

CENSUS OF INDIA 1981

SERIES-20

TAMIL NADU

PART I

ADMINISTRATION REPORT

A.P. MUTHUSWAMI
of the Indian Administrative Service
DIRECTOR OF CENSUS OPERATIONS
TAMIL NADU

CENSUS OF INDIA

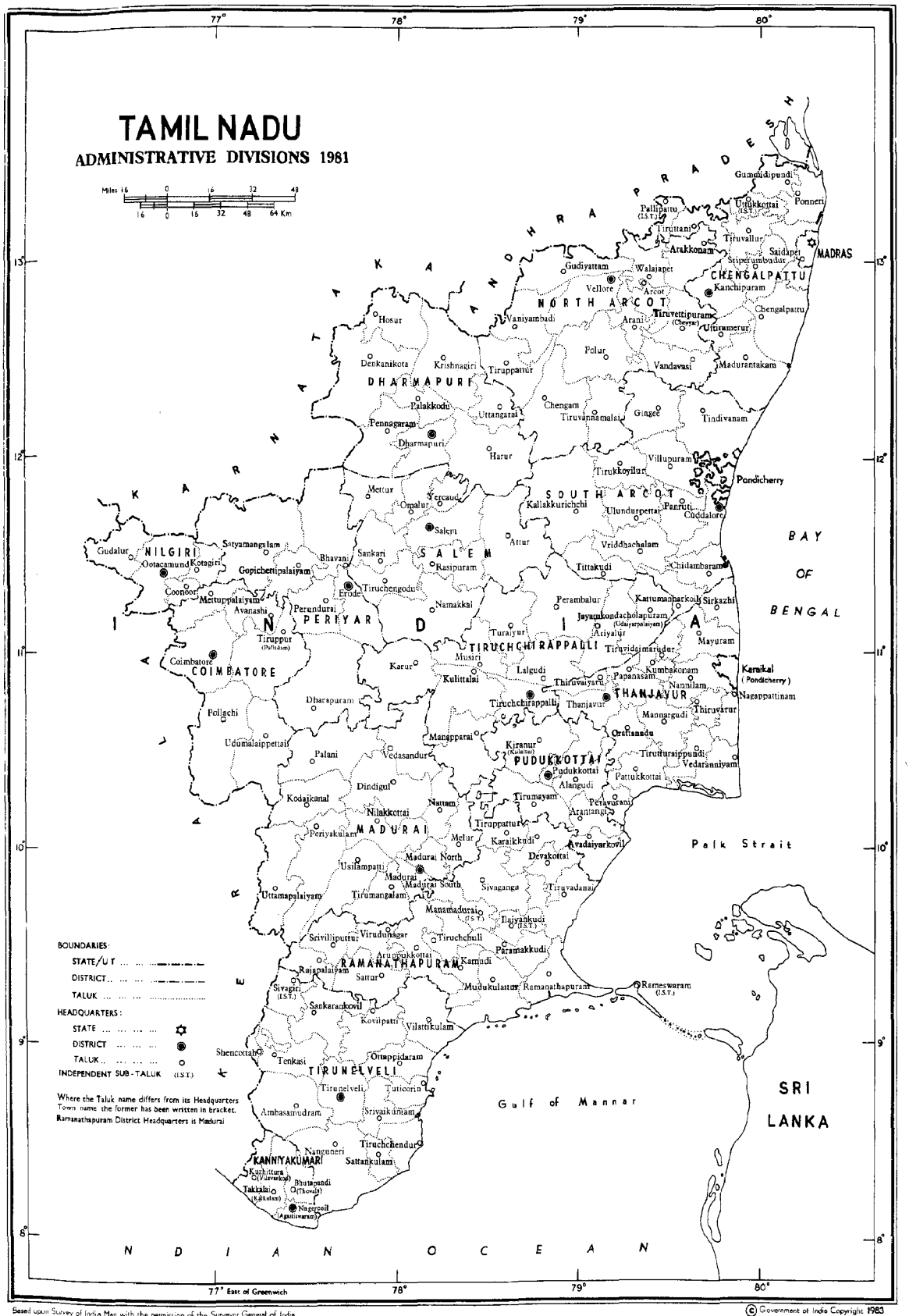
SERIES 20—TAMIL NADU

PUBLICATION PROGRAMME

†Part I	..	Administration Report—Enumeration and Tabulation (for official use only)
*Part II-A	..	General Population Tables
*Part II-B	..	Primary Census Abstract
Part III-A	..	General Economic Tables
Part III-B	..	General Economic Tables
Part IV-A	..	Social and Cultural Tables
Part IV-B	..	Social and Cultural Tables
Part V-A & B	..	Migration Tables
Part VI-A & B	..	Fertility Tables
*Part VII	..	Tables on Houses and Disabled Population
Part VIII-A	..	Household Tables
Part VIII-B	..	Household Tables
Part VIII-C	..	Report on Households
Part IX	..	Special Tables on Scheduled Castes and Scheduled Tribes
Part X-A	..	Town Directory (State Volume)
Part X-B	..	Survey Reports on Selected Towns
Part X-C	..	Survey Reports on Selected Villages
Part XI	..	Ethnographic notes and Special Studies on Scheduled Castes and Scheduled Tribes
Part XII	..	Census Atlas
Part XIII	..	District Census Handbooks Part A : Village and Town Directory Part B : Village and Town-wise Primary Census Abstract

†Present Volume

*Already Printed.



