the 7th March 1961.

9. Government of India have instituted a system of Medals and Certificates for those who render national service as Census Officers. This will be ma'e applicable to Pondicherry State also.

10. The Census work has by tradition been done on honorary basis in India and Pondicherry State will naturally fall in line with rest of India in this respect. However, as the persons who will be employed in this work may incur incidental expenses while discharging their duties, a small sum will be paid as honorarium. A separate communication will be sent to you in due course on this matter also.

11. I avail myself of the opportunity to add that since the work connected with the Census is in addition to the normal duties of the various officials, the Heads of Departments concerned may kindly be approached to lessen their normal workload as time passes by gradually in such a manner that the enumerators and supervisors are enabled to devote their full attention and interest in their honorary duties assigned to them.

12. A calendar of operations that will be undertaken in this State will be sent to you shortly. I shall be very grateful if you will kindly adhere strictly to this calendar to the minutest detail.

13. One copy each of the undermentioned pamphlets is enclosed for your information and guidance: —

(a) What is a Census and why we should have one.

(b) How a Census is taken.

(c) Growing Importance of Population Censuses.

(d) '1961 Census Schedule' by Shri D. Natarajan, Deputy Registrar General, India.

14. I am sure you do appreciate the importance of the task ahead and I will conclude with an appeal in the words of our Union Home Minister, viz: —

"But everything will depend on the accuracy of your figures and also of your other conclusions that are based on those figures. In fact in these days you cannot take up any

serious administrative, economic or social work without referring to the Census report which is an essential part of every inquiry, of every study. Even for the solution of minor problems you have often to consult the Census reports. In future their importance will be still greater because I hope you will deal with the live man and tackle the various human problems in such a way that what you say now in your reports may be of help and may prove of great assistance to those who may have to carry on these tasks of administration, planning, reconstruction of the economic order and social order".

15. The receipt of this Circular may kindly be acknowledged.

Yours faithfully,

K. S. SESHAN

Superintendent of Census Operations.

Copy with a copy of the enclosure forwarded for information to: —

1. The Chief Secretary, Pondicherry.
2. All Secretaries to Government.
3. The Revenue Officer, Pondicherry.
4. The Director of Public Instruction, Pondicherry.
5. The Project Executive Officer, Villianur.
6. The Block Development Officer, Tirunallar.
7. The Mayors of all Communes.

Copy without enclosures forwarded for information to: —

The Registrar General, India,
Kotah House Annexe,
2/A, Mansingh Road,
NEW DELHI - 11.

All Superintendents of Census Operations in other States.

K. S. SESHAN,
Superintendent of Census Operations.

Annexure XVIII

Telegram: "RECENSMENT"

GOVERNMENT OF INDIA
MINISTRY OF HOME AFFAIRS
Office of the Superintendent of Census Operations

Pondicherry, 2nd September 1960

CIRCULAR No. 2

To

All Area Census Officers,
All Charge Superintendents,

PONDICHERRY STATE.

Sub: — Census 1961 - Division of territory into Census Areas, Charges, Circles and Blocks — Location Code — Appointment of Census Supervisors and Enumerators — Instructions issued.

Ref: — Paragraphs 5 and 6 of my Circular No. 1 dated the 15th July 1960.

Sir,

In order to ensure that the Census Operations yield the desired result, it is necessary to draw up a plan of action with all the details pertaining thereto fixed up at the respective stages so that each operation is completed by the prescribed date without delay. As explained in my circular quoted above, the first stage of the operations comprises of the numbering and listing of houses. To facilitate these operations, it is necessary to divide the territory into such convenient units as would easily enable Census Officers to cover their respective units within a specified period.

2. Pondicherry State comprises of four isolated areas, viz; Pondicherry, Karikal, Mahe and Yanam. Each of these areas is divided administratively into Communes, 8 in Pondicherry, 6 in Karikal, one in Mahe and one in Yanam. Each Commune comprises of Towns and Villages. Houses in the towns and villages have to be grouped into enumeration blocks, each containing about 120 households in urban areas and about 150 households in rural areas.

3. A statement showing allocation of blocks for each Commune, has been prepared in my Office based on the information available from the Electoral Rolls of the Commune concerned. It may be treated as approximate and can serve as a guide for preparing a similar statement by you. You have to verify the figures in the statement with reference to the actual number of houses on the spot and carry out such amendments as are rendered necessary so as to make the statement factually correct. Such modifications as are found necessary in the formation of blocks on actual verification, so as to conform to the criterion of 150 houses in rural areas and 120 houses in urban areas, for each block, may also be carried out and the statements finalised. Six copies of the final statements should be made for distribution as shown below: —

Office of the Superintendent of Census Operations.	...	2
Area Census Officer.	...	1
Charge Superintendent.	...	1
Supervisor ...	...	1
Enumerator. ...	...	1

4. You have been appointed Area Census officer and you will be assisted in your work by one/two Charge Superintendents. Each Charge Superintendent will be entrusted with an area covered hy one/three/four Communes as detailed below: —

Area	Charge		Commune
Pondicherry	I	1	Pondicherry
		2.	Ariancoupam
		3.	Mudaliarpet
		4.	Oulgaret
	II	1.	Mannadipet
		2.	Villianur
		3.	Bahour
		4.	Nettapakkam.
Karikal	I	1.	Karikal
		2.	Neravy
		3.	Grand'Aldee
	II	1.	Tirunallar
		2.	Nedungadu
		3.	Kotchery
Mahe	I	1.	Mahe
Yanam	I	1.	Yanam

Each Commune will be divided into enumeration blocks as explained above and each block will be placed in charge of one enumerator.

Circles covering 4 to 6 enumeration blocks will be formed and each circle will be entrusted to one Supervisor. The statement below shows the designation of each Officer and the jurisdiction assigned to him : —

1. Area Census Officer — Each will be in charge of Pondicherry, Karikal, Mahe Yanam.
2. Charge Superintendent — Each in charge of one/three/four Communes.
3. Supervisor — Each in charge of a Circle comprising of 4 to 6 enumeration blocks.
4. Enumerator — Each in charge of one enumeration block or two where the blocks are small.

5. I would particularly appreciate if the work on the demarkation of enumeration Blocks and Circles is completed within seven days of the receipt of this Circular. A copy of the revised statement may please be sent to me by that time.

6. I shall be grateful if you will, at the same time, select, from among the Government School Teachers and Revenue Subordinates, the enumerators and supervisors who, in your opinion, will be the best in the area in which they reside. These officials shall be drawn in such a manner that the minimum displacement is caused from their ordinary place of residence while they go out for carrying out these operations. Circle Officers will have to get themselves acquainted with the enumeration blocks which comprise their circles. The assignment of work in each stage of the operations will be communicated to you in subsequent circulars at the appropriate time. A list showing the name of the officials, the name of the post held by them, the number of the enumeration blocks, and the details of the blocks themselves may kindly be sent to this Office by the 10th September 1960, so that the required number of forms of appointment orders may be furnished to you. Appointment orders will be issued by you in the following manner: -

(i) When the order appointing an enumerator is issued, a copy thereof should be endorsed to the Circle Supervisor concerned, another to the Charge Superintendent, a third to the Superintendent of Census Operations at Pondicherry and the fourth to be retained by you.

(ii) When an order appointing a Supervisor is issued, a copy thereof should be endorsed to (a) the Charge Superintendent concerned, and (b) the Superintendent of Census Operations at Pondicherry and a third copy should be retained by you.

The above procedure will enable you to know the number of forms required in each case and while sending the list of the Officials, you may indicate your requirements of the number of forms.

7. As you know, the location of each area, Charge, Circle or Block can be fixed much more easily by numbers than by names. These numbers are called the Location Code and this system will be followed in the present Census Operations. The following example will be found to be self-explanatory.

AREA		COMMUNE		VILLAGE TOWN	
Name	Location Code	Name	Location Code	Name	Location Code
Pondicherry.	1	Pondicherry	1 | 1	. .	1 | 1 | 1 etc.
		Ariyankuppam	1 | 2	. .	1 | 2 | 1 etc.
		Mudaliarpet	1 | 3	. .	1 | 3 | 1 etc.
		Oulgaret	1 | 4	. .	1 | 4 | 1 etc.
		Mannadipet	1 | 5	. .	1 | 5 | 1 etc.
		Villianur	1 | 6	. .	1 | 6 | 1 etc.
		Bahour	1 | 7	. .	1 | 7 | 1 etc.
		Nettapakkam	1 | 8	. .	1 | 8 | 1 etc.
Karikal	2	Karikal	2 | 1	. .	2 | 1 | 1 etc.
		Tirunallar	2 | 2	. .	2 | 2 | 1 etc.
		Neravy	2 | 3	. .	2 | 3 | 1 etc.
		Nedungadu	2 | 4	. .	2 | 4 | 1 etc.
		Kottucherry	2 | 5	. .	2 | 5 | 1 etc.
		Grand'Aldee	2 | 6	. .	2 | 6 | 1 etc.
Mahe	3	Mahe	3	. .	3 | 1 | 1 etc.
Yanam	4	Yanam	4	. .	4 | 1 | 1 etc.

A. R.

The whole of Pondicherry State has been divided mainly into four Areas viz; Pondicherry, Karikal, Mahe and Yanam for Census purposes. Each area is divided into Communes and each Commune contains a number of villages and or Towns. It will be seen from the statement above that the location code consists of one number for each area and of two numbers separated by a diagonal for each commune and three numbers separated by two diagonals for each village or Town. These numbers will be in one serial order for all areas, in separate serials for all Communes in each area and different serial for Villages/Towns in each Commune. The following illustration will be self-explanatory: —

Keelakasakudy is the third village according to the statement referred to in paragraph 3 above in the Kottucherry Commune of the Karikal Area. The location Code for the village is arrived at as follows: —

The area in which the village lies is Karikal. The location code for the Karikal area is 2.

The Commune in which the village lies is Kottucherry. The location code for the Kottucherry Commune is 5.

The village itself is the third in the Kottucherry Commune.

The location code should contain three numbers separated by two diagonals, the first representing the area, the second the Commune and the third the village. Accordingly the location code for Keelakasakudy is 2/5/3.

The housenumber joined to the village/Town location code by another diagonal at the end will stand as the Location Code for that house. For example 2/5/3/1-50 is the Location Code for the house No. 1-50 in Keelakasakudy referred to above.

8. Certain areas of the State which manifest the characteristics pertaining to town life will be treated as urban, the rest being classified as rural. These towns are normally populated by more than 5000 and are predominantly non-agricultural. The undermentioned places whose location codes are indicated against each have been classified as urban areas for the purposes of 1961 Census.

1. Pondicherry — 1 | 1 | I
2. Muthialpet — 1 | 1 | II
3. Karikal — 2 | 1 | 1
4. Mahe — 3 | 1
5. Yanam — 4 | 1

It will be observed that the numeral which indicates these Towns is Roman, while the numeral used in other cases is Arabic. The location code of a house in a Town will contain four numbers separated by three diagonals. For example, 1/1/II/6-64 is the location code for the 64th house in the 6th Street, in the second Town (Muthialpet) of Pondicherry Commune (No. 1) of Pondicherry Area (No. 1).

9. To sum up, I shall be grateful if you will kindly let me have

(a) the revised statement of allotment of enumeration blocks.

(b) the list of officials indicating their profession and address who have been selected as supervisors and enumerators.

as urgently as possible, and in any case not later than the 10th September 1960.

10. Receipt of this letter may kindly be acknowledged.

Yours faithfully,
K. S. SESHAN
Superintendent of Census Operations.

Copy forwarded for information to: —

1. The Chief Secretary, Pondicherry.
2. The Inspector General of Police, Pondicherry.
3. The Revenue Officer, Pondicherry. (with 10 spare copies)
4. The Director of Public Instruction, Pondicherry. (with 10 spare copies)
5. The Project Executive Officer, Villianur.
6. The Block Development Officer, Tirunallar.
7. All Mayors of Communes in Pondicherry State. (with 12 spare copies)

Copy also forwarded for information to: —

1. The Chief Commissioner, Pondicherry.
2. The Registrar General, India,
   Kotah House Annexe,
   2/A, Mansingh Road,
   NEW DELHI-11.

3. All Superintendents of Census Operations in other States.

K. S. SESHAN,
Superintendent of Census Operations.

Annexure XIX

RECENSEMENT DE L'INDE 1961
Lettre de nomination des Chefs de Cercle
Loi de 1948 sur le Recensement
(XXXVII de 1948)
Article 4 (3)

A.

Monsieur

J'ai l'honneur de vous faire connaître qu'en vertu de la loi de 1948 sur le Recensement (XXXVII de 1948) vous êtes designé Chef du Cercle No. de la circonscription n° de la région n°

Il vous appartiendra de prêter votre collaboration au Chef de Circonscription dans la constitution des secteurs et dans la sélection des agents recenseurs. Il vous incombera ensuite d'indiquer aux agents recenseurs le genre de travail qu'ils auront à éxécuter et de surveiller leurs travaux. Des fonctions spéciales vous seront confiées durant la période de recensement. Vous vous conformerez aux instructions qui vous seront communiquées par votre Chef de Circonscription et le fonctionnaire chargé du recensement.

En vertu de l'article 5 de la loi de 1948 sur le Recensement, vous serez consideré, du fait de la présente désignation, comme un fonctionnaire public au sens du code pénal en vigueur dans l'Etat. Votre attention est attirée sur l'article 11 de la loi reproduit au verso.

Le fonctionnaire chargé du Recensement

Date :

RECENSEMENT DE L'INDE 1961
Lettre de nomination des agents recenseurs
Loi de 1948 sur le Recensement
(XXXVII de 1948)
Article 4 (3)

A

Monsieur

J'ai l'honneur de vous faire connaître que vous êtes nommé agent recenseur du secteur n° du cercle n° de la circonscription n° de la region n°

En vertu de l'article 5 de la Loi de 1948 sur le Recensement, vous serez considéré, du fait de la présente désignation, comme un fonctionnaire public au sens du code pénal en vigueur dans l'Etat. Votre attention est attirée sur l'article 11 de la loi reproduit au verso.

Le fonctionnaire chargé du Recensement

Date:

INSTRUCTIONS

Monsieur est le Chef de Cercle. Vous êtes prié de vous mettre incessamment en rapport avec lui pour prendre communication des instructions. Pendant toute la durée de l'entraînement et du dénombrement, vous devez vous conformer aux instructions de votre Chef de Cercle et des autorités supérieures du service de Recensement. Vous êtes chargé de numéroter toutes les maisons, et les ménages dans votre secteur de préparer le relevé des maisons et de complèter les divers travaux de recensement. Le recensement commencera le 10 février 1961 et prendra fin le 1[er]mars 1961. Vous ferez ensuite une tournée de contrôle dans les maisons et ménages de votre secteur jusqu'à la nuit du 5 mars 1961.

11. ***Penalités.***

(1) *a)* Tout agent recenseur ou toute personne légalement requise à prêter assistance lors de recensement qui refuse d'accomplir la tâche à lui imposée ou qui néglige d'apporter les soins nécessaires dans l'accomplissement de sa tâche ou qui ne se conforme pas aux instructions qui lui sont données en conformité de la présente loi ou de tout autre règlement élaboré en vertu de cette dernière ou toute personne qui empêche une autre d'exercer ses fonctions ou de se conformer à ces instructions ou qui y apporte une entrave ;

b) Tout agent recenseur qui, délibérément, pose une question blessante ou déplacée ou qui, sciemment prépare un relevé faux ou qui divulgue sans l'autorisation préalable du Gouvernement central ou du Gouvernement de l'Etat, un renseignement qu'il a recueilli au moyen du relevé ou pour préparer le relevé ;

c) Tout agent de triage, de compilation et tout employé préposé au recensement qui soustrait, fait disparaître, endommage ou détruit un document relatif au reeensement ou utilise un document quelconque relatif au recensement de manière à altérer ou à falsifier la disposition des résultats du recensement;

ou *d*) Toute personne qui, délibérément fait une réponse fausse ou qui refuse de répondre à une question posée par l'agent recenseur, ce qu'il est tenu de faire aux termes de l'article 8 ;

ou *e*) Toute personne qui, occupant une maison un enclos, un bateau ou tout autre emplacement a été requise conformément à l'article 9 d'y accorder accès et refuse de permettre un agent recenseur d'y entrer;

ou *f*) Toute personne qui fait disparaître, effacer, change ou endommage les lettres, marques ou numéros qui ont été peints ou affichés en vue de recensement;

ou *g*) Toute personne qui, ayant été requise en vertu de l'article 10 de remplir un état, ne se conforme pas sciemment et sans motif valable aux dispositions du dit article ou prépare un relevé faux;

ou *h*) Toute personne qui entre sans autorisation dans un bureau de recensement,

sera punie d'une amende jusqu'à concurrence de 1.000 Rs. et dans les cas prévus aux paras (*b*) et (*c*) il sera également passible d'une peine d'emprisonnement de 6 mois au maximum.

(2) Quiconque se fait complice d'un délit prévu par rous-article (1) sera passible d'une amende que pourra s'élever jusqu'à 1 000 Rs.

Annexure XX

GOVERNMENT OF INDIA
MINISTRY OF HOME AFFAIRS,
Office of the Superintendent of Census Operations,
Government House.

Pondicherry, the 9th September 1960

CIRCULAR No. 3

To

The Area Census Officer, Pondicherry.
The Administrator, Karikal.
The Administrator, Mahe.
The Administrator, Yanam.

Subject: Housenumbering and Houselisting Operations. — Instructions issued.

Sir,

Please refer to paragraph 7 of my Circular No. 1 dated 15th July 1960.

2. You have already taken preliminary action in accordance with my circular No. 2 dated 2nd September 1960 to finalise the division of the areas under your jurisdiction into enumeration blocks and circles and to the allotment of location code to the area, commune, village/town and to the houses. The Commune-war statements furnished by you and approved by me will form the basis of all the operations that are to be carried out.