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प्रस्तावना

यह तो सर्वविदित है कि दशवार्षिक जनगणना प्रक्रम में कितना व्यापक और कठिन प्रयत्न करना होता है तथा रिपोर्ट और सारणियाँ प्रकाशित करने के पहले जनगणना अनुसूचियों के बृहद निकाय को क्रमबद्ध करने में कितनी विशाल तकनीकी प्रक्रियाओं को अपनाना पड़ता है। प्रत्येक क्रमागत जनगणनाओं के दौरान इस कार्यकलाप से संबद्ध कर्मचारियों के सामने खुलती जानेवाली ताज़ी जटिल तथा विषम परिस्थितियों और समस्याओं को आत्मसात करने का अनुभव इन कर्मचारियों के लिए अवश्य ही अनन्य-सुलभ है; विशेष रूप से आजादी के बाद की इस अवधि में यह स्थिति और सटीक है। 1981 की जनगणना में भी तमिल नाडु में अनेक नई कठिनाइयाँ सामने आई थीं। जैसे पहले की परंपरा रही है, जनगणना निदेशक ने इस पुस्तक में 1981 की जनगणना के विविध चरणों का विवरण दिया है और बताया है कि जनगणना संगठन में किन किन विशेष समस्याओं का सामना करना पड़ा था तथा इनका समाधान किस प्रकार ढूंढा गया था। भविष्य की जनगणनाओं में काम आनेवाले कुछ सुझाव भी दिए गए हैं। जनगणना के गणनात्मक पक्ष और सारणीयन पक्ष, दोनों से संबंधित विविध परिपत्रों, पत्रों, अनुदेशों, प्रपत्रों आदि से युक्त यह रिपोर्ट अगली दशवार्षिक जनगणना के संगठन के लिए बहुमूल्य सहायक सामग्री सिद्ध होगी—यही हमारा दृढ विश्वास है।

बृहद क्षेत्रकार्यों के सफल निष्पादन में श्री ए०पी० मुत्तुस्वामी, आइ०ए०एस०, जनगणना निदेशक की सर्वप्रमुख भूमिका रही। उन्होंने अपने साढे चार साल (मार्च 1979 से अगस्त 1983) तक के कार्यकाल में प्रारंभिक जनगणना सारांशों के यंत्रेतर संकलन के कार्य के लिए स्थापित नौ क्षेत्रीय सारणीयन कार्यालयों में इस कार्य का मार्गदर्शन किया और साथ ही मद्रास में यांत्रिक आंकड़ा निवेशन और टेबिंग एकक की भी स्थापना की। अगस्त 1983 तक अनुसूचियों के प्रक्रमण का मुख्य अंश समाप्त हुआ और तब उनको तमिल नाडु सरकार का और अधिक महत्वपूर्ण कार्यभार संभालने के लिए जनगणना संगठन छोड़ना पड़ा। संगठन छोड़ने के बाद भी इस कार्य के प्रति उनकी इतनी श्रद्धा रही कि राज्य सरकार के भारी उत्तरदायित्वपूर्ण कार्यों के बीच भी इस रिपोर्ट को अंतिम रूप देने और उसमें अपने अनुभवों और बहुमूल्य सुझावों को समाहित करने की उन्होंने कृपा की। उनके सभी प्रयत्नों के लिए हमारा कृतज्ञतापूर्वक धन्यवाद ज्ञापित करने के लिए मैं इस अवसर का प्रयोग करता हूँ।

हमारे कार्य में विभिन्न सामग्रियों के प्रकाशन सहित प्रत्येक चरण में भारत के भूतपूर्व महापंजीयक तथा जनगणना आयुक्त श्री पी० पद्मनाभ और वर्तमान महापंजीयक श्री वी०एस० वर्मा और भारत के संयुक्त महापंजीयक श्री वी०पी० पांडे ने बहुमूल्य सहायता दी है और मार्गदर्शन किया है। हमारे प्रयत्नों में उन्होंने जो समर्थन और प्रोत्साहन प्रदान किया उसके लिए हम अत्यंत आभारी हैं।

इस पुस्तक के प्रकाशन के लिए आवश्यक सामग्री निदेशक को देने में सर्वश्री एम० पंचापकेशन, उपनिदेशक, ए०वी० वल्लीनाथन और आर० नारायणन, सहायक निदेशक, एस० जे० क्रिस्टोफर और आर० लक्ष्मीनारायणन, अन्वेषक, ए० रामदास और श्रीमती वी० जयलक्ष्मी, सारणीयन अधिकारी, सर्वश्री सी० आरुमुगम, मुख्य सहायक, वी० गोपीनाथन, सहायक, वी० षण्मुगम और वी० काशीनाथन, उच्च श्रेणी लिपिक, श्रीमती वी० शांता, संगणक तथा कुमारी एस० गिरिजा बाई, अवर श्रेणी लिपिक द्वारा की गई सुयोग्य सेवा का उल्लेख मैं यहां करना चाहता हूँ।

इस पुस्तक के प्रकाशन में कोयंबत्तूर के भारत सरकार मुद्रणालय के प्रबंधक श्री ई०आर० रूकर से तथा सहायक प्रबंधकों श्री एस० रंगनाथन और श्री के०ए० शिवसुब्रहमण्यन से प्राप्त सहयोग के लिए मैं आभारी हूँ।

मद्रास
10 जुलाई, 1986

एम० तंगराजू
जनगणना उपनिदेशक,
तमिल नाडु

PREFACE

The scale and magnitude of the tasks involved in the decadal census enumeration as also the elaborate technical procedures involved in the processing of the huge volumes of census schedules before the publication of the reports and tables are perhaps known to many. It is, however, a unique experience to the officials who are closely associated with the organisation and conduct of census to come face to face with fresh, complicated and knotty situations and challenges that are unfolded by every successive census operation, particularly after Independence. Several new difficulties did arise during the 1981 census also in Tamil Nadu. As has been the practice in the past censuses, a detailed description of the different stages of 1981 census along with the peculiar problems faced by the census organisation and how these were tackled along with a few suggestions for future censuses have been incorporated in this volume by the Director of Census Operations, Tamil Nadu. It is our fervent hope that this report which includes the various circulars, letters, instructions, formats, etc. connected with both census enumeration and tabulation would provide a valuable tool for the organisation of the next decennial census.

Shri A.P. Muthuswami, IAS., the Director of Census Operations was instrumental in the successful execution of the mighty field operation. During his tenure which extended nearly to four and a half years (March 1979 to August 1983), he also guided in the manual compilation of the Primary Census Abstracts in nine Regional Tabulation Offices established for the purpose, besides the setting up of a mechanical data entry and taping unit at Madras. A major part of the processing of the census schedules was over by August, 1983 when he had to leave the census organisation for taking up more important assignment with the Government of Tamil Nadu. Even after he left the Census Organisation, and in the midst of his heavy responsibilities in the State Government, he was kind enough to finalise this report incorporating his experiences and valuable suggestions. I wish to record our grateful thanks to him for all his efforts.