3 By the time this circular reaches you, you should have obtained almost correct information on the number of houses and other buildings and on the basis of this information, you have no doubt marked out the blocks, and marked out circles. With the finalised demarcation of blocks, the enumerator will have to conduct the undermentioned operations, viz:

(i) To proceed to the spot and take a rough plan of the enumeration block with the numbers of house/buildings noted thereon as they stand before final verification;

(ii) To check up if the buildings have been numbered without exception;

(iii) To check up if the buildings bear the *correct* number; if not, the existing number should be scored out and the correct one marked by a piece of chalk or other marking material;

(iv) To circumscribe with a black/white line all the correct numbers on those houses which bear two or more numbers. Numbers on houses which bear only one number will not be circumscribed but will be marked with a tick mark.

(v) To paint on the side wall of the first house/building in each (house-numbering) block/street the number of the block or street and the Location Code of the block/street in such a manner that all these indications are visible from a distance to any visitor to the area.

Explanation: House numbering block is quite different from Enumeration block. The former is the division of the group of houses generally in villages made according to the system of house-numbering adopted by Pondicherry Government according to the Madras Election Manual. For example, a village of about 300 houses having distinct land-marks of division into natural blocks will be found to have three or four divisions and the numbers of houses in these blocks will be, say, 1-56 for the 56th house in the block No. 1 of the village; 2-79 for the 79th house in block No. 2; 3-24 for the 24th house in block No. 3. and so on.

An Enumeration block is one formed for the purposes of enumeration in the present Census. This will comprise of one or more of house numbering blocks described above, and will be so grouped as to satisfy the criterion about 150 houses in rural areas and about 120 houses in urban areas.

In urban areas (Towns) the streets are known by names: but, for the purposes of enumeration, each street has been numbered and any house in a town will be known by two numbers; for example, if the number of a street in a town gets the number 14, the house bearing already a number 32 will be recorded as 14-32. It should be noted that the street number is not generally written on every house in the street.

The indication on the side-wall of the first house in the street in towns and in the block in rural areas can be illustrated as follows:

In Villages:

1/3/15 (Location Code of the village)

H. B. 2.92	(The house-numbering block number and the number of houses in the block)
E. B. No. 1/3/4	(Enumeration block number.)
In Towns	
2/1/I	(Location Code of Town.)
S, 25-48	(Street No. and the number of houses in that street.)
E.B. No. 2/1/7	(Enumeration Block number.)

Notional maps of enumeration blocks

4. For ensuring that all the houses in each enumeration block are correctly numbered, it is inevitable to have a notional plan of each block. The plan should be in the size shown at annexure A and indicate: —

(*a*) the geographical position and physical features in the block.

(*b*) the units bordering the block.

(*c*) the numbers of each building. This need not show all the numbers if they are in continuous serials: e.g. a row of buildings may be shown as 1 to 24 meaning that the row contains only 24 buildings and that these are numbered continuously without a break.

(*d*) the total number of building in the enumeration block.

(*e*) the location code of the village/street.

(*f*) the enumeration block number.

(*g*) the enumerator's name, profession and signature.

(*h*) the number of the circle which covers the enumeration block, the name, profession and signature of the Circle supervisor.

The plan need not be to scale. It will form the basis of the work of the enumerator and should be kept in his custody from now on till the enumeration is completed in March 1961. For the present, one copy of the plan should be obtained from him and forwarded to the Superintendent of Census Operations certified by the Area Census Officer concerned. The required number of forms of annexure A are being sent to you separately.

House-numbering — principles of.

5. The next action to be taken by you will be to conduct the operation of house-numbering. Your enumerator and supervisor know their respective areas and have noticed by this time: —

(i) any building bearing *no* number,

(ii) any building bearing *apparently a wrong* number,

(iii) any building bearing *two or more* numbers.

You are already aware that the procedure adopted for numbering the houses for the general elections in 1955 and 1959 is the same as the one followed by the Government of Madras according to the Madras Election Manual. It has to be presumed that all the houses that existed in 1959 were numbered. It is not unlikely, however, that there have been a few stray cases of omission or duplication. A close inspection is therefore imperative and will reveal defects, if any.

6. In order to find out if a number is correct or not, it is necessary to keep yourself and your staff informed of the system of house-numbering which is in force in the area. It should be one of two systems: viz:— (1) the street system, and (2) the block system.

(1) The Street system is adopted in towns and other large villages where streets are conveniently formed. The numbers are given in the following manner.

(i) *Odd* consecutive numbers starting from North in streets running north-to-south on the *eastern* row of houses.

(ii) *Even* consecutive numbers starting from North in streets running north-to-south on the *western* row of houses.

(iii) *Odd* consecutive numbers starting from East in streets running east-to-west on the *southern* row of houses.

(iv) *Even* consecutive numbers starting from East in streets running east-to-west on the *northen* row of houses.

If, in certain areas, it is found that the numbers have been given in continuous serials starting from one end of one row of the street and ending on the opposite row near the front of the starting point, or if the odd and even numbers are reversed, these numbers should be allowed to remain as they are. It should be ensured, however, that no house bears a number that does not relate to that street.

(2) The block system has been adopted generally in the rural areas where it is convenient to identify a house by the number of the group or block. The blocks have been formed preferably following the natural divisions, e.g. canals, roads, hillocks, so that each block has a defined boundary. The houses are marked in continuous serials here even if streets were to have been formed. The number of houses in each block should not exceed one hundred. The number on each house in these blocks will indicate the block number and also the house-number, these being separated by a hyphen. If one complete village contains one complete block, the block number need not be written along with the house number.

(3) The numbers on the houses are maintained on a permanent basis in order to facilitate the taxation and other operations by the State Government. Where it is found that an existing number is to be replaced by a new one, every effort should be made to make sure that the existing number has been given *by mistake.*

(4) The marking of a circle round each correct number in cases of houses having two or more numbers is to indicate that the encircled number is the correct number for purposes of enumeration.

Materials for numbering

7. Buildings are constructed with various kinds of materials. Except the huts which have no proper walls or doors, the numbers should be painted at the entrance on the wall or on the door in coal-tar. The numbers should be neat and, if necessary, stencils should be used. Huts usually have brick or mud-walls but there are a good number of them which do not have even these walls. Some of them have no doors or have doors made of very light material like cocoanut-palm leaves. In such cases, it is not possible to paint the number on any part of the huts. The number of the hut has to be painted either on a piece of card-board or on a piece of wood, if the occupier offers it, or, if both are not available, on the main rafter or bamboo of the hut which is not within easy reach of children. The occupants of the huts have to be advised that the number on the card-board or on the piece of wood or on the rafter should be preserved carefully till the enumeration is over.

Definitions

8. (a) Every building has a number, usually the Municipal number. For census purposes, this will be the *building number.* Besides this, the same building might contain one or more structures with separate main entrance in each of which separate families or groups of persons live. Each such structure, even though it does not bear a different Municipal or other number, is called a *Census house.* For example, the number of a building is 24, and it contains two distinct structures within itself. Each structure will get a sub-number. In this case, the numbers will be 24/1, 24/2. The number should be painted on the door or wall of that Census House.

(b) Again, a building might contain two or three families or two or three groups of persons living separately with separate kitchens, but with no specifically marked separations e. g. verandahs or halls or courtyards might be common to all. Each of these families or groups will be treated as a *Census household,* and a separate number should be painted on the door of the room or part of the house which is occupied by the household. For example, if the number of a building is 15 and if there are three households, the number of each household will be 15(a), 15(b) and 15 (c).

(c) A third example combining the positions described in (a) and (b) above will be of interest. A building No. 25 has two census houses, 25 | 1 and 25 | 2. Each Census house has three households. The number of each household will be 25 | 1(a), 25 | 1 (b), 25 | 1 (c); and 25 | 2 (a), 25 | 2 (b) and 25 | 2(c).

(d) If the number of the building itself contains two parts, e. g. 2-25, the numbers of the building, Census houses and Census households in the same example described in (c) above will stand as follows:

Building number.	Census house number.	Census household number.
2-25	2-25 | 1	2-25 | 1 (a)
		2-25 | 1 (b)
		2-25 | 1 (c)
	2-25 | 2	2-25 | 2 (a)
		2-25 | 2 (b)
		2-25 | 2 (c)

Cost and Honorarium

9. A lump sum honorarium has been sanctioned for the whole State for those who would be employed on house-numbering and house-listing operations. The honorarium will be inclusive of the cost of coal-tar, stencils, brushes, card-board

etc., and expenses on travelling to attend training classes and for actual housenumbering and house-listing. It is suggested, in this connection, that the Municipalities in the State be persuaded to come forward to bear at least the cost of the materials to be used for these operations. The amount of the honorarium will be Rs. 5 per enumeration block to be apportioned between the enumerators and supervisors. Regarding the tours to be undertaken by the Area Census Officers and Charge Superintendents it is desirable that they combine the Census work when they go round on normal duties. If it is found that tours are unavoidable on purely Census matters, these may be undertaken after obtaining my prior approval thereto. A further communication will follow on this subject.

10. As soon as the house-numbering is completed and without waiting till the house-listing is over, a certificate in the form as in annexure B should be obtained from the enumerator through the Supervisor and the Charge Superintendent concerned and forwarded to me as soon as possible. The required number of forms are being sent to you separately.

House listing

11. The house-listing operation should be arranged in such a manner that it follows immediately the house-numbering is over. The painting of the numbers on the Census houses and Census households may be carried out during or prior to the house-listing operation. The house-list form, a specimen of which is attached to the enclosed booklet marked: ***Instructions for filling up the houselist*** and contains 18 columns. The meaning of each column, the nature of answers to be recorded therein have been explained in detail in the above-said booklet. I request you kindly to go through the instructions and if clarification is required on any points, it may please be brought to my notice.

12. A separate circular will be sent to you on the holding of training classes for you and your staff, which will be spread over between the 15th and 23th September 1960.

13. The house-lists have to be prepared in duplicate and have to be sent by the enumerators to the supervisors. The latter will take extracts as in annexure (C) and attest them for the use of the enumerators. They should then forward the house-lists to the Charge-Superintendents, who, in their turn, will arrange to transmit them to the Superintendent of Census Operations through the Area Census Officer concerned.

14. While conducting the above operations, the following time table should be strictly adhered to:

(i) Preparation of notional plans of enumeration blocks by the enumerators | supervisors, by	15- 9-60
(ii) One copy of each of the plans to be sent to the Superintendent of Census Operations on or before . .	20- 9-60
(iii) House-numbering to commence on	26- 9-60
(iv) Certificate of verification of house-numbering as in annexure B to be sent to the Supdt. of Census Operations to reach him on or before. . .	1-10-60
(v) House-listing to be completed on or before . .	15-10-60
(vi) Extracts as in annexure C to be taken by supervisors and action reported to the Supdt, of Census Operations on or before	18-10-60
(vii) House-lists and house-list extracts to be handed over by enumerators to the supervisors on .	16-10-60
(viii) Supervisors to hand them over to the Charge Superintendents on	17-10-60
(ix) House-lists to be sent to the Supdt. Census Operations so as to reach him on or before.	21-10-60

15. Required number of spare copies of this circular with enclosures is being sent to you separately, for distribution to the Charge Superintendents, Supervisors and Enumerators.

16. Receipt of this circular may kindly be acknowledged.

Yours faithfully,

K. S. SESHAN,
Superintendent of Census Operations.

Annexure "A"

Area (L. C.) Total number of buildings:

Commune (L. C.

Village / Town Street. (L. C.)

Enumerator's Signature ..... Supervisor's signature .....

Place ..... Place .....

Enumeration Block No. ..... Supervisor's Circle No. .....

Enumerator's name ..... Supervisor's name .....

Enumerator's profession ..... Supervisor's profession .....

A. R.

Annexure "B"

Enumerator's Block No. / Name

Area ..... (L. C.) Commune ..... (L. C.)

Village/Town .... (L. C.)

Block Streets	From Number	To Number	Total number of houses

Grand Total

Buildings other than houses : —

Workshops	Hospitals	Schools	Reading Rooms
Temples	Mosques	Churches	Others

Certified that :

(i) I have physically verified the numbers of the houses in the above mentioned block/ streets and that they are in conformity with the system of house numbering in vogue in the locality;

(ii) Where the numbers were found to be wrong and where no numbers were found on the houses, new and correct numbers have been painted by me:

(iii) As a sign of verification of the numbers, the numbers so verified have been ticked/circumscribed in black colour;

(iv) The first house/building in each block or street indicates prominently on the side-wall thereof the number of the block or street as well as the Location Code of the said block street; and

(v) No building or Census house or Census household has been left unnumbered.

Dated signature of enumerator.

Verified by me.

Dated signature of Supervisor (No. S

Countersigned.

Dated signature of Charge Superintendent

(No. C.)

Annexure "C"

CENSUS OF INDIA 1961

PONDICHERRY STATE

(To be completed by the ircle Supervisor and forwarded to the Enumerator concerned, taking the particulars from the House-Lists)

Area .... (L.C. ....)

Commune .... (L.C. ....)

Village/Town .... (L.C. ....)

Block/Street ....)

Circle No. ..... Enumeration Block No. .....

Enumerator's Name .....

Number of Census household	Head of Household Name of ..... owner of workshop etc.	Persons		
		M	F	T

Annexure XXI

MANUAL of INSTRUCTIONS to ENUMERATION PERSONNEL

(Issued by the Supdt. of Census Operations, Pondicherry.)

FOREWORD

On the eve of the second stage of Census Operations, namely that of enumeration, I am issuing a concise Manual containing instructions on Enumeration, supplementing those contained in the booklet entitled "Instructions to Enumerators" already issued by the Census Organization, a copy of which will be appended to this Manual. Copies of the French version of the Instruction are being supplied to such enumerators as are able to follow them in that language. Census Manuals in Tamil Malayalam and Telugu framed by Madras, Kerala and Andhra Pradesh Census organizations have also been obtained and distributed to the enumerators in the areas where the regional languages are Tamil, Malayalam and Telugu. *All these Manuals are for information only.*

2. The hierarchy of the Census Field Organization have received already one copy of the Indian Census Act, 1948, and that of the list of Scheduled Castes and Tribes which are declared as such in the adjacent areas of Madras, Kerala and Andhra Pradesh. These lists have been made use of by the enumerators during the houselisting operations, and, therefore, the work relating to the entries on Scheduled Castes or Scheduled Tribes cannot present any difficulty.

3. I and my Assistant Superintendent will be taking up training classes in the various areas of this State. These classes will be model classes for the guidance of the Area Census Officers and Charge Superintendents.

4. The active cooperation and assistance of the Municipal Councillors and members of the Representative Assembly is very essential for the successful completion of our operations. From the keen interest evinced by these elected persons during the houselisting operations, I feel sure that they will continue to extend their co-operation all the time. It is upto the entire personnel from top to bottom to see that they create the right kind of atmosphere and climate to elicit such co-operation.

5. I have no doubt that all my colleagues down to the last enumerator know and feel that it is an honour and privilege to have been chosen for rendering this yeoman service to their own population and nation and consistently with that feeling give their very best to make the maiden operations in Pondicherry a resounding success.

K. S. SESHAN,
Superintendent of Census Operations.
Pondicherry, dated the 27th December 1960.

PART I.

GENERAL OUTLINES

Of the various operations comprising the 1961 Census, the most important is ENUMERATION. As a preparation for this operation, the houses have been numbered and elaborate houselists compiled for the entire State of Pondicherry. During houselisting, the State was divided into areas, communes, circles and blocks, concurrently with the appointment of corresponding officers, viz., Area Census Officers, Charge Superintendents, Supervisors and Enumerators. These divisions of the areas and charges of officers are the basis for the enumeration stage. The house-numbering and houselisting operations have produced information on the exact number of households and on the approximate estimate of the population itself. This information should now be utilised for the organisation and execution of the enumeration operation.

2. "Enumeration" consists of the exact and accurate counting of the individuals forming the human population that were alive at a given point of time. This point of time has been fixed as the time of sunrise of the first day of the month of March, 1961. This point of time is termed the Reference Time and the 1st of March, 1961, termed as the Reference Date. As counting of the number of individuals exactly on the sunrise of the 1st March 1961 and counting all of them at the same time is physically impossible, the counting or enumeration is spread over a reasonable period of days in the first instance. A verification of the counting is done following the first counting. The first counting is the regular enumeration and the second is known as the Revisional Round. The first round of enumeration will be done by the enumerators from the 10th to the 28th February 1961. The revisional round will be done from the 1st to the 5th March 1961.

It should be clearly understood that the 1961 Census should include all the persons and only those in the block, circle, commune, area and State who were alive at the sunrise of 1st March 1961. The revisional round is specifically intended to ascertain and take into account new-comers or births or deaths between the date the household was enumerated and the sunrise of 1st March. The point to remember is that we require the number of individuals actually alive at the reference time on the reference date. Births or deaths or new arrivals occurring subsequent to the time of sunrise on the 1st March 1961 should not be taken into account while doing the revisional round.

3. Detailed instructions issued on an all-India basis to enumerators are contained in the booklet "Instructions to Enumerators" (Appendix-1) which is appended to this Manual. Supplementary instructions have been framed and will be found in Part II of this Manual.

4. The information to be recorded by the enumerators is to be obtained as answers to questions or items contained in three forms, viz.:

(a) Individual Slip,

(b) Household Schedule, and

(c) Population Record.

One individual slip is to be used exclusively for each individual, even for a new-born child which has not yet received a name. Similarly, one household schedule is to be used exclusively for each household, even though the information returned might be NIL. The form of Population Record is printed on the reverse of the household schedule. These three forms are closely inter-linked and should be completed simultaneously in respect of each household.

5 As soon as the revisional round is completed on or before the 5th March 1961, provisional totals of the population by blocks, circles, communes, charge areas and State will be obtained and communicated to the Registrar-General, India, by the Superintendent of Census Operations of this State.

6. They will then complete a form (Form A — Appendix-2) which will be supplied to them indicating therein the Area, Commune, Village, Town/Street, the Enumeration Block, the number of Individual Slips supplied, the number of slips used, the total number of persons in the block, males and females, literate and illiterate. The Supervisors will collect the forms of the enumerators on or before the 7th March 1961 and consolidate them in another statement (Form B —Appendix-2) supplied for the purpose and transmit the statement to the Charge Superintendent along with the forms received from the enumerators, before the 9th march 1961. The Charge Superintendent in his turn will draw up a consolidated statement (Form C—Appendix-2) for the entire charge, indicating the figures commune wise and hand them over to the Area Census Officer together with the records received from the Supervisors. The transmission of these documents should be effected through the fastest means of conveyance available in the locality. In any case, all the records relating to the area should reach the Area Census Officer on or before the 10th march 1961.