Shri P. Padmanabha, Ex-Registrar General and Census Commissioner, India, Shri V.S. Verma, the present Registrar General and Census Commissioner, India, and Shri V.P. Pandey, Joint Registrar General, India have given valuable help and guidance at every stage of our work including the bringing out of the various publications. We are immensely grateful to them for their support and encouragement in our tasks.

I wish to record the able services of Sarva Shri M. Panchapakesan, Deputy Director, A.V. Vallinathan and R. Narayanan, Assistant Directors, L.J. Christopher and R. Lakshminarayanan, Investigators, A. Ramadoss and Smt. B. Jayalakshmi, Tabulation Officers, Sarva Shri C. Arumugam, Head Assistant, V. Gopinathan, Assistant, V. Shanmugam and V. Kasinathan, Upper Division Clerks, Smt. V. Santha, Computor and Kum. S. Girija Bai, Lower Division Clerk in providing relevant materials to the Director in bringing out this volume.

I am grateful for the co-operation received from Shri E.R. Gadkar, Manager, Shri S. Ranganathan and Shri K.A. Sivasubramanian, Assistant Managers of the Government of India Press, Coimbatore in bringing out this volume.

M. THANGARAJU
Deputy Director of Census Operations
TAMIL NADU

MADRAS
10th July, 1986

PART-A

ADMINISTRATION REPORT

ENUMERATION

CHAPTER I

INTRODUCTION

When I was working as Joint Secretary in the Commercial Taxes and Religious Endowments Department of the Tamil Nadu State Government, I got the message that I was being considered for the post of Director of Census Operations, Tamil Nadu and I should be ready to join the new assignment immediately. On hearing the information, my first reaction was, I must admit, philosophical, as these posts are not considered to be glamourous ones.. But in retrospect, I feel that this assignment has done a lot of good things to me by involving myself in an organisation where the minutest details are to be gone into. It also gave me an opportunity to move around with larger circle of colleagues from various States and Union Territories and also from various Ministries at Delhi. It has indeed been a very rich experience to me and provided me with valuable insight to work as a team.

I took charge as the Director of Census Operations on 19th March, 1979 at a quiet office in Poes Gardens.

When I relieved my predecessor Shri K. Chockalingam, IAS., on 19th March, 1979, he was an ex-officio Director of Census Operations in addition to his full time work as Chairman, Tamil Nadu Electricity Board. I was very lucky to get his good advice as long as I needed.

When I took over as Director, the following were the core staff strength that had functioned in the Directorate:

Deputy Director	2
Asst. Director	2
Investigator	3
Tabulation Officer	6
Office Superintendent	1
Senior Stenographer	1
Statistical Assistant	16
Senior Technical Assistant	1
Assistant	1
Artist	1
Accountant	1
Upper Division Clerk	11
Record Keeper	1
Junior Stenographer	3
Librarian	1
Hand Press Machine Operator	1
Computor	33
Lower Division Clerk	17
Asst. Compiler	97
Staff Car Driver	1
Gestetner Operator	1
Draftsman	2
Attender	3
Farash	4
Peon	4
Chowkidar	2
Mali	1

The names of the persons holding the above posts then are given in the Annexe. All the above mentioned staff members are borne on census cadre except one or two who had been deputed from Central and State Government Offices. The office was located at 10, Poes Garden, Madras-86. Besides, the Editing and Coding section, Sample Registration Scheme section and District Census Handbook section were housed in a building, at 25, Chamiers Road, Nandanam, while the records were stored in another building at West Mada Church Road, Royapuram.

The office was engaged with some of the Special Studies like Village and Town Study, Sample Registration Scheme etc., besides 1971 Census work. An account of the work attended to by the Directorate and their position is given in the following paragraph.

Backlog of 1971 Census work

Soon after I assumed charge as Director in March, 1979, I realised that apart from the preliminaries for 1981 Census work, I had to speed up certain items of 1971 Census work also mostly relating to printing. I felt that if these could be speedily cleared, the staff would be able to fully concentrate during the subsequent months on the 1981 Census work. Of course, most of the 1971 publications as programmed had already come out and in the case of the very few publications which were pending, the entrustment of manuscripts to press after finalisation and reading of proofs had to be done. The General Report of Tamil Nadu for 1971 Census had just been finalised and this was handed over to press subsequently. The volumes relating to Economic Tables (two volumes) as also Cultural and Migration Tables were in different stages of printing in the various Government of India Presses. Notes for a few remaining of the maps relating to Atlas volume were finalised after my assumption and the volume was entrusted to Press.

The printing of a special survey report on Chidambaram town, the state-level Town Directory and Part X 'C' of the District Census Handbook of all districts (containing census tables and administrative statistics) also remained to be done. These items of work had to be expedited and efforts were made in this regard. But the printing delays further postponed their release and the cancellation of some of the publications in regard to Part X 'C' of District Census Handbook of 1971 Census had to be resorted to at a subsequent stage as a consequence of inordinate delay and the redundancy of the volumes due to time lag. Some of the volumes relating to Pondicherry Union Territory (which were then looked after by the Tamil Nadu Directorate) were also not printed and these were General Report and Census Atlas. These were also attended to later.

As may be seen from the above, there were not many items of 1971 Census which were pending and I should say these remnants of 1971 Census

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did not pose much of a problem to me. But the delay in the release of some of the publications due to printing delays in the presses could not be helped. It would perhaps be better to ensure in future that the publications of one census are brought out within a definite time span and that they do not telescope into the programme of the subsequent census. I venture to suggest this in the light of the 'utility' of census data by the data users, which will be more when the volumes are brought out without much loss of time. This is particularly so in regard to volumes containing data relating to census.

In regard to Social Studies which is an inter censal project, publications were to be brought out for six towns out of the seven selected for study in Tamil Nadu besides a village, taken up for restudy. In the case of Pondicherry Union Territory also, reports relating to a town and a village restudy were pending. Though the field studies had been completed and tabulation and drafting of reports were in different stages, reports in regard to these could not be brought out.

Time of appointment of Census Director

The right time for the appointment of a Director of Census at State level could continue to be two years before the actual census, as now. Of course, the experience of the pre-test, the data users conferences etc., are missed by the new Director, but I feel the new Director is not handicapped by these. In fact, the second pre-test operations in June 1979, the collection of details pertaining to recognition of new urban units and declassification of some existing towns, recognition of urban agglomerations etc., were all done after my assumption of charge as Director. Since results of pre-tests and conferences were always available and the progress in regard to these small preliminaries of census could easily be reviewed, no difficulty was experienced by me on assumption of charge in 1979.



Registrar General, India Shri P. Padmanabha and the Director of Census Operations, Tamil Nadu Shri A.P. Muthuswamy with Honourable Home Minister Shri Zail Singh during a Conference on Census

CHAPTER II

PREPARATORY STEPS

With the increase in population, the task of organising every successive decennial census enumeration in our country poses new problems and challenges. As Census is one of the largest administrative exercises in the country, it calls for meticulous planning and initiation of a number of preliminary measures well ahead of the actual census operations. Generally, the preliminaries for Census start a few years ahead, say 2-3 years, and the work gains momentum gradually as the enumeration period draws nearer and nearer. During the 1981 Census, the preparatory steps can be said to have started as early as 1978 and the services of the nucleus staff available at the Directorate were utilised for this purpose.

During January, 1978, a circular letter was issued by the Registrar General and Census Commissioner of India (Lr. No. 1/24/77-RG (P) dated 11th January, 1978) and in accordance with the instructions contained therein, complete details of all jurisdictional changes in Tamil Nadu since the last 1971 Census were compiled. The State Government generally send us copies of all their orders and notifications relating to creation of new districts/taluks/municipalities or changes in them as and when they are issued by the Revenue/Local Administration Departments. These were listed and got confirmed. Besides, complete and up-to-date lists of villages for each taluk were obtained and scrutinised to ensure that there were no omissions. Municipal and taluk maps as also maps of Census towns showing the latest boundaries were also obtained. The circular letter and other letters issued by this Directorate on the preparatory measures are given as annexes at the end.

First Data Users' Conference

It is customary to consult various research institutions, scholars and government departments before finalising the various schedules to be canvassed in the Census enumeration. In accordance with this practice, the Registrar General and Census Commissioner, India convened the First Data Users' Conference at New Delhi during 13th to 15th of January 1978 for evolving the Census questionnaires, concepts and procedures for the 1981 Census. Several important suggestions made by the data users were taken into consideration while devising the basic documents like the individual slip, the houselist and the establishment schedule with the connected forms, such as the population record, etc. Thereafter, a series of meetings were held by the Registrar General, India with the experts belonging to the different government departments, other institutions engaged in research and planning and universities and other academic bodies. The economic questions to be included in the census individual slip was the subject of detailed discussion.

The Technical Advisory Committee on statistics of employment and unemployment considered the question in detail and recommended as under:

"The main issue raised was whether the 1981 Census should follow the dual reference period (as in the 1971 and 1961 Censuses) for enumerating workers in seasonal/regular types of economic activities or a uniform reference period of say one year would be more appropriate. After discussion the consensus was in favour of retaining the 1971 Census concepts of economic activity during the 1981 Census also with a view to ensuring comparability of data over two censuses for a study of change in the labour force characteristics during the decade". The committee further recommended that proper care should be exercised during 1981 census operations to avoid non-sampling errors of the 1971 Census, particularly in regard to entries on secondary work.

In the light of the discussions at the First Data Users' Conference and taking into consideration the views expressed by the Planning Commission in the chapter on employment in the Sixth Five Year Plan it was considered desirable to evolve a set of questions which would permit comparison of 1981 results with that of 1971 Census besides netting all marginal workers, so as to compare the results broadly with those of 1961 Census. Keeping also the recommendations of international forums like the ESCAP and UN in view, an attempt was made to devise suitable questions so as to permit tabulations which would enable comparison of 1971 and 1961 results independently with those arrived in 1981. It was decided during the deliberations, to conduct field trials of the accepted schedules in two distinct stages. In the first stage, the universal individual slip and more particularly the economic questions was to be tested. In the second stage, both the universal and sample slips were to be canvassed in the pretest.

The Pilot Survey

A pilot study to test the universal slip was conducted in selected blocks (both in rural and urban areas) in Andhra Pradesh, Gujarat, Haryana, Jammu and Kashmir, Karnataka, Kerala, Rajasthan, Uttar Pradesh and West Bengal. In each State, two districts were selected at random and 10 villages and 10 urban blocks in each district were again selected at random and the slips were canvassed in these areas. The pilot survey was conducted from 12th to 18th June 1978 with the sunrise of 19th June 1978 as the reference date, followed by a quick revisional round. The schedule canvassed during the pilot survey is given in the annexe.

First Pre-Test

The first pre-test was conducted in Tamil Nadu in September-October 1978 in 20 rural blocks and 10 urban blocks. The pre-test comprised the preparation of notional maps, house numbering, houselisting, canvassing of household establishment schedule,

canvassing of the individual slip and the sample individual slip and filling up of the population record form. In addition, at the instance of the Council of Scientific and Industrial Research, a 'Degree Holder and Technical Personnel' Schedule was also distributed among eligible individuals of the households enumerated. The blocks were selected in the districts of Chengalpattu and Madurai. Since one of the intentions was to test questions on migration and fertility some of the blocks were purposely selected to ensure that required representative data could be gathered. Generally blocks of manageable size and having adequate communication facilities were picked up. Both the field survey and supervision for this pre-test were done by the officials of the Census Directorate. The schedules canvassed in the first pre-test are presented in the annexe. The results of the pilot survey and the first pre-test were analysed with a view to make further modifications in the schedules. The important conclusions with regard to economic questions are listed below:

(i) The ordering of the questions as done in these tests could not more workers, especially the marginal workers.

(ii) A uniform reference period of one year as regards economic questions for all sectors of the economy may not effect the final results and it was expected to yield better response. Besides, the uniform reference period of one year was found to simplify the concept and consequently improve the understanding of both enumerators and respondents.

(iii) The question on seeking work was found feasible in census and this may yield valuable data on unemployment at local levels.

(iv) Questions on worker status on the basis of one-week reference period may be dropped as the response to these questions will refer to a short period only and it is also subject to seasonal fluctuations.