PART-II SUPPLEMENTAL INSTRUCTIONS

These are supplementary to the instructions containing in the booklet "Instructions to Enumerators" (Appendix 1.) which will form the text-book for the training classes. The Area Census Officers and/or the Charge Superintendents will be holding two rounds of theoretical classes and one round of demonstration classes between the 9th January and the 28th January 1961. The following is the syllabus of the lessons to be taught to the Supervisors and Enumerators. In order to enable them to conduct these classes, two roll-up black boards intended for each Charge Superintendent have been supplied separately; one of the boards contains the form of the Household Schedule and the other the form of the Individual Slip. These boards should be utilised extensively during the classes which will be taken by them.

(CLASSES)

First Round:

1) Enumeration firstly consists of two parts; viz; (*a*) Completion of Household Schedule and (*b*) Completion of Individual Slips. Both the parts are to be carried out simultaneously.

2) The entire information recorded on these two forms should be kept strictly confidential. It is true that information pertaining to an individual is known only to that person or others in the same household. But, so far as the Enumerator is concerned, he must keep it confidential. In no circumstances can he reveal even a part of that information either directly or indirectly to

any person whomsoever. This aspect of the Census must be explained by the Enumerator and, if necessary, by the Supervisor to the head of the household whenever they meet with hesitancy on the part of the person enumerated to impart information. The Enumerators, Supervisors and other higher Census Officers should realise the consequences entailing the contravention of this rule.

Section 15 of the Census Act 1948 is reproduced herebelow for ready reference.

"Records of Census not open to inspection nor admissible in evidence.

No person shall have a right to inspect any book, register or record made by a Census Officer in the discharge of his duty as such, or any schedule delivered under section 10, and notwithstanding anything to the contrary in the Indian Evidence Act, 1872 (1 of 1872) no entry in any such book, register or record or schedule shall be admissible as evidence in any civil proceeding other than a prosecution under this Act or any other law for any act or omission which constitutes an offence under this Act".

Section 11 (*b*) is also extracted below for guidance.

"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, shall be punishable with a fine which may extend to one thousand rupees and shall also be punishable with imprisonment which may extend to six months".

3) While having custody of the two kinds of forms, referred to above, the Enumerators and Supervisors should take particular care to ensure that no slip is allowed to be detached from the block. They should remember that they will have to account for every slip, whether completed or blank.

4) The Household Schedule form has two parts, viz; (1) Household Schedule and (2) Census Population Record. The first part is to furnish information concerning the whole of one household the location code of which is to be recorded on the top. The location code which had been fixed for the house-listing operations will be the same for the enumeration operations also. It is available from the list of households prepared by the Supervisor which gives also the name of the head of the household. The location code consists of four parts divided by diagonals. The first part represents the area, the second the commune, the third the town or village and fourth the household number. As an illustration, 1/1/1/46-100 (a) represents the household No. 100 (a) in the 46th Street of Town No. 1 of Commune No. 1 of Area No. 1. Similarly 2/5/1/6-21/1 (b) is the location code for the household No. 21/1 (b) of house block No. 6 in the village No. 1 of Commune No. 5 of Area No. 2.

5) "*Is this an Institution?*" The answer to this question is to be written inside the rectangle below the question. A boarding house, a convent, a hostel, a jail, a charitable institution like an orphanage or a hospital which are households for Census purposes should be recorded as such. The head of these institutions will be shown as the head of the household. If it is not an institution 'X' should be written within the rectangle.

6) "*S. C. / S. T.*" This refers to Scheduled Castes or Scheduled Tribes. A list of these castes and tribes has already been furnished to the enumerators and the houselists also have been completed with information on this point in Column 18 thereof. If the head of the household is a member of the said caste or tribe, the adjacent parallellogram should be filled in with the letter S. C. or S. T. If he is not, 'X' should be written. In no case, should the parallellogram be left blank.

7) The remaining and main part of the Schedule is divided into three sub-parts, A, B and C. If the household is engaged in cultivation only, the part B should be scored out with a big X. Similarly, if it is engaged in any household industry only, the part A should be scored out with a big X. If it is engaged both in cultivation and in household industry, all the three sub-parts must be completed. Each of the spaces left for answers in these sub-parts should at the same time be marked with 'X'.

8) Elaborate explanation has been given in the "Instructions to Enumerators" on the mode of answering each sub-part Vide paragraph 4 on page 3 to the end of page 7. It is possible that a household cultivates land of the categories falling in both 1 (i) and 1 (ii) of sub part A.

Then, information should be recorded in both parts indicating the local name of right on land and the area cultivated. It is also possible that the same household has given land to other persons for payment in money, kind or share. This information should also be furnished indicating the terms of tenure and the area given for cultivation. As the forms of Schedule will be in vernacular and in French, the answers may be written in the local language or in French. The local names of right on land, familiar in the various areas of this State, are:

PONDICHERRY

1. Farming.
2. Cultivation by the owner.
3. Farming by tenant paying rent in kind.
4. Pledging of estate as security for debt.
5. Maanion (Endowment or Grant).

KARIKAL

1. Farming.
2. Cultivation by the owner.
3. Cultivation of Government lands taken on lease by the successful tenderer.
4. Farming by tenant paying rent in kind.
5. Owner of the plough.

MAHE

1. Ownership.
2. Permanent right.
3. Pledging of land with its possession.
4. Mortgaging of land with its possession.
5. Possession of land for a period not less than 12 years with authorisation of planting thereon trees and erecting thereon building on payment of rent annually.
6. Right of farming.

YANAM

1. Ownership.
2. Farming.

The Enumerators and Supervisors, who are generally drawn from the local area, are familiar with the above expressions and the purport carried by them. It is presumed that there would be no occasion to put in an erroneous entry in the Schedule. If the head of the household were to furnish information on the area of land in denominations other than *acres* the figures may first be noted in pencil on the Schedule and after converting them into acres, written in ink.

9) Household Industry should be an industry carried on by the members of the household and should cover manufacture, processing or servicing. It may or may not include sale. Mere buying and selling cannot be regarded as Industry. Hired workers may be engaged by the household but their role would be of secondary importance. A household may be carrying on more than one household industry and in such cases, the name of all the industries should be written under the head "Nature of the Industry" and against each entry, the number of months during which the household is engaged in that industry should be written in the next column. A few examples are given below:

(a) Potteries.
(b) Toy-making—Clay or Papier-mache.
(c) Carpentry-Furniture repairs.
(d) Dyeing and printing of cloth.
(e) Cigar (Cherrot) making.
(f) Tailoring.
(g) Shoe-making.
(h) Gold, silver or black smithy.
(i) Bicycle repairs.

10) Sub-part C relates to the number of workers engaged either in cultivation or in household industry or in both. The entry under "hired workers" should show the number of persons who do not belong to the Census household but who are engaged whole time during the period in which the household carries on work in cultivation or industry. If a household is engaged in cultivation only, answers have to be filled against entry No. C. I. only. If it is engaged in household industry only, the answers should be furnished against No. C. 2 only. If it is engaged in both, the answers should be against C. 3 only. C. 3 is not the total of C. I and C. 2.

11) On the reverse of the Schedule, the Census Population Record is to be completed obtaining the information from the Individual Slips relating to the household. The seven

columns on this page correspond to the questions Nos. 1 (a), 13, 1 (b), 2, 3 and one of No. 8 to 11 of the Individual Slip. There is a separate rectangular space against the entry "Total Persons" at the bottom of the page and the total of totals under columns under Male and Female should be recorded on this space. As the Individual Slip will be prepared simultaneously, the completion of the Census Population Record is rendered easy.

12) It should be noted that the enumerator and the Supervisor have to sign with date both pages of this form in order to make it authentic and complete. Both these Officers will therefore make it a point to see that the Pad leaves their custody with their signature and date on each completed schedule.

(CLASSES)

Second Round:

The lesson on this day will be devoted exclusively to Individual Slip. The Roller Slate Board containing the form of the slip should be hung up at such a distance as can be easily read by the audience.

2. The Enumerators and Supervisors may be reminded of the highly responsible nature of the work entrusted to them. As in the case of household Schedules the individual slips are confidential documents. These contain information pertaining to each person. Though in itself the information might be known to others than the person himself, it is to be well understood that this should in ***no case*** be revealed to another person by the Census personnel. The Census Officers should see that this golden rule is scrupulously observed before the pads leave their custody.

3. The Head of the household may have to be told by the Enumerator or Supervisor about the confidential nature of the information that would be given by him. He should be assured of the position that even the courts have no right to use this information as evidence. But in the course of eliciting information annoying questions which would ultimately make him feel suspicious about the Census enumeration should be avoided. Impertinent questions like "What is your income?" "Have you paid the Taxes?" should be scrupulously avoided. Even ***Indirect*** questions leading to such points should not be put.

4. The location code of the ***household*** should be filled up before commencing to write the answers to the thirteen questions. The enumerators should be trained to put questions in such a manner that even a quick-tempered person should calm down at the dignified and cheerful demeanour of the enquirer. For example a question like "May I know your name, please?" or "Can you kindly tell me your name?" would be received better than a blunt "What is your name?" This sort of approach is recommended particularly in urban areas. The answer to the question No. 1 is simple. The list of households already held by the Enumerator will enable him to ascertain the name of the head of the household.

5. The instructions contained in the booklet "Instructions to Enumerators" should be read over and over again till every detail therein is thoroughly understood. For this purpose, the copies of the booklet may be sent to the enumerators well in advance with the indication that they should get themselves familiar with what is contained in it. During the class, the Area Census Officer or the Charge Superintendent should take up the questions in the Individual slips one by one and explain with the help of the Slate Roller Board the exact manner in which the answers have to be written.

6. In the course of the instructions, it will be seen that certain abbreviations have been adopted. This is to enable the enumerators to shorten the time taken to fill in the form. These abbreviations have been printed on a white pulp board which will be given to each Enumerator and Supervisor. They have to go through these abbreviations several times in order to be sure of the exact abbreviation to the particular answer. The card should be always with the enumerator and should be ready for his consultation whenever he needs it.

7. The following are supplementary to the instructions contained in the booklet (Appendix 1..)..

Question 1 (b):— Relationship to head. The relationship should be as clear and detailed as possible. Terms like cousin, uncle, aunt, nephew, niece, should be avoided. Father, mother, son, daughter, brother, sister, grand-son, grand-daughter, father's brother, mother's brother, father's sister, mother's sister, father's sister's son or daughter, mother's brother's son or daughter and so on will have to be used.

Question 2: — Age last birth day. In the case of persons who do not know their age and whose age cannot be ascertained by means of reference to other members of the family or other local events, the Enumerator may enter an approximate age or if he still feels doubt, leave the space blank. The Supervisor might probably help him later in ascertaining the correct age.

Question 3: — Marital Status. There may be cases in which persons are living in conjugal union even though they are not married. Such persons should be shown as *married* if they declare that they are married or in stable *de facto* union.

Question 4: — Birth place. For Census purposes the four areas of the Pondicherry State are treated as four districts. If a person was born in one area e. g. Karikal, and resides in another area e. g. Pondicherry during enumeration, the name of "Karikal area" should be written. If, for example a person was born in a village in Nedungadu commune and is residing at Karikal, the letter "D" should be written.

Question 4 (b): — Born R / U. In Pondicherry State five places have been declared as Towns, viz, Pondicherry, Muthialpet, Karikal, Mahe and Yanam. For persons born in any of these places 'U' should be written.

Question 4 (c): — Duration of residence if born elsewhere. The answer to this question pertains only to migrants i. e. persons who are born in places outside the village or town in which they are enumerated. The duration should be given in completed years only; any fraction of the year should be omitted. For example, a person born in Nellitope is residing in Pondicherry Town for 5 years 10 months; the duration of his residence should be shown as 5 years only.

Question 5 (a): — Nationality. In Pondicherry State, the Constitution of India has not been extended as the *de jure* treaty between India and France has not yet been ratified. Constitutionally therefore, the nationality of the persons who were French nationals at the time of the *de facto* transfer remains. According to the treaty of 1958, the persons belonging to this State, *i. e.* the French nationals can, if they desire, opt, within six months from the date of ratification, for French nationality. Those who will not do so will, after six months, automatically become Indian nationals. In these circumstances, the enumerators and the supervisors, who are mostly nationals of this State, can easily locate the nationality of the persons who are enumerated by means of simple queries. In case of doubt between French and Indian nationality, the choice may be left to the person concerned and the answer returned by him as to his intention to embrace French or Indian nationality, should be recorded. There is no nationality as "French Indian" and hence the use of this term should not be permitted.

Question 5 (b): — Religion. No supplementary instructions.

Question 5 (c): — Scheduled Castes and Scheduled Tribes. One list of Scheduled Castes and Scheduled Tribes has already been supplied to each enumerator and to the Supervisor. He should consult it and write the correct name of the caste.

Question 6: — Literacy and Education. Education is imparted in English, French, Tamil, Telugu and Malayalam. The standards of education fall generally under the following heads:

1. Literate (without educational Standard).
2. Primary or Junior Basic — Upto Certificat in French or Tamil or Telugu or Malayalam. Upto VIII standard in English.
3. Matriculation or S. S. L. C. including upto Brevet Elementaire in French or in vernacular.
4. Technical standard not equal to degree, *e. g.* Diploma issued by School of Arts, Pondicherry.
5. Non-technical diploma not equal to degree.
6. University degree or post-graduate degree other than technical degree *e. g.* Baccalaureat in French or Licence-es-lettres or Licence-es-Sciences or Licence en droit or Doctorat en droit.
7. Technical degree or diploma equal to degree or post-graduate degree in.
   - (*a*) Engineering.
   - (*b*) Medicine.
   - (*c*) Agriculture.
   - (*d*) Veterinary and Dairying.
   - (*e*) Technology.
   - (*f*) Teaching.
   - (*g*) Others.

   } Also equivalent degrees or diplomas in French.

The above indications will be useful particularly in urban areas.

It is proposed in this connection to avail of the opportunity to take a Census of graduates and diploma holders. A separate card will be handed over by the Enumerator to the person enumerated who declares under the question 6 that he is a graduate or a diploma holder and the latter shall be requested to send it direct to the Registrar General, India, or to hand it over to the Enumerator on the next occasion. No compulsion should be exercised to force a person to furnish the information. The fact that a card has been handed over should be recorded.

Question 7 (a): — Mother tongue. The mother tongue of persons residing in this State will be broadly one of the following: Tamil, Telugu, Malayalam, French, Hindi, Hindustani, Urdu, Bengali, Mahratti, Gujerati, Tonkinoise, Vietnamese, Sinhalese, Laotien, Cambodgienne.

Question 7 (b): — Any other languages. These languages may be spoken only and the persons need not know to write them. Not more than two best spoken languages should be noted.

Question 8 to 11: — Working. These questions have been dealt with very elaborately in the booklet "Instructions to Enumerators" (Page 13 to 24). The workers may generally fall under the following categories:

1. As Cultivator.
2. As Agricultural labourer.
3. In mining, quarrying, livestock, forestry, fishing, hunting, and plantations, orchards and allied activities.
4. At Household Industry.
5. In manufacturing other than Household Industry.
6. In construction.
7. In trade and commerce.
8. In transport, storage and communications.
9. In other services.

Revised paragraphs have been inserted against question 8 and 9 and will be bound at the end of the abovesaid booklet.

The examples given under questions 10 and 11 are not exhaustive. Several others may be added and the Enumerators and Supervisors should be trained to fix up the information with ease and without any hesitation. The abbreviations used in these questions as well as in question 12 should be correctly used.

Cases may arise where a person is engaged in all kinds of works mentioned in Questions 8 or 9, 10 and 11. The work in which he spends the maximum time in the day should be taken as his principal work, the one in which he spends the next greater time as second and the last one as third. The number of the question which stands for the principal work should be ***rounded*** with a ring, that of the second should be ticked and that of the third ***underlined***. For example, A is principally a cultivator, but also conducts mat-weaving at home and rears an orchard periodically as his other means of living. The question 8 will be rounded thus O, question 10 will be ticked thus 10✓ and question 11 will get an underline as 11. Before marking the question as above, it is necessary to ascertain after careful enquiries as to which are their principal and secondary avocations.

Question 13: — Is self explanatory.

A few errors that are likely to be committed during these operations are noted below for information and guidance.

(a) The location code number may not be complete in the Individual Slip. The numbers of the household and not of the house should be written as the last of the four parts of the location code. If the Census house number and that of the Census household happen to be same, then that number should be entered. It should be the same to all members of the same Census household. The total number of the slips having the same location code should tally with the total of Part II of the form "Census Population Record" which refers to the same household.

(b) There is yet another occasion to commit an error. The totals in sub-part C. I. C. 2 or C. 3 ***need*** not be the same as the total of the household which will be written in Part II of the form viz; The Population Record. One and the same household may contain members who may not fall within the category of cultivation or household Industry.

(c) While completing the slips or Schedules in a village or a group of house-

holds, which belong to Scheduled Castes or Scheduled Tribes, there is a possibility of omission to enter the letter S. C. or S. T. in the parallellogram against the entry "Name of the Head of the household".

(d) The total of items (i) and (ii) of subpart A. I. should be written under the column "Area in acres" right on the dotted line. Due to involuntary mistakes, the figures might be written below the dotted line. This will lead to the result that figures refers to item A 2 "Land given to private persons for cultivation for payment in money kind or share".

(e) It is suggested that a table of local measures with equivalents in acres is prepared and passed on to the Enumerators and Supervisors during the first round of classes, for their advance information and guidance. An example of the table is given below:

1 Cawnie = 1.24 acres.
1/2 = 0.62 ,,
1/4 = 0.31 ,,
1/8 = 0.16 ,,

(f) The use of abbreviations should be clearly learnt as to which questions should be answered in full and which in abbreviations:—

In the Individual Slip, the abbreviations should be written only against Questions No. 3, 4 (a), 4 (b), 4 (c), 5 (a), 5 (b), 6, 8, 9, 10 (c), 11 (c), 12 and 13.

(g) The answers to questions 10 and 11 should be given to *all* parts of the question viz; 10 (a), 10 (b), 10 (c) and 11 (a), 11 (b), 11 (c) and 11 (d). If there is no answer all the parts must be marked with X.