Second Data Users' Conference

A three-day conference of data users representing the various ministries and departments of Government of India, Planning Commission, State Governments, Research Institutions, etc. was held during 21-23 December 1978 in New Delhi. Apart from discussing the results of the pilot survey and the first pre-test, this conference dealt with certain other matters relating to 1981 census including tabulation and publication programmes. The various questions included in the schedules were discussed individually. Taking into consideration the views expressed at this conference, certain modifications were made. The whole series of economic questions was also gone into by a sub-committee representing the Central Statistical Organisation, Planning Commission and a few other economic bodies. The modified schedules and instructions were then used in the second pre-test of census schedules.

Second Pre-Test

The Second pre-test was conducted in five rural and five urban blocks selected from five districts in Tamil Nadu during June 1979. The details of towns and villages from which a block each was selected are given below:

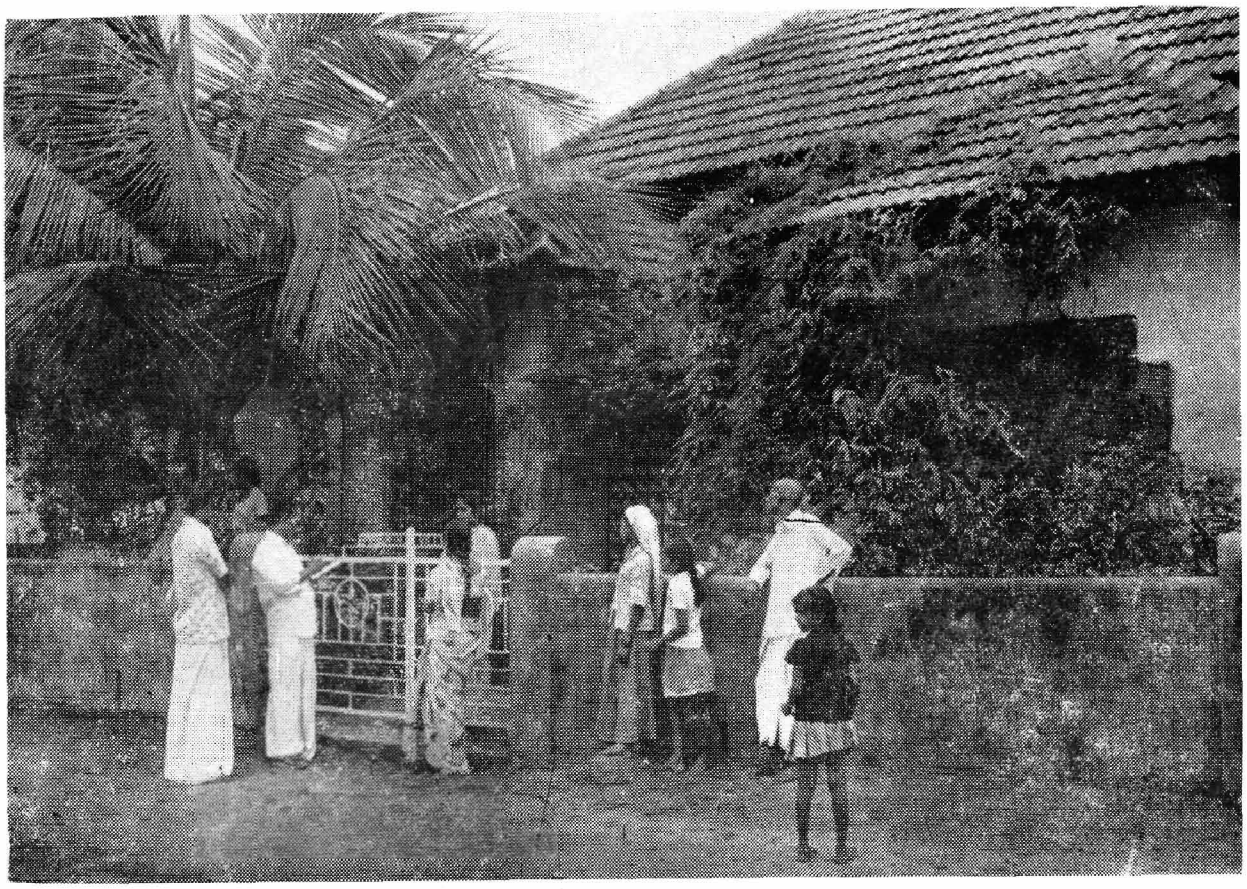
District	Town	Village
1. North Arcot	Vellore	Venkatapuram
2. Dharmapuri	Dharmapuri	Devasamudram
3. Coimbatore	Coimbatore	Navakkadu
4. Tiruchchirappalli	Srirangam	Sholinganallur
5. Tirunelveli	Tiruchchendur	Malinarkulam

The houselist, household schedule and the individual slip were canvassed during this pre-test. The prepartion of notional maps and houselisting took place for four days (4-6-79 to 7-6-79). The enumeration was done for eight days (8-6-79 to 15-6-79). The houselisting and enumeration work were attended to by the teachers. The staff of the Census Directorate supervised the field operations.

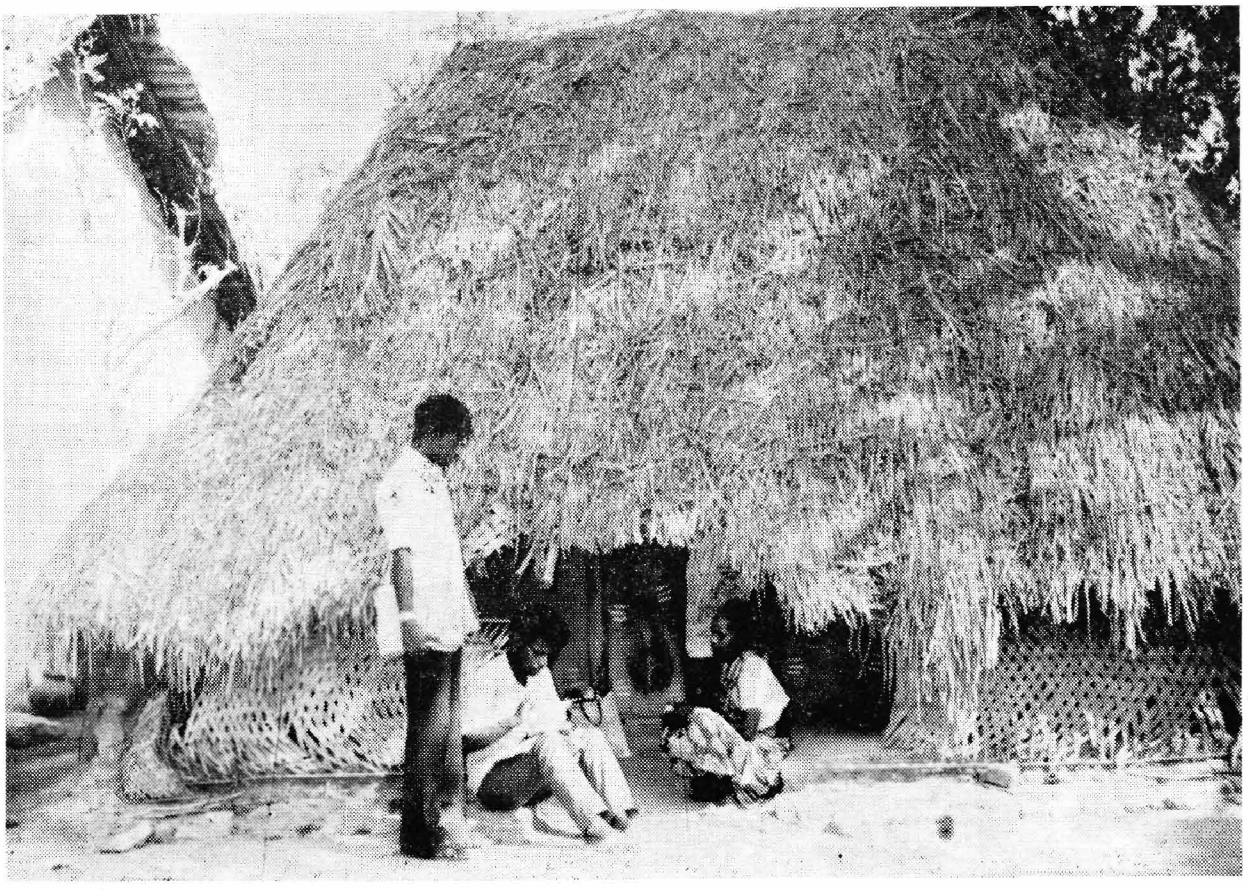
The economic questions in the second pre-test were quite detailed and it was designed in such a way as to ascertain complete details of work done during the last one year from every individual. The second pre-test was conducted successfully and the response to the various questions in the pre-test schedule from the public was quite encouraging. Sufficient publicity was also made earlier regarding the pre-test. Shri M. Thangaraju, Deputy Director of Census Operations, gave a talk over the All India Radio on the 1981 Census with particular reference to the pre-test and this was broadcast and relayed by all the stations of All India Radio in Tamil Nadu during the end of February '79. The publicity measures created an awareness about the census work and greatly helped in the smooth conduct of the pre-test.

Creating consciousness on Census in the State Hierarchies

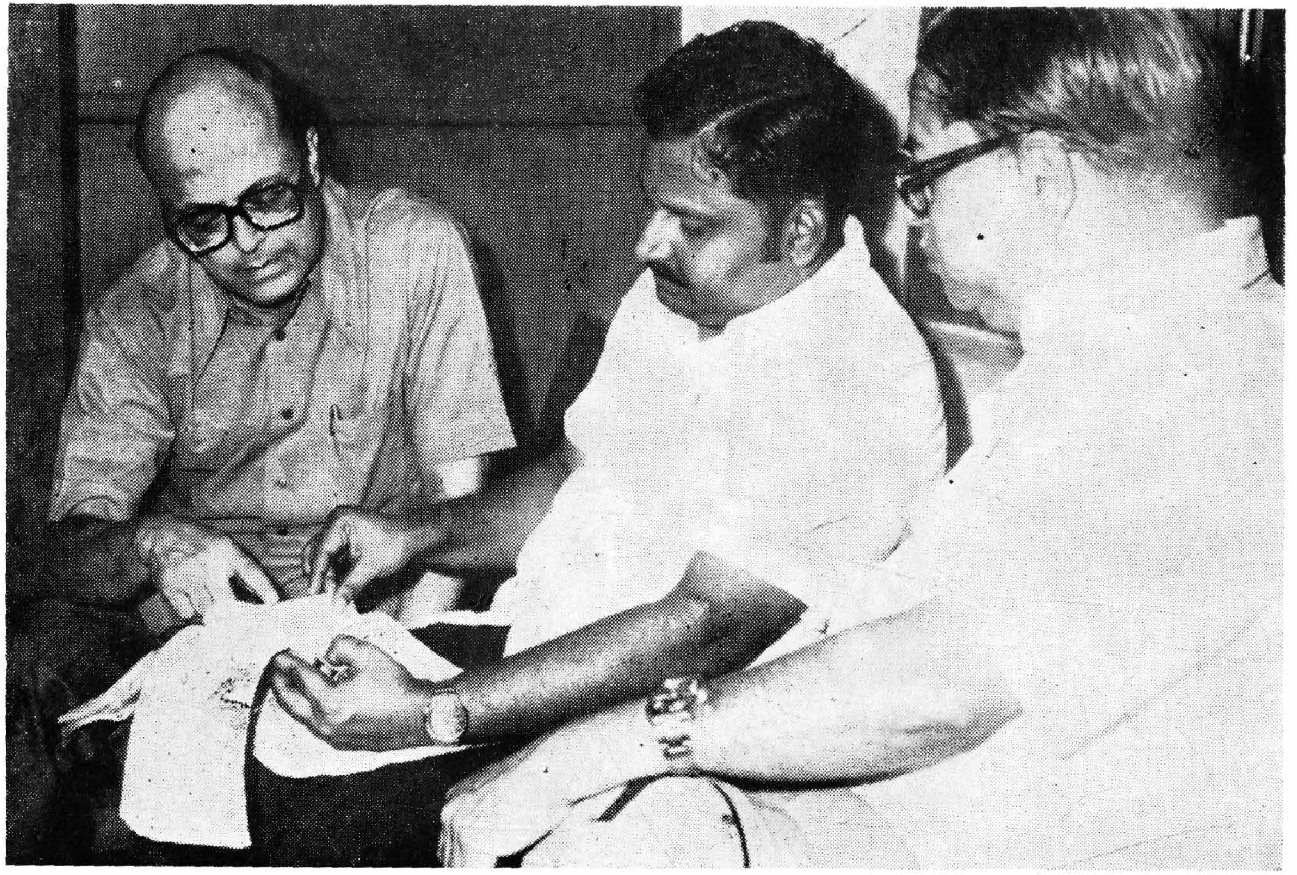
Registrar General's earliest letter to the Directors of Census Operations (No. 1/24/77-RG (P) dated 11th January, 1978) was also marked to the State Chief Secretary and this was the starting point of correspondence. The subject of 'Census' was looked after by the Public (Elections-II) Department of the Government of Tamil Nadu. The Chief Electoral Officer and Special Secretary to Government in the Public (Elections) Department dealt with census matters at the State level. The State Government issued instructions to their departmental officers in April, 1978 (vide D. O. Letter No. 3155/78-17 dated 5-4-78 from Shri D. K. Oza, Chief Electoral Officer and Special Secretary to Government) and this included Revenue Department, Rural Development and Local Administration Department, Board of Revenue, District Collectors, Commissioners of Corporations, Inspector of Municipalities, Inspector-General of Police, Director of Rural Development etc. These officials in turn were