DEMONSTRATION CLASS:—

1. The Officer who takes charge of the first and second rounds of classes should, during this class, set apart a portion of this class for clarifying the doubts that might have arisen in the minds of the Enumerators and Supervisors after going through the booklet of Instructions and the two rounds of classes.

2. Then he may take the group of enumerators to two houses which may be selected beforehand for the purpose and actually carry out the operations of completing Household Schedules and the connected Individual Slips. This part of the class is much more important than others; it is here that the Enumerators and Supervisors will concentrate their shrewd attention on the attitude-demeanor, gesture, and in general the approach of the demonstrating Officer towards the head or the other members of the household.

3. It goes without saying that the enquiries made should be as clear, self-contained and short as possible, the Enumerator maintaining at the same time, a cheerfully dignified and pleasant attitude towards the persons spoken to. Dilatory and vague questions are sure to be misunderstood. The Enumerators and Supervisors should be told to rehearse their questions more than once before actually proceeding to carry out the operation. A good training in this respect is a *sine quo non.*

4. No Enumerator or Supervisor should be allowed to put any question calling for clarification *during* the actual demonstration. Such question should be reserved for the third part of the class which will follow this demonstration.

5. About one hour may be ear-marked for this part of the class and another two hours for the subsequent part of clarification of doubts. The Officer taking up the class should maintain a list of all the points of genuine doubts for future reference.

SAMPLE ENUMERATION:

1. The knowledge and training given to the Enumerators and Superviors will be tested by means of a sample enumeration. Both the forms will be supplied to them but printed in Red ink. The red ink has been used in order to distinguish them from the regular forms which will be used for the actual enumeration. The Household Schedule forms will be in pads of 10 and Individual Slips in pads of 50.

2. Sample enumeration will take place on a fixed date in all the four areas of the State. Each enumerator will conduct the enumeration in his own block for which he will receive one pad of 50 Individual Slips and one pad of 10 household Schedules. All the Schedules and Slips should be completed and if more slips are required to correspond to the Schedules, the number so

required should be noted on the back of the last slip. The Supervisor should assist the enumerator in at least two households and the whole operation should be over within the day itself. The pads should be dated, signed by the Enumerator and handed over to the Supervisor who in turn will sign them with date and forward them to the Charge Superintendents for their scrutiny,

3. The Area Census Officers will get all the forms within three days after the sample enumeration and forward to the Superintendent of Census Operations a note containing the general defects that have been unearthed during their scrutiny of the forms. The forms themselves need not be sent to the Superintendent of Census Operations at this stage. Further instructions will, if necessary, be issued in elaboration of those already issued. The Area Census Officers will kindly keep these in view when they arrange for the third and fourth rounds of lessons.

4. The third and fourth rounds may be confined to the correction of the Household Schedules and the Individual Slips as completed during the sample enumeration. It might be useful and also necessary if the previous instructions on filling up these forms are gone through once again. As stated earlier, the object of these classes is to perfect the knowledge of the Census Officers and it is hoped that with the demonstration class there will be no Officer left in doubt in the matter of the method of the operation of the enumeration which will start in the morning of the 10th February and end on the morning of the 1st March at 6 A. M.

PART III

TRAINING CLASSES

The following procedure will kindly be observed for conducting the various rounds of classes to Enumerators and Supervisors.

(1) It will be seen that about thirty days have been set apart for the four rounds of theoretical classes, one demonstration and for sample Census. The place, date and time of the classes should be fixed in such a manner that all the classes are held in each of the Communes. For the towns of Pondicherry, Muthialpeth and Karikal, a separate class is recommended. The object of holding classes in more places is to enable the Officer taking up the class to concentrate his attention individually to each enumeration block. It would be very advantageous if the Area Census Officer and the Charge Superintendents take up separate classes for every round.

(2) A programme of classes shall be drawn up immediately and the approval thereto of the Superintendents of Census Operations obtained. The place and the location of the class should also be fixed beforehand after consulting, if necessary, the respective Mayors or the Educational authorities.

(3) The note requesting the Enumerators and Supervisors may be issued in the form annexed (Appendix 3) to this circular. Printed copies of this form are being supplied to the Area Census Officers for each Commune, as indicated below:

Pondicherry Town	120	Nettapakkam	65
Muthialpet Town	55	Karikal	80
Pondicherry Rural	75	Neravy	55
Ariankuppam	70	Grand'Aldée	50
Mudaliarpet	80	Tirunallar	65
Oulgarai	100	Nedungadu	50
Mannadipet	70	Kottucherry	50
Villianur	80	Mahe	60
Bahour	75	Yanam	50

(4) An attendance roll should be maintained by the Area Census Officer or the Charge Superintendent showing (1) the Supervisor's Number (2) his name (3) normal place of residence (4) date of the class (5) the hours of the class attended (6) his initials under the column in each class attended by him. Another page should be similarly demarcated for the Enumerators. If any of these Officers fail to attend, the reasons for the absence should be ascertained and noted against their names. Such absentees should be given more attention when they come to attend the next class with particular care to see that they pick up the lessons they have missed.

(5) The Area Census Officers will take the opportunity to distribute the following forms and instructions to the enumerators and supervisors on the *first* round of classes taken by them.

1. "Instructions to Enumerators".
2. "Abbreviations to be used when filling up the Slip"
3. "Household Schedules printed in Red ink".

4. "Individual Slips printed in Red Ink".

The rate of distribution of "Instructions" and Abbreviation Card will be one per Officer and that of the Schedule and Slip, 1 pad of 10 schedules and 1 pad of 50 slips to each Enumerator. Specimen schedules and slips are found at the end of the booklet "Instructions". While the distribution is made, necessary entry should be made in the Forms Register maintained by the Area Census Officers, Charge Superintendents and the Supervisors.

(6) The Schedules and Slips in Black Ink should be distributed during the *third* round of classes, by which time, all the pads of Forms in Red should be collected from the Enumerators.

The special Card intended for distribution to the graduates and diploma holders should also be distributed to the Enumerators at 25 per enumerator in rural areas and at 50 per enumerator in urban areas. Necessary cards will be placed at the disposal of the Area Census Officers.

(7) Special care should be taken during the last round of demonstration classes. The Enumerators and Supervisors must be so well trained by that time that they are ready to go into action with self-confidence. Even a last minute doubt should be patiently cleared by Superior Officers, however insignificant it may be.

(8) Above all, it should be made clear that the answers should be neat and quite legible and should not betray any hastiness.

PART IV

MAINTENANCE AND RETURN OF FORMS REGISTER

A Register of Forms containing ten sheets has been supplied to all Circle Supervisors, four registers to each Charge Superintendent, and some more to Area Census Officers, as indicated in paragraph 5 of this Office Circular No. 5 dated the 9th September 1960. The registers are, no doubt, being maintained up-to-date by the respective Officers.

2. Another set of forms and instructions noted below are being supplied to the Area Census Officers for distribution to the same Officers.

(i) Household Schedule-Pads of 10 in Red Ink.

(ii) Enumeration Slip-Pads of 50 in Red Ink.

(iii) Instructions to Enumerators - English or French.

(iv) Abbreviations of answers to questions in the Enumeration Slip, printed on white pulp board, in French, Tamil, Telugu, and Malayalam.

It is suggested that the distribution is arranged to be made during the first round of classes which will be taken by the Area Census Officer and/or his Charge Superintendent.

3. After the sample enumeration is over and before beginning the third round of classes, the undermentioned forms will be supplied to the Area Census Officers in order to enable them to arrange for their distribution to the Supervisors and the enumerators:

(i) Household Schedules in Pads of 25 and 50. Printed in Black Ink (all in vernacular and French).

(ii) Enumeration Slip in Pads of 25 and 100. Printed in Black Ink (all in vernacular and French).

All these pads will be rubber-stamped with the location code in which the fourth part, which refers to the number of the Census household, will be omitted. The enumerator should enter the number of the household when he commences to fill up the forms. This arrangement has been made in order to improve the neatness of the work of the enumerator.

4. The enumeration and the revisional round will be over by the 5th March 1961. The provisional totals will be communicated by the enumerators to the Supervisors in the form prescribed and indicated in Part I and the Supervisors will forward them to the Charge Superintendents and finally the Area Census Officer will send them to the Superintendent of Census Operations before the 11th March 1961. Soon after this transmission, the enumerators will bundle up the pads in the order in which the household list was drawn up in the Form C of Circular No. 3 dated the 9th September 1960 and hand them over to the Supervisors, who will scrutinize them thoroughly before delivering them to the Charge Superintendents. The Supervisors will be careful to complete the Forms registers, scrupulously counting the sheets in each pad, blank or com-

pleted, and forward the registers along with the Household Schedules and Individual Slips to the Charge Superintendents. The Register should naturally account for all the forms received by the Supervisors. The Registers of the Charge Superintendents should be completed in the same manner and handed over to the Area Census Officers. They will centralise all the registers of the Area and complete their own registers and despatch them, all according to the time-table indicated in the following Part VI.

PART V

HONORARIUM TO ENUMERATORS AND SUPERVISORS

Government of India have been pleased to recognize the honorary service rendered by the enumerators and supervisors by the grant of a token amount of money. The enumerators have received Rs. 5/- towards their out-of-pocket expenses and charges of transport from their normal place of residence to the places where they had to attend the classes held by the Area Census Officers and/or the Charge Superintendents in connection with the house-numbering and house-listing. This amount was also to cover the cost of paints, tins, brushes, stencils, stationery, etc.

2. Similar sort of expenses except on paints will have to be incurred by the enumerators and supervisors when they will be required to attend the training classes for enumeration. The following rates will be applied in calculating the honoraria for enumeration:—

ENUMERATORS:

Rupee one for every 50 persons enumerated.

SUPERVISORS:

Rupees two for every 350 persons enumerated in the Circle.

Each enumerator and supervisor will be receiving on an average Rs. 15/- and Rs. 20/- respectively. The payment of this amount will be arranged as soon after as the operations are over towards the end of March 1961.

3. It should be impressed on these Census Officers that their service is purely honorary and that it has, in fact, no relationship with the magnitude of the small token amount which is being given to them. As explained earlier, this payment is more or less to compensate the out-of-pocket expenses which they will be required to incur on transport, stationery, etc.

PART VI

CENSUS CALENDAR FOR ENUMERATION

The various operations relating to enumeration should conform strictly to the time-schedule of the calendar given below:

First round of training classes	9-1-1961 to 14-1-1961.
Distribution of sample enumeration forms	9-1-1961 to 14-1-1961
Distribution of copies of Instructions Abbreviations	9-1-1961 to 14-1-1961.
Second round of training classes	17-1-1961 to 21-1-1961.
Demonstration class	23-1-1961 to 28-1-1961.
Sample enumeration	30-1-1961.
Third round of training classes	31-1-1961 to 3-2-1961.
Fourth round of training classes	4-2-1961 to 8-2-1961.
Distribution of enumeration and household schedule pads in black ink.	27-1-1961 to 7-2-1961.
Enumeration proper	10-2-1961 to 28-2-1961.
Enumeration of houseless persons	10-P.M. on 28-2-1961 to 6-A.M. on 1-3-1961.
Revisional round.	1-3-1961 to 5-3-1961.
Provisional total to be submitted by enumerators	6-3-1961
Enumeration pads and other documents to be submitted by enumerators to supervisors	9-3-1961.
Provisional total to be forwarded by supervisors to Charge Superintendents.	8-3-1961.
All pads, documents and forms registers to be submitted by supervisors to Charge Superintendents.	113-1961-

Provisional total to be forwarded by Charge Superintendents to Area Census Officers .10-3-1961.

Provisional total to be communicated by the Area Census Officers to the Superintendent of Census Operations. 11-3-1961

All pads, documents, and registers to be forwarded by Charge Superintendents to Area Census Officers. 18-3-1961.

All pads, documents and registers to be forwarded by the Area Census Officers to the Superintendent of Census Operations 30-3-1961

Form A. Appendix 2.

ENUMERATOR'S EXTRACT

Area ..... L. C. .....

Commune ..... L. C. .....

Town/Village/Street ..... L. C. .....

Enumeration Block No. .....

	Household Schedules			Individual Slips		
	Pads of		Total leaves	Pads of		Total leaves
	50	25		100	25	
Received						
Completed Pads						
Blank Pads						
Partly completed pads						
Blank leaves in partly filled pads						

Total Households: .....

PERSONS

Male	Female	Total	Literate	Illiterate

Place ... ...

Date ... ...

Enumerator's Signature

Enumerator's Name

Form B. Appendix 2.

SUPERVISOR'S EXTRACT.

Area ... ... L. C. ... ...
Commune ... ... L. C. ... ...
Town/Villages ... L. C. ... ...
... ...
... ...

Circle No. ... ...

	Total House-holds	Persons				
		Male	Female	Total	Literate	Illiterate
Enumeration Block No. 1						
2						
3						
4						
etc.						
Circle Total ...						

Place ... ...

Date ... ...

Supervisor's signature ... ...

Supervisor's Name ... ...

Form C. — Appendix 2

CHARGE SUPERINTENDENT'S EXTRACT

(Separate extract for each commune)

Area ... ... L. C. ... ...
Commune ... L. C. ... ...
Charge No. ...

	Total House-holds	Persons				
		Male	Female	Total	Literate	Illiterate
Circle No. 1						
2						
3						
4						
etc.						
Commune Total ...						

Place ... ...

Date ... ...

Signature of Charge Superintendent.

Form D. — Appendix 2

AREA CENSUS OFFICER'S EXTRACT

Area ... ... L. C. ... ...

	Total House-holds	Persons				
		Male	Female	Total	Literate	Illiterate
(Name) Commune No. 1 2 3 4 etc.						
Commune Total ...						

Place ... ...

Date ... ... Signature of Area Census Officer.

Appendix - 3

CENSUS OF INDIA, 1961

PONDICHERRY STATE

Office of the .....

Place .....

Date, ...

Sir,

I shall be holding my classes on Enumeration to the enumerators and supervisors of ..... Commune on the following dates:

First round .....

Second round .....

Demonstration .....

Third round .....

Fourth round .....

The classes will be held at ..... (place) and will commence at ..... (time). I shall be obliged if you will kindly make it convenient to be present at these classes without fail.

2. The declaration of your appointment as enumerator/Supervisor may please be brought with you.

To

.....

.....

Yours faithfully,

Area Census Officer

Charge Superintendent

Annexure XXII

Telegram: "RECENSMENT"

Government of India
MINISTRY OF HOME AFFAIRS
OFFICE OF THE SUPERINTENDENT
OF CENSUS OPERATIONS

Pondicherry, the 9th September 1960

CIRCULAR No. 5

To

The Area Census Officer,
PONDICHERRY/KARIKAL/MAHE/YANAM
Sub: - Maintenance of Register of Forms

Sir,

You are aware that various forms have been prescribed to obtain the information required in the Census. These may be grouped into main and subsidiary forms. The main forms are the following: -

(i) House-List
(ii) House-hold Schedule
(iii) Enumeration slip.

Subsidiary forms have been framed in order to tone up the out-turn of operations at each and every stage. These will cover the appointment of supervisors and enumerators, division of territories into enumeration blocks, circles and charges and so on.

2. In order to enable the Census Officers to maintain a correct record of what they receive, issue and/or return, a register in the annexed form will be supplied to them. The form of Register contains three parts; columns 1 to 8 will be filled up by the receiving Officer, when he receives a consignment of forms. The second part is reserved (columns 9 to 16) for the forms issued by him to his staff immediately below him. The third part (columns 17 to 24) will indicate the quantity returned by his staff and also the quantity returned by himself to the superior Officer from whom he received them as recorded in the first part. At the close of each operation a line should be drawn across the concerned part and the Officer concerned should sign on the line with the date. The supply of forms to the Supervisors and Enumerators should be arranged during the training period.

3. The registers will be maintained by the Area Census Officers, Charge Superintendents and Circle Supervisors. The enumerators will *not* maintain them.

4. As soon as all the operations are over, the registers of forms maintained by the various Officers will be collected by their immediate superiors and transmitted through the hierarchy to the Superintendent of Census Operations, Pondicherry.

5. Spare copies of this circular are enclosed for distribution to your Charge Superintendents (4 Registers each) and to your Circle Supervisors (one each).

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

Yours faithfully,
K. S. SESHAN
Superintendent of Census Operations.

Copy with a copy of the enclosure forwarded for information to:-

1. The Chief Secretary, Pondicherry.
2. All Secretaries to Government, Pondicherry.
3. The Director of Public Instruction, Pondicherry.
4. The Revenue Officer, Pondicherry.

K. S. SESHAN
Superintendent of Census Operations.

REGISTER OF FORMS

Description of Form ..... Black ink. / Red ink Language .....

Date	From whom received	Quantity: Books of 100 S	50 S	25 S	10 S	Loose	Total	Date	To whom issued	Quantity: Books of 100 S	50 S	25 S	10 S	Loose	Total	Date	From / To whom returned	Quantity: Books of 100 S	50 S	25 S	10 S	Loose	Total	Remarks
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25

Annexure XXIII

Telegram "RECENSMENT"

Gouvernement de l'Inde
Ministère des Affaires Intérieures
Bureau du Directeur des travaux de recensement
Pondichéry

Circulaire No. 4

A

Tous les fonctionnaires de recensement,
Tous les Directeurs — Délégués.
Etat de Pondichéry

Objet: Classes d'entrainement—Instructions sur le numérotage des maisons et le dénombrement des maisons.

Monsieur,

Le succès dans tout travail de recensement dépend de beaucoup de la perfection des méthodes suivant lesquelles l'organisation opère. L'agent recenseur sera le détecteur du sentiment publié pour le compte de l'organisation du recensement. Pour assurer la bonne marche des opérations, le recenseur doit posséder et déployer du talent dans ce domaine de telle manière que le public ne soit pas seulement impressionné par les procédés de l'agent recenseur mais éprouve également, que le faits de fournir les renseignements sur le recensement, constitue un devoir national. Le recenseur doit sussi veiller a ce que ses connaissances sur les principes de recensement ne se prêtent pas aux critiques des éléments malicieux du public.