Enumeration during 1st Pretest



Enumeration during 2nd Pretest



Registrar General, India and the Director of Census Operations checking the pretest enumeration in the field

requested to issue suitable instruction to their subordinate officers to render full assistance to the Census Directorate at Madras and the staff entrusted with 1981 Census Operations. Accordingly subordinate offices were then suitably advised by these heads of departments to render all help in the conduct of 1981 Census. The District Collectors were also addressed by us in April, 1978 regarding updating of lists of villages for 1981 Census. All this correspondence gradually built up an awareness about the '81 census among the various State officials and this proved very helpful.

The issue of letters by the Census Directorate during 1978 to district and subordinate officials on recognition of urban areas for 1981 Census and later, on the collection of particulars for Village/Town Directory built up correspondence with the State machinery. The notification about the conduct of census in the State Gazette in 1979, the subsequent notification on the appointment of various Census Officers in the State, the regular issue of circulars relating to 1981 Census to the district Collectors, and other Census Charge Officers, the increasing publicity through press, radio and television prior to Houselisting in 1980 and later in connection with census enabled a very wide dissemination of knowledge about this mammoth operation. I am giving a detailed account of these measures in the subsequent chapters.

CHAPTER III

PREPARATIONS FOR THE CENSUS

First Conference of the Directors of Census Operations

The Registrar General, India convened the first conference of the Directors of Census Operations during August, 24-29, 1979, at New Delhi. This conference was devoted to a detailed discussion on the several phases of the census enumeration. The results of the second pre-test of the 1981 census schedules, the finalisation of the instructions and the procedures to be followed and the organisational matters relating to the 1981 Census Operations were the subjects dealt with elaborately during this conference. This was the first conference on 'Census' in which all the new State Directors, who had then assumed charge, took part and it thus provided an opportunity to the participants to familiarise themselves with the census operations in all its phases and to concentrate on the concepts and schedules expected to be canvassed in the houselisting operations and the enumeration proper.

The conference was inaugurated by the Union Minister of State in the Ministry of Home Affairs, Shri Dhaniklal Mandal and was attended by the Secretary and the Additional Secretary of the Ministry as also the Director and Joint Director of the Central Statistical Organisation besides the Registrar-General, India, the Census Directors and other officers of the Registrar General's office. I attended the conference with Sarvashri T. V. Srinivasan and N. Rama Rao, Deputy Directors. The deliberations of the conference highly impressed me and I was able to gain firsthand knowledge about the different stages of the enumeration and the steps to be taken in the subsequent few months towards the conduct of houselisting and also the final enumeration. The conference was very educative and exposed the various items of work connected with this stupendous task. It was also an excellent opportunity to know each other, discuss common problems informally also and to clear doubts. The summary of Registrar General's welcome address and the address by the Minister of State in the Ministry of Home Affairs is reproduced in the Annexe.

The important preliminaries were first discussed and these included the census hierarchy, the notification of the Census Officers, the reference date, the method of enumeration, the finalisation of urban areas for census and the preparation of notional maps in standardised forms. The period of houselisting and enumeration was also discussed. The various aspects pertaining to the Houselisting operations and Census such as listing of villages, assignment of location codes, delineation of enumeration blocks, preparation of charge registers, selection and appointment of enumerators/supervisors, their training and the overall system of supervision were all gone through.

Economic Census

An important aspect that was discussed in this conference was about the integration of economic census with the census operations, especially with the Houselisting. Such an integration was thought of, as it was felt that the same enumeration agency should not be repeatedly burdened with similar tasks and the economic census due in 1982 could as well be taken earlier along with census. The combining of the economic census with census houselisting would naturally result in an enormous saving of the expenses, which would have otherwise to be incurred if economic census is conducted separately. The Director of the Central Statistical Organisation (Dr. K. C. Seal) gave a detailed account of the economic census and explained the manner of filling up of the 'Enterprise List' (Economic Census), proposed to be canvassed along with the 'Houselist'. The mode of effecting integration in canvassing the Economic Schedule with Census Schedules was also spelt out. The training for the field staff in so far as filling up of economic schedules was concerned was to be done by the Central Statistical Organisation through the officers of the State Statistics Departments. The administrative responsibility for the canvassing of the 'Enterprise List' was to be left to the census authorities. In view of the difficulties in holding separate training classes for the field staff, it was decided to impart training for filling up economic census schedules in the same session in which the training for filling up census schedules are given. The distribution, canvassing and collection of schedules were to be organised by census while the processing and tabulation of this schedule were to be taken care of by the Central Statistical Organisation. The various questions of the enterprise list were also gone through and explained. The schedule and other instructions relating to the economic census were to be supplied in regional languages to the State Census Directorates in sufficient quantities well in time for distribution along with houselisting schedules.

The proposal to set up regional offices with a norm of one for every five million was discussed. These offices, originally meant for field operations were to be converted subsequently as Regional Tabulation Offices.

Sampling in census enumeration was also discussed elaborately in this conference. As area sampling was considered suitable, the enumeration block was proposed to be the sampling unit. The taluk in the case of rural areas and the city or non-city urban district in the case of urban areas was proposed as the operational units for selection of sample blocks. Additional questions on fertility and migration which are to be canvassed in the sample areas, were also discussed.