2. A cet effet, l'entrainement des employés est absolument nécessaire. Avant de leur donner le dit entrainement, les fonctionnaires chargés des zones, divisions et circonscriptions, devront eux mêmes subir un entrainement dans ce travail. Vous serez le premier à suivre l'entrainement parce que vous serez employé à donner des instructions à vos agents vérificateurs et recenseurs. Généralement, deux classes sur la théorie, avec une démonstration pratique, pourront vous suffire. Je déterminerai les dates et lieux pour l'entrainement et les démonstrations. Je vais visiter très prochainement les endroits éloignés de la ville et je profiterai de cette occasion pour vous donner des instructions sur cette question.

3. En ce qu'il concerne l'entrainement des agents vérificateurs et recenseurs, les fonctionnaires des zones pourraient utilement consulter les maires des communes et organiser des classes auxquelles le Maire et les autres Conseillers seront invités. Les fonctionnaires des zones de recensement profiteront de cette occasion pour engager l'assistance des Maires pour pouvoir mettre les agents vérificateurs et recenseurs en contact avec les gens du public, particulièrement avec les illétrés. Les classes peuvent être organisées par exemple, tous les trois jours il est suggéré qu'au moins trois classes doivent avoir lieu dans chaque commune. Après un intervalle de trois autres jours, une démonstration pratique devrait être conduite à titre d'exemple. Les Directeurs—Délégués prépareront une liste des agents vérificateurs et recenseurs qui assistent aux classes et prendront leurs parafes au début de chaque classe comme preuve de leur présence.

4. Le programme sommaire suivant est suggéré pour les classes théoriques et pratiques.

1°) Explication des principes dévolus aux fonctionnaires de recensement et aux membres du public. L'étendue des pouvoirs conférés par le "Act" aux fonctionnaires de recensement. L'application de l'Act dans cet Etat.

2°) L'organisation de recensement comme il est établi dans cet Etat: les divisions du Territoire en zones, divisions (charges), circonscriptions et blocs (de recensement). La hiérarchie de l'organisation, le canal des communications. Maintien des documents. Le caractère confidentiel du travail.

3°) Définition des termes, recensement des sections, code situation, numéro du bâtiment, numéro de la maison, numéro du ménage. La compréhension claire de ces termes est absolument nécessaire. Ceux-ci devraient être expliqués à l'appui des exemples.

4°) Cas où les numéros doivent ou non être donnés.

5°) Explication par ordre des colonnes dans la liste de maisons. Une liste complète de tous les termes probables, susceptibles d'être utilisés, en ce qui concerne cet Etat dans diverses colonnes, serait très utile aux débutants.

6°) Le comportement des agents recenseurs envers le public. La nécessité d'user des termes polis, mais fermes, lorsqu'on interroge les membres. D'inutiles contre-examens sont a éviter avec soins.

Les recenseurs devront soigneusement éviter de donner toute impression qu'ils suspectent la véracité des réponses même lorsque les renseignements fournis sont incorrestes ou la présence des habitants dans une maison est niée. Ils doivent interroger avec tant de pareilles personnes. En somme, la visite d'une maison devrait être imaginée et projetée par le recenseur, de telle manière qu'on lui souhaite son arrivée et qu'on lui fournisse sans la moindre hésitation tous les détails requis dans les divers imprimés de recensement. Ceci est possible si l'agent recenseur se familiarise d'avance avec ses questions et les pose au moins dans deux ou trois premières maisons de sa section. L'impression donnée par lui par son premier contact sera certainement répandue. Si elle est favorable, sa mission sera une succès si non, il trouvera en réalité tâche très lourde.

Des classes pratiques

(i) Une section de recensement de la commune peut être choisie pour la classe.

(ii) Envoyer cinq agents formés pour vérifier les numéros de maisons et de mentionner le nombre des maisons qui doivent être fraîchement numérotée et celles qui doivent être numérotées de nouveau etc... (chacun aura 40 à 50 maisons et cela ne prendra pas plus d'une demi-heure).

(iii) La manière correcte du numérotage des maisons devrait être signalée. Encercler le numéro correct s'il y en a plus d'un. Les vieux numéros devraient autant que possible être maintenus. Des nouvelles maisons existant entre les vieilles devraient recevoir le numéro précédent plus *Bis, ter,* etc...

(iv) Diviser l'equipe en cinq groupes. Leur donner des instructions de passer dans les maisons pour trouver s'il y a plus d'une famille, en d'autre terme, le nombre total des maisons en faisant distinction des ménages. Marquer le numéro de la rue, section sur la première maison.

(v) L'interrogatinn dans une première maison pour le dénombrement de maisons. Les habitants des maisons devront être avisés que la visite des agents formés est à titre de classe et des renseignements fournis par le chef de la maison devraient être écrits sur la liste des maisons il serait nécessaire d'inspecter la maison pour compter le nombre de chambres. Les renseignements concernant chaque ménage devraient être complets de sorte qu'il n'est pas nécessaire de répéter la visite dans la même maison pour la même cause.

(vi) Interrogation dans plus de deux maisons, de préférence dans celles ayant des dépendances ou boutiques ou ateliers.

(vii) Achèvement du sommaire de la liste des maisons. (A cet effet point n'est besoin de compter la section entière.)

NOTE: La classe pratique peut être divisée en deux parties et faite en deux jours différents si les employés de la zone le trouvent recommendable à cette fin.

5. Les fonctionnaires des zones seront personnellement responsables pour l'entrainement du personnel place dans leur juridiction. Les Directeurs — Délégués — s'assureront si le travail est exécuté en ordre. Les fonctionnaires des zones tiendront le Directeur des Travaux de Recensement informé du programme d'entrainement dans les différents centres, lequel doit être exécuté en consultation avec les Maires des communes intéressées.

Les Mairies seront des places idéales pour de telles classes si des meilleurs endroits comme des écoles ne sont pas disponibles. Ils devront également envoyer une copie de leur programme aux Secrétaires et les chefs des services auxquels les agents vérificateurs et recenseurs appartiennent.

La note qui doit être adressée aux agents en formation et la mention doivent être suivant modèles ci-joints.

6. En tous cas, le Directeur des Travaux de Recensement sera à la disposition des fonctionnaires des zones pour éclaircissement sur tout point douteux ou toute mesure qui leur sera sollicitée à cet effet.

7. Il sera accusé réception de cette circulaire.

(K. S. SESHAN)
Directeur des Travaux de Recensement.

Copie transmise à titre d'information au :

1) Secrétaire Général, Pondichéry
2) Secrétaire à l'Administration Générale
3) Secrétaire aux Financer, Pondichéry
4) Seérétaire au Développement, Pondichéry

Copie transmise également pour information à :

1) Tous les maires des communes de l'Etat de Pondichéry.
2) The Registrar General, India
   Kotah House Annexe
   2/A Mansingh Road
   NewDelhi - 11.
3) Tous les Directeurs des Travaux de Recensement des autres états.

Copie spéciale transmise à titre d'information à : Monsieur le Haut Commissaire, Pondichéry.

Le Directeur des Travaux de Recensement,

Separate circulars to be issued for each station in which the classes are to be held

CENSUS OF INDIA, 1961

PONDICHERRY STATE

Office of the Charge Superintendent,

(Place) .....

No. Dated .....

Subject : - Training classes to supervisors and enumerators in house-numbering, house listing,-attendence,-requested.

House numbering and house-listing operations will commence in this State from 26th September 1960 and will last till the 15th October 1960. A copy of "Instructions to fill up the house-list" is enclosed for your use. You are requested to go through these instructions and get yourself familiar with the terms used.

2. Theoretical classes will be conducted by the Area Census Officer, ... and/or the Charge Superintendent ..... at the (place) ..... on three days, viz : (1)..... (2 ..... (3)..... the classes commencing at ..... hrs. One/Two practical class/es also will be conducted at the same place on .....and on ..... at ..... hours.

3. You are earnestly requested to make it convenient to attend the classes without fail.

4. Your order of appointment should please be kept with you throughout your training.

Charge Superintendent.

To .....

.....

.....

Copy forwarded for information to: -

1. The Superintendent of Census Operations, Pondicherry State, Pondicherry.
2. The Area Census Officer, ...
3. The Mayor (concerned) ..... Commune (with 12 spare copies for information of the other Municipal Councillors.)
4. The Director of Public Instruction, Pondicherry.
5. The Delegue du Chef du Service de l'Instruction Publique .....
6. The Revenue Officer, Pondicherry.
7. The Secretary (G. A.), Pondicherry.
8. The Secretary (Finance), Pondicherry.
9. The Secretary (Dev.), Pondicherry.
10. The Secretary A.P.L.S.

Annexure XXIV

No. C. O. 72/60
Government of India
Ministry of Home Affairs
OFFICE OF THE SUPERINTENDENT
OF CENSUS OPERATIONS

Pondicherry 22nd February 1961.

To

The Inspector General of Police,
PONDICHERRY

Sub: - Census 1961 - Enumeration - Houseless persons and visitors - Operation - Explained - Police Assistance - Requested.

Ref: - My Circular letter No. C. O. 72/60, dated 17-1-1961 to the Supervisors of Census Circles - Copy endorsed to you.

Sir,

I have the honour to state that the enumeration of persons who are normally residing in their houses is taking place between the 10th to 28th February 1961. Enumeration of houseless persons has to be carried out towards the close of the 28th February 1961.

2. A list of places where houseless persons are reported to congregate during nights, arranged according to the Census Circles, is enclosed in duplicate. The operation for the actual enumeration of these persons can be facilitated if Police assistance is extended to the maximum extent possible. The Supervisors will be advised to contact the Police Officer in charge of the area covered by the Census Circles on or before the 28th February 1961 so that the Police and Census personnel come to an understanding by which the programme of action to be taken by both parties is drawn up for implementation on the 28th February 1961. It is quite probable that a good part of the houseless persons are not in their usual sober mind at very late hours of night. Therefore, the Police and Census Officers have to exercise extra care and tact in accomplishing the enumeration. It would facilitate the operation if houseless persons are asked to gather at a convenient place, preferably proximate to the Police Station, or other public places. The time fixed for this gathering should be the same throughout the Commune as, otherwise, there is a possibility of the same persons being enumerated more than once at different places.

3. Suitable instructions may very kindly be issued to your Police Officers on the above lines. A copy of this letter is being sent to each Supervisor who is being requested through the Area Census Officers to contact the Police Officers on or before the 25th February 1961. 200 spare copies of this letter are also enclosed for the use of the Police Officers.

Yours faithfully,

K. S. SESHAN
Superintendent of Census Operations.

Annexure XXV

OFFICE OF THE SUPERINTENDENT
OF CENSUS OPERATIONS
PONDICHERRY

Press Release

25th March, 1961

The census of the population of Pondicherry State for 1961 has recently been completed as in other parts of India. Pondicherry State comprises of four distinct and isolated areas, namely, Pondicherry, Karikal, Mahe and Yanam, each area having been treated as a District for purposes of the census count. The previous census was taken in 1948 when these areas then known as French settlements in India were under the French Rule. The provisional figures of the present Census account for 3,69,083 souls against 3,17,253 for 1948 registering an increase of 51,830 or 16.34%. This increase works out to 12.57 for the 10 years ending 1961. The only figures available for the 1948 census are those of the total population by sex in each commune of each area. Comparison on other aspects between 1961 and 1948 figures would not thus be possible.

2. During the present census, the entire area has been classified into urban and rural areas. Five places have been classified as towns, i. e., urban areas. They are Pondicherry and Muthialpet in Pondicherry area, Karikal town in Karikal area and the towns of Mahe and Yanam.

3. The increase in population between 1948 and 1961 is maximum in Yanam, namely, 20.10 % and minimum in Mahe, namely, 6.48 %.

4. Sex ratio varies from area to area. The proportion of females per thousand males is 987 in Pondicherry, 1,055 in Karikal, 1,166 in Mahe, and 1,017 in Yanam, compared to 1,006, 1,076, 1,145 and 1,067 respectively during 1948. The ratio in urban areas is highest in Mahe and lowest in Pondicherry.

5. The proportion of literates among the total population for the whole State is 35.67 %. Among the literates 66.76% are males. Mahe accounts for the highest literacy, i. e., 63.01 % and the lowest is registered by Pondicherry which accounts for 33.08 %. The highest figure for literate males is claimed by Karikal (68.46%). Highest literacy among females is claimed by Mahe (45.17%). Correspondingly figures for lowest literacy are 54.83 for males in Mahe and 31.54 for females in Karikal.

6. The density of the population of the State is 766 per square kilometre or 1,984 per square mile. The maximum density has been registered in Mahe which accounts for 1,873 per square kilometre and the lowest density is found in Yanam areas with 340 per square kilometre. So far as urban areas are concerned, the town with the densest population of 27,810 per square kilometre is claimed by Karikal, the lowest being 406 per square kilometre in Yanam.

7. Four statements exhibiting the figures under various classifications are appended.

8. It will be recollected that the present census of 1961 on the Indian pattern is the first of its kind in the Pondicherry State formerly known as the French settlement in India. The success of the operations is firstly attributed to the great measure of co-operation that has been forthcoming from all sections of the public and also to the enthusiasm and sense of duty with which the entire team of local officers engaged in the work devoted themselves to it. The Organisation owes a great deal also to the members of the local Assembly and the Municipal Councils and Councillors of Government for the help and co-operation that they had extended.

Statement No. 1

Comparative figures of population according to 1948 and 1961 Census

Area	1961 Census	1948 Census	Increase	Percentage increase
Pondicherry	2,58,590	2,22,566	36,024	16.18%
Karikal	83,986	70,541	13,445	19.06 ,,
Mahe	19,478	18,293	1,185	6·48 ,,
Yanam	7,029	5,853	1,176	10.10 ,,
State	3,69,083	3,17,253	51,830	16.34%

Statement No. 2

Area and Density of population 1961 Census

Name of Area	@ Area in Sq. Km.	@ Area in sq. miles	Population according to 1961 Census	Density per sq. Km.	Density per sq. mil.
Pondicherry	290.1	112.0	2,58,590	891	2,309
Karikal	160.6	62.0	83,986	523	1,355
Mahe	10.4	4.0	19,478	1,873	4,870
Yanam	20.7	8.0	7,029	340	879
State	481.8	186.0	3,69,083	766	1,984

@ Area according to Surveyor General of India.

Statement No. 3

Sex-wise break up of literacy 1961 Census

Area/State	Total	Males	Females
Pondicherry	85,547	58,258 (68.10%)	27,289 (31.90%)
Karikal	31,103	21,293 (68.46%)	9,810 (31.54%)
Mahe	12,273	6,729 (54.83%)	5,544 (45.17%)
Yanam	2,739	1,621 (59.18%)	1,118 (40.82%)
State	1,31,662	87,901 (66.76%)	43,761 (33.24%)

Name of Area	POPULATION-1961 CENSUS			Literates	Illiterates
	Males	Females	Total		
Pondicherry	1,30,142 (50.33%)	1,28,448 (49.67%)	2,58,590 (100%)	85,546 (33.08%)	1,73,043 (66.92%)
Karikal	40,866 (48.66%)	43,120 (51.34%)	83,986 (100%)	31,103 (37.00%)	52,883 (63.00%)
Mahe	8,952 (45.96%)	10,526 (54.04%)	19,478 (100%)	12,273 (63.01%)	7,205 (36.99%)
Yanam	3,485 (49.58%)	3,544 (50.42%)	7,029 (100%)	2,739 (38.97%)	4,290 (61.03%)
State	1,83,445 (49.70%)	1,85,638 (50.30%)	3,69,083 (100%)	1,31,662 (35.67%)	2,37,421 (64.33%)

Annexure XXVI

0.8 (2) ENUMERATION

1960-61	0.8 (2) (1)	0.8 (2) (2)				0.8 (2) (3)
	Pay of Estt.	D. A.	H.R.A.	Hon.	Total Allow.	Other Charges,
Area Census Office, Pondicherry	473.33	68.00	40.66	..	108.66	78.80
,, Karikal	485.33	69.34	20.80	..	90.14	..
,, Mahe	480.67	68.66	20.60	..	89.26	..
,, Yanam	485.33	69.34	20.80	..	90.14	..
Honoraria paid to staff engaged in houselisting and housenumbering operations.	..	..	..	530.00	530.00	..
Total	1924.66				908.20	78.80
1961-62						
Area Census Office, Pondicherry	93.55	14.84	8.39		23.23	..
,, Karikal	125.48	17.96	5.52		23.48	..
,, Mahe	140.00	20.00	6.00		26.00	..
,, Yanam	140.00	20.00	6.00		26.00	..
Honoraria paid to staff engaged in Enumeration Operations.	..	..	..	544.62	544.62	..
Total	499.03				643.33	..

ADMINISTRATION REPORT

PART II

TABULATION

ADMINISTRATION REPORT

PART II

TABULATION

At the instance of the Registrar General, India, I took over the Census work of Pondicherry State on 1-7-1963. Normally this report should have been written by my predecessor Shri Jules Ambou. I have at present no idea of the difficulties faced in sorting and tabulation. I will, however, make an effort to present a clear idea of what tabulation meant in Pondicherry State, so that it may guide my successor in 1971. Whether a separate sorting office will be established in Pondicherry State in 1971 is itself doubtful, but if done, it will help the Superintendent in organising the work better.

2. In March 1960 the Registrar General, India, suggested that I could undertake the tabulation work of Pondicherry State in addition to my own. According to him, it was not quite economical to have a separate Tabulation Office for Pondicherry, whose population is 3,69,079. Normally a Tabulation Office is justified only for a population of 6 millions. The tabulation work of NEFA and NHTA was entrusted to the Superintendent of Census Operations, Assam. With some hesitation, I agreed to do this work. But the Registrar General reconsidered the matter and decided that the tabulation should be done by the Superintendent of Census Operations, Pondicherry. The reason which weighed with the Registrar General apparently was the fact that the enumeration was conducted in the French language also. It was the official language of Pondicherry State and it was therefore more realistic to have the work done in Pondicherry itself.

3. As explained in the Administration Report on Enumeration, the French Government have in the past conducted population counts from time to time, the last one being in 1948. No statistics have been released on the Census of Pondicherry Administration, nor any records available which can throw light on the manner in which they have tabulated the data. This is, therefore, the first time an Administration Report on Tabulation will be published for Pondicherry State. As the Census Operations of 1961 had two distinct stages-houselisting in September-October, 1960 and enumeration in February-March, 1961, tabulation had to be organised in two stages. No difficulty for accommodation was felt as the Tabulation Office was housed in the Office of the Superintendent itself.

4. The problem of staff, however, remained. The State Statistical Bureau was approached to release the services of a Statistical Inspector. Sri G. Britto was selected from a panel furnished by them. He joined duty in November, 1960. He was promoted as Tabulation Officer on 1-10-1961. Three Supervisors were appointed in the Tabulation Office. The qualification prescribed was a degree. Sri P. Gopannan of the General Administration branch and Sri D. Santhanam of the Development Department were taken on deputation and appointed as Supervisors with effect from 15-2-1961 and 23-6-1961, respectively. A third Supervisor was Sri A. Lawrence. He was a Lower Division Clerk in the Development Department and was taken on deputation as a Sorter on 7-2-1961. He was promoted as Compiler-checker on 1-4-1961 and later as Supervisor on 18-10-1961. Three other Lower Division Clerks from the Secretariat —Sarvasri S. Sundaresan, Lionel Balraj and Kunhikutti Ali were also taken on deputation as Sorters and later promoted as Compiler-checkers. 37 Sorters were recruited through the Employment Exchange.

5. The following statement will give an idea of the staff position from time to time till tabulation was completed:

Date	Tabulation Officer	Statistical Assistant	Supervisors	Compiler-checkers	Sorters
1- 1-1961	...	1	...	...	...
1- 2-1961	...	1	...	...	...
15- 2-1961	...	1	1	...	3
1- 3-1961	...	1	1	...	3
15- 3-1961	...	1	1	...	3
1- 4-1961	...	1	1	3	12
15- 4-1961	...	1	1	3	12
1- 5-1961	...	1	1	3	12
15- 5-1961	...	1	1	3	12
1- 6-1961	...	1	1	4	16
15- 6-1961	...	1	1	4	16
1- 7-1961	...	1	2	4	18
15- 7-1961	...	1	2	4	18
1- 8-1961	...	1	2	4	18
15- 8-1961	...	1	2	4	18
1- 9-1961	...	1	2	4	26
15- 9-1961	...	1	2	4	26
1-10-1961	1	1	3	6	26
15-10-1961	1	1	3	6	30
1-11-1961	1	1	3	6	30
15-11-1961	1	1	3	6	30
1-12-1961	1	1	3	6	30
15-12-1961	1	1	3	6	33
1- 3-1962	1	1	3	3	18

6. Direct recruits were taken through the local Employment Exchange. The policy of the Pondicherry Government that citizens of Pondicherry should be preferred was followed in practice. The minimum qualification was S.S.L.C. or Matriculation. This, however, was relaxed in the case of persons who had bilingual qualification — knowledge of English and French. The qualification for French knowing candidates was a pass in 'Brevet' standard which is equivalent to S.S.L.C. or Matriculation. Three relaxations were made — Smt. S. Dhanaradje and Sri S. Maniccasamy who had the advantage of knowing French, English and Tamil and Sri Joseph Kalery who had the advantage of knowing Telugu. From practical experience it was found that unqualified persons were as efficient as qualified, in sorting work. Every candidate was given training for a fortnight by the Assistant Superintendent and the Statistical Assistant. The Sorters were subjected to two written tests. It related to the concepts employed in Census. They were also made to prepare individual slips of imaginary persons and incorrect slips given to them for correction. Of the 34 persons recruited, 4 were discharged as a result of the test. In the recruitment of staff, the method adopted in Madras was followed in Pondicherry.

7. The following equipment were purchased for the Tabulation Office:

Statement showing the details of furniture and other articles purchased for the Tabulation Office from time to time.

Sl. No.	Description of articles	Dimensions	Price	Number purchased	Total Cost	Date of purchase	From whom purchased
1	2	3	4	5	6	7	8
		L. B. H.	Rs. nP		Rs. nP,		
1.	Table in rose wood with two drawers	3½' ×2½' ×2½'	62.00	2	124.00	13- 2-61	M/s. Ranganatha Mudaliar and Company, Pondicherry.
2.	Table in rose wood with two drawers	3½' ×2½' ×2½'	62.00	1	62.00	9- 3-61	,,
3.	Typist table in venteak with two drawers and one cupboard on the right side with a sliding board	3' ×1¾' ×2½'	125,00	1	125.00	2- 5-61	,,
4.	Table in venteak with single drawer	3' ×2' ×2½'	33.25	4	133.00	10- 8-61	,,
5.	Table in venteak with single drawer	3' ×2' ×2½'	33.25	2	66.50	29- 8-61	,,
6.	Table in rosewood with two drawers	3½' ×2½' ×3½'	62.00	1	62.00	29- 8-61	,,
7.	Table in rosewood with two drawers	3½' ×2½' ×2½'	65.00	1	65.00	14-12-61	,,
8.	Armless chairs in rosewood with wooden seat	...	12.00	16	192.00	9- 3-61	,,
9.	Typist chair in venteak with cane seat	...	16.00	1	16.00	2- 5-61	,,
10.	Arm chair in rosewood with cane seat	...	22,50	4	90.00	10- 8-61	,,
11.	Armless chair in rosewood with wooden seat	...	12.00	4	48.00	10- 8-61	,,
12.	Armless chair in rosewood with wooden seat	...	12.00	4	48.00	29- 8-61	,,
13.	Arm chair in rosewood with cane seat	...	22.50	2	45.00	29- 8-61	,,
14.	Armless chair in rosewood with wooden seat	...	12.00	1	12.00	14-12-61	,,
15.	Arm chair in rosewood with cane seat	...	22.50	2	45.00	14-12-61	,,
16.	Cupboard in venteak with two drawers, three shelves and two doors	3' ×1½' ×6'	130.00	2	260.00	13- 2-61	,,
17.	Cupboard in venteak with two drawers, three shelves and two doors	3' ×1½' ×6'	130.00	1	130.00	9- 3-61	,,
18.	Allwyn steel racks with five shelves	3' ×1' ×6¼'	85.00	6	510.00	5-12-61	M/s. Indo-Vietnam, Pondicherry.
19.	Pigeon holes in country wood	22" ×8" ×32"	15.00	16	240.00	21- 3-61	Government Wooden Toy Factory, Pondicherry
20.	Pigeon holes in country wood	22" ×8" ×32"	15.00	8	120.00	30- 8-61	,,
21.	Security boxes with lock and key	15" ×15" ×10"	8.00	32	256.00	21- 3-61	,,
22.	Hand operated Facit calculator	...	...	1	...	...	Supplied by the Registrar General's Office.
23.	Minimax Fire Extinguisher	...	67.70	1	67.70	30- 4-62	M/s Minimax Ltd. Mercantile Buildings 12, Lal Bazaar Street, Calcutta-1
24.	Remington Typewriter	Ex. Manifest size	1,310.31	1	1,310.31	26- 8-61	Remington Rand of India, Calcutta.

Statement showing the Stationery articles purchased for the Tabulation Office

Sl. No.	Description of articles	From whom purchased	Cost
			Rs. nP.
1.	8 yards of unbleached material for binding	P. Kalappa Chettiar Pondicherry	6.12
2.	Gum	R. Athmaraman, ,,	2.50
3.	Flour for binding	R. Thiruvengada Mudaliar, Pondicherry	4.13
4.	One dozen foam rubber sponges	N. Singaram, Pondicherry	6.75
5.	Correcting fluid	,, ,,	2.87
6.	Two bottles Iris Ink	,, ,,	1.06
7.	One calling bell	Maison Manickachetty, Pondicherry	2.25
8.	18 Polythene cups	Swamy Stores, Pondicherry	4.50
9.	One dozen penholders and 9 tablets each of violet and green ink	N. Singaram, Pondicherry	2 59
10.	One phial rubber stamp pad ink	,, ,,	1.50
11.	2,500 rubber bands	,, ,,	16.80
12.	6 red and blue pencils	,, ,,	1.25
13.	Two steel foot-rulers	The Metal Warehouse, Pondicherry	4.00
14.	Two needles for binding work	A. K. Rajamanickam Mudaliar, Pondicherry	0.25
15.	Two big needles and pins for binding	K. Ponnambalam and Company, Pondicherry	0.38
16.	One hammer for binding work	The Metal Warehouse, Pondicherry	2.25

Forms, Sorter's Tickets and Compiler's Posting Statements were obtained from Madras Office. In the Sorter's Tickets and Compiler's Posting Statements supplied by the Madras Office, the instructions were printed on the reverse. This proved a useful guide to the staff. A detailed programme of sorting indicating how one ticket should be prepared after another was worked out and charts showing the various stages of sorting, compilation and tabulation were also displayed in the Sorting Hall.

The following statement will show the number of Sorter's Tickets, and Compiler's Posting Statements consumed in the Tabulation Office:

Approximate number of Sorter's Tickets used in the Tabulation Office

Sorter's Ticket Number	Rural/Urban/Both	Total number used
1	Both	550
2	,,	550
3	,,	550
4	Urban	510
5 (a)	,,	125
5 (b)	Rural	350
6	Urban	80
7	Both	450
8	,,	50
9	,,	275
10	,,	50
11	,,	100
12	,,	50
13	,,	275
14	,,	625
15	,,	50
16 (a)	Urban	15
16 (b)	Rural	40
17	Both	450
18	,,	450
19	,,	450
21	,,	450
22	,,	450
23	,,	450
24	,,	450
25 (a)	Urban	115
25 (b)	Rural	325
26	Both	140
27	,,	50

N. B.:— Sorter's Ticket No. 20 was not used as there was no city with one lakh population in this State.

Sorter's Tickets No. 28 and 29 were not used as no Scheduled Tribe was enumerated in this State.

Approximate number of Compiler's Posting Statements used in the Tabulation Office

Compiler's Posting Statement Number	Rural/Urban/Both	Total number used
1	2	3
1	Urban	110
2	,,	110
3	,,	110
4	Rural	330
5	,,	330
6	Urban	35
7	,,	100
8	Both	45
9	,,	45
10	,,	45
11	,,	45
12	,,	45
13	,,	45
14	,,	45
15	,,	45
16	,,	45
17	,,	45
18	,,	45
19	,,	45
20	,,	45
21	,,	45
22	,,	45
23	,,	45
24	,,	45
25	,,	300
26	,,	45
27	Urban	10
28	,,	10
29	Rural	35
30	Both	45
31	,,	45
32	,,	300
35	,,	45
36	,,	45
37	,,	440
38(a)	,,	440
39(a)	,,	45
40(a)	,,	220
41(a)	Urban	90
42(a)	Rural	130
43	Both	45
44	,,	45

N. B. : — Compiler's Posting Statements No. 33, 34 were not used as there was no city with a population of one lakh in this State.

Compiler's Posting Statements No. 38(b), 39(b), 40(b), 41(b), 42(b), 45 and 46 were not used as no Scheduled Tribe was enumerated in this State.

8. Sorting and Compilation instructions were supplied by the Registrar General, India.

No separate telephone was installed, as the telephone intended for the Superintendent of Census Operations' Office was used by the Tabulation Office also.

9. The houselisting operations were completed in Pondicherry State in October, 1960, but on scrutiny, the houselists revealed omissions and had to be returned to the field staff for rectification. Then the houselists were bound with cardboard wrappers separately for each circle. One was retained in the Tabulation Office and the other sent to the concerned Ministry for record. It was also noticed that the Central Jail and Malabar Special Police camp in Pondicherry had not prepared the houselists. They were got done through the Charge Officer concerned. A complete check was then made to locate errors and omissions. Typical mistakes observed were (1) Break in house number series, (2) Omissions of entries in columns 5 to 8, and (3) Entry in column 4 indicating that the Census house was a tailoring shop, cycle store or sugar mills. In Karikal area, the villages were shown as having no-room houses only. The lists were returned to the Area Census Officer of Karikal for revision. After checking up internal inconsistencies, the lists were bound together on the basis of circles. One continuous serial number was given to the lists of each commune. This ensured that no page of the houselist was omitted from tabulation. Housing tabulation envisaged the preparation of five main tables:

Table E — I — Census houses and the uses to which they are put.

Table E — II — Census households classified by tenure status.

Table E — III — Census houses used as workshops and factories classified by industry, power or no power used, and size of employment.

Table E — IV — Distribution of Census households living in Census houses used wholly or partly as dwellings classified by predominant material used for walls and roof.

Table E — V — Households classified by the number of its members and by the number of rooms occupied.

10. Tables E—I and E—III were prepared on full count and others on 20% sample. Tables E— I, E—III and E—IV related to Census houses and the other two to Census households. The tally method was prescribed by the Registrar General for the preparation of tables. In this method, a frequency table had to be prepared for each characteristic. Four tally marks would be made for each count with vertical dashes and the fifth tally mark with a horizontal dash crossing all the other four. This would give a unit of five and by counting the number of such units it would be possible to get the total number of each characteristic. One practical difficulty was, however, experienced during the pilot tabulation of Table E—I. In order to check the accuracy of figures, the Supervisor had to repeat the whole procedure and if any mistake was detected, it was difficult to locate the mistake to localise it. It was also not possible for the Supervisor to check the work done by the Sorters at any point of time. Therefore, the tally method was dropped. Every characteristic was counted in each page and the total number was recorded in working sheets evolved for this purpose. After completing this operation for one Commune or town, a consolidation of totals for each characteristic for the entire Commune was made. This method proved to be simple and accurate.

Table E-I

11. For the preparation of Table E-I, all the entries in Column 4 of the houselist were coded as follows :

Use to which the Census House was put	*Code used*
Dwelling	A
Shop-cum-dwelling	B
Workshop-cum-dwelling	C
Hotels, Hostels, Sarais, Dharmshalas, Tourist homes and Inspection houses	D
Shops excluding eating houses	E
Business Houses and Offices	F
Factories registered under Factories Act	G
Workshops and worksheds not registered under Factories Act	H

Schools and other educational institutions including training classes, coaching & shop classes	J
Restaurants, sweetmeat shops and eating places	K
Places of entertainment and community gathering (Panchayat Ghar)	L
Public health and medical institutions , hospitals, health centres, doctors' clinics, dispensaries, etc.	M
Others	N
Census houses vacant at the time of houselisting	O

12. Preliminary training was given to the Sorters in coding. The Supervisors made a complete check of the work of the Sorters and the Statistical Assistant made a test check of 25%. After the lists relating to one commune or town were completely coded, the number of houses under each code was counted for each page and entered in the totalling sheet. Each page contained approximately 20 houses which were grouped under A, B, C, in the space provided for this purpose in the totalling sheets. Totals for the Areas were worked out by adding the figures for the Communes. The figures for the areas were then consolidated and State figures obtained.

13. There was, however, a break in the houselisting tabulation. In March 1961 recruitment of Sorters took place for general tabulation in which the Statistical Assistant was engaged. Again it was decided to sort the slips of one rural tract (Commune) and prepare the first three Sorters' Tickets before the Regional Conference which was held in Trivandrum in May 1961 by the Registrar General, India. Regular sorting for Nettapakkam Commune was therefore started in the middle of April. This was followed by the preparation of Primary Census Abstracts for the entire State. In August 1961, the Deputy Registrar General, visited Pondicherry. He expressed his desire that Primary Census Abstracts should be completed before October 1961. Thus the sorting work for 15 Communes and 5 towns was taken up and housing tabulation suspended. It was resumed only in December, 1961.

Table E-III

14. This was prepared on a full count. It involved a three-fold classification of establishments on the basis of (1) nature of industry, (2) kind of power or fuel used, and (3) size of employment. Originally it was the intention to prepare it for industrial establishments using power or fuel. Later, it was decided that all industries whether they used power or not should be tabulated. The data were compiled in columns 6, 7 and 8 and in column 6 was recorded the nature of production or servicing undertaken. The three digit code of the Standard Industrial Classification was adopted in coding entries in this column. In columns 7 and 8 the average number of persons working in the factory or workshop during the week preceding the visit of the enumerator and the kind of fuel or power used were recorded. The codes used for coding the entries in columns 7 and 8 are given below :

Column 7 — Size of employment

Factories/ workshops employing 1 person ...	A
,, ,, 2 — 5 persons	B
,, ,, 6 — 9 ,,	C
,, ,, 10 — 19 ,,	D
,, ,, 20 — 50 ,,	E
,, ,, 51 — 100 ,,	F
,, ,, 101 persons & above	G
Number of persons not stated	O

Column 8 — Kind of power or fuel used

Electricity	I
Liquid fuel	II
Coal, wood and bagasse	III
Others	IV
Factories not using power	N
Power or fuel not stated	O

15. The tabulation was done in two parts. In the first part the industries for each commune or town were classified by code numbers and the kind of power or fuel used and entered in the working sheet. In another sheet each industry already classified by kind of fuel or power was further classified based on the size of employment. A village-wise list of industries was also prepared for the rural sector. For towns a similar list was prepared for each block. As the sorters had already been trained in coding in connection with the tabulation of individual slips, they found the preparation of Table E—III comparatively easier.

Tables E-II, E-IV and E-V

16. These three tables were prepared on a 20% sample. The unit for sampling was the commune in rural sector and the town for urban sector. The first sample household was selected at random. Thereafter every fifth household was continuously marked with a bold tick in coloured pencil at the right hand corner of Column 11. The random start varied from one Commune to another.

Table E-II

17. The following abbreviations were used for types of households:

Dwellings	...	D
Shop-cum-dwellings	...	S
Workshop-cum-dwellings		W
Others	...	O

The following abbreviations were used for tenure status:

Owned	...	O
Rented	...	R

These abbreviations were used for eight combinations. The combined code was written in sample household at the right hand corner of column 14 of the houselist. The number of households under each tenure status was counted for each page and recorded in the totalling list. The consolidation of figures for the Communes and Area was made from the totalling sheets.

Table E-IV

18. For preparing these tables the following codes were used:

Material of wall		*Code No.*
Grass, leaves, reeds or bamboo	...	1
Timber	...	2
Mud	...	3
Unburnt bricks	...	4
Burnt bricks	...	5
C. I. sheets or other metal sheets		6
Stone	...	7
Cement concrete	...	8
All other materials	...	9

Material of roof	*Code*
Grass, leaves, reeds, thatch, wood or bamboo	A
Tiles, slate, shingle	B
Corrugated iron, zinc and other metal sheets	C
Asbestos cement sheets	D
Brick and lime	E
Concrete and stone slabs	F
All other materials	G

The method of abstraction was the same as in the case of Table E—II.

Table E—V

19. For preparing Table E—V no coding was done. Separate working sheets were prepared for the following 7 categories of households:

Households with no regular room
,, ,, one room
,, ,, two rooms
,, ,, three rooms
,, ,, four rooms
,, ,, five rooms and above
,, ,, rooms not stated.

Totalling sheets were prepared for each Commune and data consolidated. In addition to the above tables, the following subsidiary tables were also prepared:

Table E-I-1	Distribution of 1,000 Census houses by vacant and different types of occupied Census houses
Table E-I-2	Proportion of 1,000 houses in the ***rural/urban areas*** to 1,000 houses in the Area/Commune (District / Taluk) which are vacant, used as dwellings, shop-cum-dwellings and as workshop-cum-dwellings.
Table E-II-1	Distribution of 1,000 Census households by types of Census houses in ***rural areas*** (Dwellings, shop-cum-dwellings, workshop-cum-dwellings and dwellings with other uses).
Table E-II-2	Distribution of 1,000 Census households by types of Census houses and tenure status in ***urban areas.***
Table E-III-1	Proportion of workshops and factories according to Divisions, Major Groups and selected Minor Groups to 1,000 workshops and factories.

Table E-III-2	Distribution of 1,000 workshops and factories in each kind of fuel used by size of employment.
Table E-III-3	Distribution of 1,000 workshops and factories in each Division, Major Group and selected Minor Groups by kind of fuel or power used or no power.
Table E-IV-1	Distribution of 1,000 Census houses used wholly or partly as dwellings by wall material.
Table E-IV-2	Distribution of 1,000 Census houses used wholly or partly as dwellings by roof material.
Table E-V-1	Distribution of 1,000 Census households according to the number of rooms occupied.
Table E-V-2	Number of persons, males and females per room and persons per household in each category of household (in two places of decimal).

The method adopted for working out the figure for each column of these subsidiary tables was based on the instructions of the Registrar General, in his letter No. 9-9-61-RG, dated 8th December, 1961.

20. The enumeration was completed in March 1961. The important records prepared were the Individual Slips, Household Schedules and the Census Population Records. They were received in the Tabulation Office from the Charge Officers. The first step was to scrutinise these documents for internal inconsistencies, errors or omissions. The following arrangement was adopted for this purpose. The pads relating to each village in the Commune were kept separately with identification slips which contained the following particulars:

1. Name of Area
2. Name of Commune
3. Name of village or town
4. Location code of the village
5. Number of slips

The number of villages in each Commune is given in the following statement:

Area/Commune	*No. of villages*
I. PONDICHERRY AREA	
1. Pondicherry Commune	20
2. Ariankuppam ,,	20
3. Mudaliarpet ,,	20
4. Ozhukarai ,,	49
5. Mannadipet ,,	40
6. Villianur ,,	49
7. Bahur ,,	42
8. Nettapakkam ,,	27
Total	**267**
II. KARIKAL AREA	
1. Karikal Commune	8
2. Tirunallar ,,	38
3. Neravy ,,	13
4. Nedungadu ,,	33
5. Kottucherry ,,	16
6. Grand Aldee ,,	10
Total	**118**
III. MAHE AREA	
Mahe Commune	3
Grand total	**388**

The enumeration blocks of the five towns were as follows:

1. Pondicherry town	...	67 blocks
2. Muthialpet ,,	...	16 ,,
3. Karikal ,,	...	26 ,,
4. Mahe ,,	...	7 ,,
5. Yanam ,,	...	10 ,,
Total		**126** ,,

21. Each sorter was given the slips and schedules relating to one Commune or Town. He was expected to check 3,000 slips and their relative household schedules each day. The 3,69,079 slips were distributed among 8 sorters. It would be possible to complete the work in 15 days. A team of 4 Sorters and 3 Compiler-checkers was formed into a special team, which under the supervision of a Supervisor and Statistical Assistant test-checked the work of the Sorters. The slips relating to Pondicherry State were subjected to scrutiny before sorting was begun. It took 20 days to

complete the work. Omissions were dealt with in accordance with the instructions given by the Registrar General, India which are reproduced as Appendix A.

22. The next stage was coding. 4 Sorters, one Compiler-checker and one Supervisor constituted a team. Actually there were 88,997 urban slips. Coding of these slips was done before sorting. After coding was completed, the pads were broken into slips for sorting. Of the 88,997 slips, 7,032 belonging to Yanam urban were coded in May 1961 in connection with the preparation of three tickets for the Trivandrum Conference referred to earlier. Details of coding of remaining slips are as follows:

No. of slips coded ...	81,965
No. of sorters engaged ...	6
No. of slips allotted to each sorter	13,675
Norm per day ...	500
Tolal number of days taken to complete the work for one sorter	27.32

23. The sorters were divided into two groups — one to code industry and the other to code occupations. Violet colour was used for occupation and green for industry. The slips were first coded for occupation. When a book was completed, it was passed on to the coder who gave the code for industry. Later the book was checked by the Compiler-checker and then the Supervisor, who checked up the accuracy in coding. Any problem relating to the assignment of the industrial or occupational code was brought to the notice of the Statistical Assistant and the matter was settled in consultation with the Assistant Superintendent of Census Operations. For coding occupation and industry, the "National Classification of Occupations" and the "Standard Industrial Classification" were used. An alphabetical list of occupations with their respective codes had been circulated by the Registrar General, which proved quite useful in finding out the correct code. Though the norm was fixed as 500 slips per day per Sorter, it was found in actual practice that this norm could not be achieved. The ability of coding varied from individual to individual. Again a lot of discussion was involved in assigning correct code in each case.

24. The pilot sorting had been done in April-May, 1961, for one rural area and one urban area. 17,518 slips of Nettapakkam and 7,032 slips of Yanam were sorted. 12 Sorters, 3 Compiler-checkers and 1 Supervisor were engaged in this work. Two Sorters attended to the slips of Yanam and 10 to the slips of Nettapakkam. Tickets 1, 2 and 3 were prepared for Nettapakkam and tickets 1 to 4 for Yanam. The first two tickets were simpler than the third in which the Industrial category for each slip had to be assigned. The slips were coded before the pads were broken. One Sorter coded occupation and the other, industry. One Sorter test-checked the work of the other, as only two knew Telugu. The Compiler-checker and Supervisor after test-checking their work by asking the Sorters to read out what was written against Questions 10 and 11, found out whether the code assigned was correct. The sorting began in the second week of April and was completed in the second week of May. This trial sorting helped the Tabulation staff in assessing the quantum of work which could be done in future.

25. Actually each sorter could handle and prepare three tickets in 20 working days. The first stage was sorting and preparation of tickets 1 to 3 for rural areas and 1 to 4 for urban areas. After this the Primary Census Abstract was prepared giving the following particulars:

1. Name of village and location code in the case of rural areas and the name of town and number of enumeration blocks in the case of urban areas.
2. Area.
3. Population with sex-break-up.
4. Scheduled Caste and Scheduled Tribes population.
5. Houseless population.
6. Institutional population.
7. Literate and educated persons.
8. Total No. of workers and their break-up under the nine industrial categories which were:
   - A — I Cultivator
   - A — II Agricultural Labourer
   - A — III In Mining, Quarrying, etc.
   - A — IV At Household Industry
   - A — V Manufacturing other than Household Industry
   - A — VI Construction
   - A — VII Trade and Commerce
   - A — VIII Transport, Storage and Communications
   - A — IX Other Services
9. Non-workers

26. The second stage was sorting for the other 26 tickets and compilation of figures of the various tables.

27. 12 Sorters were formed into 3 teams of 4 each and slips were distributed among them. Each group had a Compiler-checker and a Supervisor. The distribution of slips was done as given in the tabular statement in this page. Each group was given the responsibility of preparing 3 tickets for rural and 4 tickets for urban areas. The work load was found rather heavy. When the Deputy Registrar General, India, visited the Tabulation Office in August 1961, this aspect was placed before him and the staff strength was increased. A Tabulation Officer was also appointed by promoting the Statistical Assistant with effect from 1-10-1961. The work was re-distributed as stated in para 28.

Group No.	No. of Sorters	Name of Commune / Town	R/U	No. of slips
I Group	3 French Sorters and 1 non-French Sorter	Pondicherry Town	U	40,421
		Muthialpet ,,	U	11,341
		Karikal ,,	U	22,252
		Pondicherry Commune	R	21,625
		Ariankuppam ,,	R	20,226
		Ozhukarai ,,	R	39,217
		Nettapakkam ,,	R	17,518
			Total	**172,600**
II Group	4 Sorters (All non-French)	Mudaliarpet Commune	R	27,560
		Mannadipet ,,	R	25,963
		Villianur ,,	R	30,800
		Bahour ,,	R	23,890
		Karikal ,,	R	7,057
		Tirunallar ,,	R	17,635
		Neravy ,,	R	9,754
		Nedungadu ,,	R	8,184
		Kottuchery ,,	R	9,228
		Grand Aldee ,,	R	9,891
			Total	**169,962**
III Group	2 Telugu Sorters and 2 Malayalam Sorters	Yanam	U	7,032
		Mahe	R & U	19,485
			Total	**26,517**
			Grand Total	**369,079**

28. Each sorter was given 5,000 slips at a time for the preparation of ticket 1. After completing the sorting for one unit-block in the case of urban area and the village in the case of rural area, — the Sorter handed over the slips to the Compiler-checker who counted, checked and signed the ticket. He then passed it on to the Supervisor for scrutiny. The Supervisor then test-checked the bundle and rectified the mistakes, if any. At the end of the day the Sorters would prepare a report of the sorting done by them. The Compiler-checker would check up the entries and sign the report and get it attested by the Supervisor. This report would be submitted to the Assistant Superintendent through the Statistical Assistant and Tabulation Officer.

Sorter's Ticket 1.

29. The purpose of this ticket was to find out the number of houseless and institutional population and the number of Scheduled Castes and Scheduled Tribes. The number of houseless persons was ascertained by looking at the slips in which no housenumber was given. As sometimes the enumerator might fail to give the house number in the slips, the household schedule was also consulted for counting the houseless persons.

The next stage was to count the institutional population. This was done with the help of the household schedules. For the first time, the Scheduled Caste was enumerated in Pondicherry State. No Scheduled Tribe was found. The Sorters were given a list of Scheduled Castes to guide them.

Sorter's Ticket 2.

30. The bundles were kept village-wise. They were sorted in two categories — educated persons and illiterates. This was done with reference to question 6. If there was no entry against this question, the person was treated as illiterate.

Sorter's Ticket 3.

31. The slips were sorted into 9 Industrial categories of Workers and into Non-workers. Till this point, slips for each village were kept separated. The procedure adopted for urban areas was the same as for rural, except that the unit for sorting was the enumerator's block. Sorter's Ticket 4 was prepared only for urban areas in which workers were further classified by age groups. After completing the sorting of Ticket 3, the Primary Census Abstracts were prepared. The data were given for each village and for each enumerator's block in case of towns. It was found that the normal working hours 8.00 to 12.00 A.M. and 2.30 to 5.00 P.M. were not sufficient to complete the work before the target date fixed by the Registrar General, India. The working hours were therefore increased by one more hour per day from 8.00 a.m. to 12.30 and from 2.00 to 5.00 P.M. This gave satisfactory results and the Primary Census Abstract was sent to the Registrar General, on the due date.

Sorter's Ticket 4.

32. After completion of Sorter's Ticket 3, the slips of each enumerator's block kept by categories of workers, and non-workers, by sex and illiterates and literates were sorted for 4 broad age-groups — 0-14, 15-34, 35-59, 60+ and "Age-not stated". This ticket was prepared only for urban areas.

33. The slips were divided into the following categories. by the time tickets 1 to 4 were completed :

1. Village-wise/Enumeration blockwise with sex break-up
2. Literates and illiterates separately
3. Workers by nine industrial categories
4. Non-workers
5. Broad age groups —0-14, 15-34, 35-59, 60 + and "Age not stated".

The number of slips in each of the 10 categories and with sex break-up were worked out from the Industrial category. The slips were then re-distributed among the sorters, each sorter getting an optimum of 17,000 slips belonging to one sex. They sorted the slips and prepared the remaining tickets 5 to 29.

34. Of the 26 Sorters, 6 Compiler-checkers and 3 Supervisors, 3 teams each consisting of 8 sorters, 2 Compiler-checkers and 1 Supervisor were formed. One Sorter was allotted to the Research Assistant to assist him in the Socio-Economic Survey and the other helped the Tabulation Officer and the Statistical Assistant in attending to the regular correspondence and office routine.

Sorter's Ticket 5 (a)

35. This was intended for urban areas. Age groups were further sub-divided into the following age groups: 0-4. 5-9, 10-14, 15-19, 20-24, 25-29, 30-34, 35-44, 45-59, 60 and over and "Age not stated". Literate persons were classified according to educational standards:

Literates without educational standard
Primary or Junior Basic
Matriculation or Higher Secondary
Technical diploma not equal to degree
Non-technical diploma not equal to degree
University degree or post-graduate degree other than technical degree
Technical degree or diploma equal to degree — or post-graduate degree — sub-classified as follows:

Engineering
Medicine
Agriculture
Veterinary and Dairying
Technology
Teaching
Others

This was the standard applicable to literates in English. For the tabulation of French educational levels, the following procedure was adopted:

Certificat de Français } Primary or
Certificat Tamoul } Junior Basic
Brevet Elementaire — Matriculation or Higher Secondary
Baccalaureat —University degree other than post graduate degree.

Sorter's Ticket 5 (b)

36. This was intended for rural areas. The same age groups were adopted. But literates were broadly classified as follows:

Literates without educational standard
Primary or Junior Basic
Matriculation and above

Sorter's Ticket 6

37. This was meant for literates and educated persons of industrial categories III to IX. Each age group and educational standard was classified according to the occupations on the basis of code numbers written on the slips. Code numbers were based on the National Classification of Occupations for each industrial category. The slips were sorted for divisions 0-9 of National Classification of Occupations.

Sorter's Tickets 7 and 8

38. These two tickets were grouped together. Ticket 7 was prepared for urban and rural areas. All categories of workers and non-workers were grouped into 5 year age groups of 0-5 etc., and 70+and also "Age not stated" and were classified according to their marital status. The marital status adopted was five:

Never married
Married
Widowed
Divorced or separated
Unspecified

Slips in which no entry was made against Question No. 3, the marital status was decided as follows: In the case of males under 21 years of age and females under 16 years of age — never married. All other slips were treated as married.

Sorter's Ticket 8

39. This was prepared for both rural and urban areas. In this ticket, the number of persons under each age group formed for Sorter's Ticket 7, were sorted for single year ages. The sorting was done with reference to the actual age recorded under Question No. 2.

Sorter's Ticket 9

40. This was prepared for both urban and rural areas. It relates to the categories III, V, VI, VII, VIII and IX. It was prepared for each minor group of industry based on the Indian Standard Industrial Classification code. The slips were first sorted for each major group of Industry indicating the number of persons under that group who were employees, single workers and family workers with reference to answers recorded in Question No. 11 (c) in the Individual slips. After this, each major group bundle was sorted for industrial minor groups.

Sorter's Ticket 10

41. This was prepared exclusively for slips of Household Industry as in the case of Sorter's Ticket 9. The slips were sorted for Major and Minor Groups of industrial code and further by employment status namely, employee and others. Sorter's Ticket 10 corresponded to Sorter's Ticket 9.

Sorter's Ticket 11

42. This was prepared for slips in which entries for cultivator and agricultural labourer had been recorded against Questions 8 and 9 as principal work in the individual slips. First the slips which had been grouped in the category were taken and sorted with reference to the subsidiary work indicated by a tick mark against the relative question. But this sorting for subsidiary work was restricted to entries against Agricultural Labour and Household Industry only in the case of persons who stated that their principal work was Cultivation and Cultivator and Household Industry in the case of persons whose main work was Agricultural Labour.

Sorter's Ticket 12

43. Slips relating to Household Industry were sorted by Major Groups for posting in this ticket with reference to the secondary work recorded as Cultivation or Agricultural Labour.

Sorter's Ticket 13

44. This ticket was prepared for slips relating to workers excluding cultivators, agricultural labourers and workers in Household Industry for secondary work in Household Industry by Major Groups of Household Industry.

Sorter's Ticket 14

45. This ticket was prepared for all the 7 categories of workers i. e. workers excluding I and II. The slips were first sorted according to occupational classifications with reference to the first digit of the 3 digit occupational code already recorded in each slip. These Divisions were taken one after another and sorted for groups and then for the 3 digit code (families).

Sorter's Ticket 15

46. This ticket was prepared for non-workers. The slips were sorted according to the various activities in which the non-workers were engaged, namely 8 categories each with separate abbreviations. These categories were sorted by broad age-groups — 0-14, 15-34, 35-59 and 60 and over and 'Age not stated'.

Sorter's Ticket 16 (a)

47. This ticket was prepared for urban slips. The slips relating to non-workers in the categories unemployed i.e. persons employed before, but now out of employment and seeking employment and never employed, that is, persons not employed before and seeking employment for the first time. The slips were sorted by literacy, educational standards and age groups. The educational standards adopted were similar to those prescribed in Sorter's Ticket 5(a). The age groups were 15-19, 20-24, 25-29, 30-34, 35 and above and 'Age not stated', in the case of never employed persons, and 15-19, 20-24, 25-34, 35-44, 45-59 and 60 and over and 'Age not stated' for those in the unemployed category.

Sorter's Ticket 16 (b)

48. For rural areas, the slips of both never employed persons and unemployed persons of age 15+ were sorted for the following educational levels — Illiterate, Literate (without educational standard), Primary or Junior Basic and Matriculation and above and figures entered in Sorter's Ticket 16 (b).

Sorter's Ticket 17

49. This deals with mother tongue and the subsidiary languages known to each individual. The slips were sorted with reference to Q. 7 (a).

Sorter's Ticket 18

50. Data relating to migrants were collected in this ticket. Slips were sorted with reference to the answers in questions 4(a) and 4(b) of the individual slips. The slips were sorted into the following categories:

PL — Persons born in the place of enumeration

D — Persons born within the district of enumeration

Born in other districts of the State

Born in other States

Born in other countries and

Unclassified

Sorter's Ticket 19

51. This was prepared for migrants with a further classification according to the duration of residence in the place of enumeration. All categories except PL were taken for this sorting. The slips relating to each birth place were sorted with reference to the entry against question 4(c) of the enumeration slip. The duration of residence was classified into the following divisions:

Less than a year
Between one and two years
,, three and five years
,, six and ten years
,, eleven and fifteen years
,, sixteen and over
Period not stated.

The classification into rural, urban and unclassifiable in each place of birth effected in Sorter's Ticket 18 was maintained for this ticket also.

Sorter's Ticket 20

52. This did not apply to Pondicherry State as it had no city with a population of more than one lakh.

Sorter's Ticket 21

53. The slips were then sorted for the nationality of the persons and figures were entered in this ticket.

Sorter's Ticket 22

54. The classification of population in each industrial category of worker and non-worker according to the religion they professed was next taken up in this ticket.

Sorter's Tickets 22 to 29

55. These tickets relate to Scheduled Castes and Scheduled Tribes. As no Scheduled Tribe was enumerated in this State, no sorting was done for Sorter's Tickets 28 and 29. Only particulars relating to Scheduled Castes were entered in tickets 22 to 27. After the completion of Sorter's Ticket 22, the bundles of slips were available for each Scheduled Caste. The slips of Scheduled Castes belonging to each group were next sorted for every caste for religions and entered in Sorter's Ticket 23.

Sorter's Ticket 24

56. Next came the preparation of Sorter's Ticket 24. The slips relating to each Scheduled Caste were sorted by broad age groups 0-14, 15-44, 45 and over and 'Age not stated'. The slips were then sorted according to the marital status of the persons as follows:

Never married
Married
Widowed
Divorced or separated
Unspecified status

57. Sorting of slips was done for recording educational standards of persons relating to Scheduled Castes for urban areas in Sorter's Ticket 25 (a). In Sorter's Ticket 25 (b) the corresponding information for rural slips was consolidated.

Sorter's Ticket 26

58. Information on persons belonging to Scheduled Castes working in Household Industry, in Manufacturing other than Household Industry and in Other Services was collected for occupations — Tanning and currying of hides and skins and scavenging, and entered in Sorter's Ticket 26.

59. In Sorter's Ticket 27, the Scheduled Caste non-workers have been classified in accordance with the educational standards into full time students, persons never employed i. e. persons seeking employment for the first time and persons employed before but now out of employment and seeking employment and others.

60. As soon as the Sorters completed sorting for one ticket and posted the figures, the bundles of slips were given to the Compiler-checker. He counted the slips under each category and entered them in the Sorter's Tickets. He also found out whether the bundles of slips had any mistake and it was brought to the notice of the Supervisor who rectified it. The Supervisors test-checked the work and it was then handed over to the Compiler-checker for posting entries in the Compiler's Posting Statement. The slips were returned to the Sorters for further sorting. The Compiler-checkers completed the checking of slips in respect of one ticket before the end of the next day. Normally posting was done in the first few hours of the morning. The Supervisors checked the entries in the Compiler's Posting Statement prepared during the previous week before the end of the first working day of the following week. It was thus ensured that continuous work was provided

for every person. Persons who were in arrears of work, worked during holidays or stayed late and completed the work.

61. The final stage was the posting of the data available in the Compiler's Posting Statement in the various columns of the table.

The figures were consolidated to give the State figures. The tables were prepared by the Statistical Assistant with the help of the Supervisor. 15 Sorters and 3 Compiler-checkers were retrenched with effect from 1st March, 1962. The list of tables prepared during 1961 Census will be found in the volumes containing General Report and Census tables.

62. The tabulation of Household Schedules was done by the Mechanical Tabulation Officer at New Delhi. The coding was also done by him. The Household Schedules were subjected to a preliminary scrutiny before sampling in accordance with the instructions circulated by the Registrar General, India. Errors, omissions and discrepancies were reconciled. The schedules were then arranged in the ascending order of location codes for each town and village. The random start was made from anyone of the first five Household Schedules and then every fifth schedule was stamped with a rubber stamp. A separate random start was made for each town and village. The following staff were engaged in this work:

Sorters	...	6
Supervisor	...	1
Statistical Assistant		1

The selected schedules were then removed from the book and arranged in the ascending order of their location codes. Bundles were made for each town in the case of urban areas and for each commune in the case of rural areas. Subsidiary tables were prepared for all main tables in accordance with the instructions issued by the Registrar General, India. These instructions have been preserved among the records for future use.

63. The bonus scheme was introduced by the Registrar General as an encouragement to the tabulation staff. The rate was as follows:

> If the performance was 20% to 30% above the normal, the Sorters got a bonus of Rs. 5/— and if above 30%, a bonus of Rs. 10/—.
>
> In the case of Compiler-checkers, if the performance of his team was above 30% he got Rs. 15/— and if between 20% to 30%, Rs. 10/—.

No bonus was paid to any of the officials working in the Tabulation branch of the Pondicherry Office. The quality or speed of sorting was not affected by non-payment of bonus because it was possible to have personal supervision over the small number of staff employed in tabulation work.

APPENDIX A

Instructions for Treatment of Omissions in the Enumeration Slip

Question 1 (b) : Relationship to Head

Where there is no entry, the person should be considered as 'Unrelated'.

Question 2: Age last birthday

Omission of age should be left alone and should be treated as "Age not stated" for purpose of tabulation.

Question 3: Marital Status

If there is no entry, males under 21 and females under 16 should be treated as 'Unmarried' and all others as 'Married'.

Question 4 (a): Birthplace

Where there is no entry, 'PL' (*i. e.* born in village or town in which enumerated) should be entered.

Question 4 (b) Born R/U

Where 'PL' is written in answer to Q. 4 (a) treat birthplace as 'R' or 'U' if the slip relates to 'R' or 'U'.

In all other cases treat birthplace as 'Unclassifiable'.

Question 4 (c): Duration of residence, if born elsewhere

Where there is no entry 'X' should be entered.

Question 5 (a): Nationality

Where there is no entry, the nationality of the other members of the same household should be entered.

Question 5 (b): Religion

Where there is no entry, the religion of the other members of the same household should be entered,

Question 5 (c): SC/ST

Where there is no entry, the omission should be filled in with reference to the answers recorded for other members of the same household.

Question 6: Literacy & Education

Where there is no entry, the person should be treated as 'illiterate' unless the answer to any of the Q. 11 and 12 clearly establishes that he is a literate.

Question 7 (a): Mother-tongue

Where there is no entry, the language of the district should be entered, unless the entries relating to other members of the same household provide a different indication specifically.

Question 7 (b): Any other language(s)

Where there is no entry, the person should be treated as knowing no subsidiary language.

Questions 8—12: If all the Q. 8 to 12 are blank, the person should be treated as 'Dependent' (D).

Question 13: Sex

Where there is no entry, the sex of the persons should be determined from the name or the relationship in Q. 1.

APPENDIX B

Number of Copies of Various Census Publications to be Printed

	Name of Publication	No. of copies
1.	Part I General Report on Census	500
2.	Part II A — General Population Tables Part II B — Economic Tables Part II C — Cultural and Migration Tables	In one vol. 500
3.	Part III A — Household Economic Tables Part III B — Housing and Establishment Tables Part III C — Scheduled Caste Tables	In one vol. 500
4.	Part IV Village Survey Monographs (Five numbers in five volumes)	500
5.	Part V Crafts and Artisans of Pondicherry State	500
6.	Part VI Fairs and Festivals	500
7.	Part VII Administration Report (For official use only)	200
8.	Part VIII District Census Handbooks	200

APPENDIX C

List of Important Files Preserved till the Next Census — General Files

CO. 1E/59	— Appointment of staff in the Office of the Superintendent of Census Operations, Pondicherry.
CO. 1/59	— Arrangements in Pondicherry — Appointment of S. C. O.
CO. 2/59 Cols. I & II	— Supply of Stationery.
CO. 2-1/59	— Allocation of paper for printing of reports and tables of 1961 Census.
CO. 4/59	— Monthly expenditure statements under Census Grant for 1960-61.
CO. 7/59	— Government Press — Requisition for supply of forms.
CO. 8/59	— Requirement of forms in Regional Languages.
CO. 10/59	— Delegation of Financial powers to lower authorities by Ministries.
CO. 11/59	— Circulars regarding Establishment, Staff, T. A., D. A. Etc.
CO. 12/59	— Sanction of Permanent Advance for the Office of the S. C. O. Pondicherry State.
CO. 13/59	— Accounts — Settlement of audit objections, etc.
CO. 15-1/59	— Printing of Historical Atlas Volume of India.
CO. 18/59	— Grant of Special pay to Cashiers.
CO. 19/59	— Publicity.
CO. 21/59	— Changes in the villages since the last Census.
CO. 23/59	— Census 1961 — Forms.
CO. 24/59	— Revised Estimates for 1959-60 and Budget Estimates for 1960-61.
CO. 28/59	— Grant of Honoraria to Government Officials.
- do - P. F.	- do -
CO. 1E. 1/60	— Appointment of Shri A. M. Joseph, Manager in the Census Office.
CO. 1E. 2/60	— Appointment of Miss L. Payne as Accountant.
CO. 1E. 6/60	— Pay, D. A. etc. of officials.
CO. 1E. 7-2/60-61	— Appointment of a Statistical Assistant.
CO. 1E. 9/60	— Creation of posts — Clerks and peons to Area Census Officers. Verification of Character and Antecedents.
CO. 1E. 10/60	— Appointment of Census Staff — Employment of Government Servants for enumeration.
CO. 1E. 12/60	— Public Services — Revision of scales of pay and allowances.
CO. 1E. 13/60	— Equation of permanent Ex-French posts to posts on Madras scales of pay.
CO. 1E. 14/60	— Appointment of field staff.
CO. 1E. 15/60	— Appointment of Menials — Payment from contingencies.
CO. 2/60	— Eighth Conference of the Central and State Statisticians.

CO. 4/60	— Supply of typewriter for the Office of the S. C. O. Pondicherry.
CO. 5/60	— Supply of Standard Forms.
CO. 6/60	— Progress Report.
CO. 7/60	— Census 1961 — Publications.
CO 9/60	— Annual Administration Report.
CO. 10/60	— Sample Enumeration on 30-1-61.
CO. 12/60-61	— Reconciliation of Departmental figures with P. A. O. Pondicherry.
CO. 12/60	— Budget Grants for 1960-61.
CO. 13/60 Col. I	— Housenumbering - Methods, Reports etc.
Col. II	— Housenumbering - Houselisting.
CO. 13-1/60	— Purchase of materials for housenumbering.
CO. 13-2/60	— Census Circular No. 4 Training Classes — Lessons on housenumbering and houselisting.
CO. 14/60	— Socio-economic Survey — Surveys in the village Thirunallar and Study Camp at New Delhi.
CO. 15/60	— Office Accommodation — Building at No. 47, Nidarajapayer Street, Pondicherry.
CO. 17/60 - (1)	— Office furniture — Supply of — (Steel Furniture)
CO. 17/60 - (2)	— Office furniture — Supply of — (Wooden Furniture).
CO. 19/60	— Installation of Telephones and Extension.
CO. 22/60	— i) Priority for all Census communications at Post and Telegraphs Office. ii) Special stamp cancellation slogans relating to the Census.
CO. 26/60	— Abbreviated telegraphic address.
CO. 28/60	— Electoral Rolls of Pondicherry, Karikal, Mahe and Yanam.
CO. 31-1/60	— Tabulation — Supply of typewriters, cycles and telephones for Tabulation Office.
CO. 33/60	— Applicability of the Census Act, 1948 to Pondicherry State.
CO. 36/60	— Supply of a Duplicating Machine for the Office of the S. C. O. Pondicherry.
CO. 41/60 & 42/60	— Printing and translation of Census material in French and Tamil.
CO. 44/60	— Census in relation with Election Office.
CO. 47/60	— Travels on tours to places in the adjoining States of Madras, Kerala and Andhra Pradesh — General Sanction — Proposals.
CO. 52/60	— Films on Census Operations — Requirements in Regional Languages.
CO. 57/60	— Publicity materials received from Ministry of Information and Broadcasting.
CO. 57-1/60	— Publicity by cinema slides.
CO. 58/60	— Second Conference of State Census Superintendents.
CO. 63/60	— Number of Charges, Supervisors' Circles and Enumerators' Blocks.

CO. 65/60 — Circular No. 1.
CO. 69/60 — A — Use of Police W. T. Grid by the S. C. Os.
CO. 69/60 — B — Facit Calculating Machine.
CO. 70/60 — Publicity Programmes for All India Radio.
CO. 77/60 — Notional Maps of Enumeration Blocks.
CO. 79/60 Cols. I to III — Payment of honorarium to Enumerators and Supervisors.
CO. 83/60 (1) Cols. I to III Appointment of Tabulation Staff.
CO. 83/60 (2) — Re-employment of pensioners in Census Tabulation Offices.
CO. 83/60 (Part file) — Refusal of appointment in the Office of the S. C. O.
- do - — Appointment of Tabulation Staff.
CO. 85/60 — Information regarding Foreign Exchange released by the Government of India.
CO. Accts. 3/61 — Publicity photographs taken in connection with Census work.
CO. Accts. 6/61 — Budget Estimates and number of audit objections.
CO. Accts. 7/61 — Certificates etc. required by the P. A. O. Pondicherry.
CO. Accts. 8/61 — Budget Estimates and Expenditure during the year 1961-62.
CO. Accts. 10/61 — Schedule of sanction for 1961-62.
CO. Accts. 11/61 — Reconciliation of departmental figures.
CO. 2-2/61 — Local purchase of stationery.
CO. 4/61 — Enumeration Manual.
CO. 5/61 — Calendar of events.
CO. 8/61 — Enumeration — Reference time of sunrise on 1st March, 1961.
CO. 13/61 — Requisition of police jeep.
CO. 16/61 — Manufacture of pigeon holes for Tabulation Office.
CO. 20/61 — Arrangements for the Enumeration of the crew and passengers on the ships and other vessels.
CO. 28/61 — Regional meeting of S. C. Os — Southern region at Trivandrum
CO. 32/61 — Indents placed with D. G. S. & D. and not supplied.
CO. 35/61 — Pamphlet on provisional population figures.
CO. 48/61 — Preparation of Administration Report — Calling of certain particulars.
CO. 50/61 — Third Conference of Census Superintendents at New Delhi.
CO. 51/61 — List of Officers.
CO. 62/61 — Hire of Comptometers for Tabulation Offices.
CO. 79/61 — Purchase of Fire Extinguishers.
CO. 1E. 1/62 — Certificates of officiation in respect of deputationists from the Pondicherry State Government.
CO. 1E. 13/62 — Total number of posts abolished during 1960-61 and 1961-62.
CO. 1E. 14/62 — Pondicherry State — Confirmation of temporary employees.
CO. 4/62 — Small Savings Scheme — Introduction of Pay Roll Savings Scheme in Government Offices.
CO. 11/62 — Installation of a telephone at the residence of the S. C. O.
CO. 6/63 — Information regarding vacancies reserved for S. C. & S. T. and treated as unreserved owing to non-availability of candidates belonging to S. C. & S. T.
CO. Accts. 2/63 — Compulsory Deposit Scheme Act, 1963.

APPENDIX D

List of Important Files relating to Tabulation preserved till next Census

CO. 31-2/60 - A — Preparation of Housing Tables.

CO. 31-2/60 - B — Drawing up list of Household Industries.

CO. 48/60 — List of towns for 1961 Census.

CO. 72/60 — Enumeration of houseless persons in Cities and Towns.

CO. 76/60 — Special enumeration of technically qualified personnel.

CO. 6/61 — Ninth Quinquennial Livestock Census 1961.

CO. 15/61 Cols. I to III Requisition for Census figures from Departments, Agencies, etc.

CO. 46/61 — Mechanical Tabulation of Household Schedules.

CO. Tab. 2/62 — Printing of a volume containing Table AI and Primary Census Abstract.

CO. Tab. 3/62 — Preparation of Inset Tables suggested in the Draft Reporting Programme.

CO. Tab. 5/62 — Data about Scheduled Castes and Scheduled Tribes.

CO. 6/62 — Classification of tenures in the Household Schedule.

CO. 8/62 Cols. I & II — Draft Reporting Programme.

APPENDIX E

List of Books purchased from Census Budget

Sl. No.	Name of book	Number purchased	Cost	From where purchased
			Rs. nP.	
1.	Indian Studies — Past & Present Vol. I No. 1	1	4.00	Indian Studies Past and Present, Calcutta-20
2.	— do — Vol. I No. 2	1	4.00	,,
3.	Indian Paleography — Plates and transliteration tables	1	15.00	,,
4.	District Census Handbook—1951 Tanjore Dt.—Madras State	2	10.00	Government Press, Madras.
5.	— do — North Arcot District	2	10.00	,,
6.	Notes and Queries on Anthropology	1	22.75	The Book Centre, Madras-2.
7.	M. A. XIV of 1930	2	0.88	Government Press, Madras.
8.	M. A. VI of 1932	2	2.00	,,
9.	M. A. XXIX of 1954	2	0.82	,,
10.	Population Plates of Delhi, Jaipur, Bhopal, Nagpur, Calcutta, Bombay, Hyderabad, Madras and Trivandrum.	2 copies each	36.50	National Atlas Organisation, Calcutta-20
11.	Physical Plate — Plate No. 33 — Calcutta	1	6.66	,,
12.	Parliamentary Constituencies Map — Plate No. 24	1	2 50	,,
13.	Thacker's Indian Pay Tables	1	3.75	New Book Depot, New Delhi.
14.	Economic Atlas of Madras State by the National Council of Applied Economic Research	1	35.00	Government of India Central Publications Branch, Delhi.
15.	Oxford English Dictionary	1	12.00	Honesty Book House, Pondicherry.
16.	Cassels French - English Dictionary	1	24.00	,,
17.	Notes on Fundamental Rules and Pension Rules Vol. I	1	6.50	Higginbothams, Madras.
18.	— do — Vol. II	1		,,
19.	Dictionary of Modern English Usage	1	14.40	,,
20.	1951 Census Publications	15	52.22	Government of India Central Publications Branch, Delhi.