The other matters covered in the conference included Post Enumeration Check of 1981 census to find out the extent of omission or overcount in the census enumeration and the Census Evaluation Study to be made in a sub-sample of Sample Registration Scheme blocks to obtain an estimate of omission and the extent of age misreporting at younger ages in census. The schedules were discussed in great detail and taking into account the experience of the pre-tests in different states, the instructions were modified suitably.

Besides the above, the conference also devoted attention, though briefly, on the plan of tabulation in 1981, publication programme, special studies, collection of data for village and town Directory and administrative and organisational matters including financial control.

Census Calendar

As the different stages of work connected with the census operations are to be implemented fully at the appropriate time in this time-bound operation, it is customary to prepare a calendar of operations and observe the same scrupulously. A calendar of operation was prepared in which the exact nature of work to be done in different periods, starting from September 1979, was listed and this was sent to all the charge officers and district officers. They were requested to initiate action at the appropriate period in accordance with the instructions issued by this Directorate from time to time.

The calendar of operations adopted for 1981 census in Tamil Nadu is reproduced below:

CALENDAR OF CENSUS OPERATIONS, 1981
TAMIL NADU

September, 1979

(i) Appointment of Census Officers under Section 4 of Census Act, 1948—Notification to be made in the State Gazette.

(ii) Consideration of new towns for declaration as Standard Urban Areas for 1981 Census (SUA = Standard Urban Areas).

(iii) Commence collection of data for Part I of the Disrtict Census Handbook—Village and Town Directory.

(iv) Issue of instructions through State Government on updating of house-numbering by all local bodies and removal of defects in the same.

October, 1979

(i) Finalisation of urban areas for 1981—recognition of new towns and declassification of existing ones, wherever necessary.

(ii) Finalisation of taluk-wise lists of villages.

November, 1979

(i) Commence collection of area figures for districts/ taluks/ corporations/ municipalities/ other census urban areas/villages.

(ii) Issue of instructions on the preparation of location code statements for all charges.

(iii) Delineation of new Standard Urban Areas and their urban/rural constituent units.

December, 1979

(i) Finalisation of Locaton Code statements.

(ii) Notification of the final census schedules in the Gazette.

(iii) Finalisation of taluk maps and comparison of village and town lists with maps.

January—March, 1980

(i) Completion report on updating of house-numbering in all areas to be received.

(ii) Formation of enumerator blocks/supervisor circles in all charges like taluks, municipalities, etc.—preparation of charge list.

(iii) Issue of instructions to charge officers on preparation of notional maps, houselists, enterprise list schedules, abridged houselists etc.

(iv) Assessment of the requirements of houselisting forms for the districts/charges.

(v) Review of the work relating to collection of area figures and to take steps for completion of the work.

April-May, 1980

(i) Finalisation of charge-lists in all charges including special charges i.e. Military/Defence charges.

(ii) Appointment of enumerators and supervisors for blocks and circles for Houselisting and canvassing of enterprise list.

(iii) Despatch of instruction booklets and necessary forms on houselisting, enterprise list etc. to all charge officers for training purposes.

(iv) Publicity for houselisting to commence.

(v) Training of district officials, charge officers and other supervisory staff on houselisting.

(vi) Review of the progress in the compilation of village and town directory.

(vii) Commence despatch of forms relating to houselisting.

June 1—15, 1980

(i) Completion report on receipt of forms to the districts relating to houselisting.

(ii) Distribution to all charge officers.

(iii) Intensive publicity for houselisting.

June 16—*July* 15, 1980

Training classes for all enumerators/supervisors.

July 16—*July* 20, 1980

Visiting the block.

Checking up of house numbers and preparation of notional map.

July 21—*August* 10, 1980

Houselisting and canvassing of enterprise list.

August 11—15, 1980.

Preparation of houselist abstract.

August 16—20, 1980

Scrutiny of all records by supervisor and handing over to charge officer.

August 21—31, 1980.

Arrangement of filled-in schedules and despatch of all houselist records to the processing centres, after scrutiny by charge officers.

September-October, 1980

(i) Compilation of provisional houselist population and analysis of growth rate in the districts/taluks during 1971—80.

(ii) Revision of the Houselist enumeration blocks and delineation of blocks wherever necessary.

(iii) Finalisation of location code statements and charge lists (EBs) for census enumeration with alterations wherever necessary.

(iv) Preparation of Abridged Houselist.

(v) Preparation of block registers for sample frame and selection of sample blocks.

(vi) Preparation of data for 'A' series tables.

(vii) Finalisation of data for village/town directory (District Census Handbook).

(viii) Coding and punching of houselist schedules/records.

(ix) Issue of instructions for the preparation of calendar of outstanding occurrences.

(x) Issue of instructions for the preparation of standardised notional maps of enumerator blocks.

(xi) Working out the requirements of individual slips for districts/charges.

November-December, 1980.

(i) Selection and appointment of census enumerators and supervisors in all charges for census. Special attention to ensure enumeration arrangements in railway colonies, port areas, forests, islands etc.

(ii) Appointment of enumerators/supervisors in military/defence charges for enumeration.

(iii) Despatch of instructions on census and training of district officers, charge officers and other supervisory staff.

(iv) Despatch of slips etc. for training to charge officers.

(v) Training programme for enumerating personnel to be finalised.

(vi) Intensive publicity measures for census.

(vii) Re-assessment of enumerator blocks and supervisor circles and final alteration if any. Finalise charge lists.

(viii) Intensive training of all enumerators/supervisors, first round.

(ix) Finalisation of the calendar of outstanding occurrences and printing them.

(x) Supply of Census schedules to the districts and charge officers.

January 1981

(i) Intensive training of all enumerators/supervisors including model filling of slips—second and third rounds.

(ii) Issue of forms/schedules, instruction booklets etc. connected with census to enumerators and supervisors by charge officers.

(iii) Wide publicity on census.

February 9th to 28th, 1981

1981 Census enumeration.

Appeal to public through television, radio and the press for cooperation.

28th night, 1981

Enumeration of houseless population.

March 1—5, 1981

Revisional round, to take note of births and deaths from date of enumeration upto sunrise of 1st March, 1981, in all households.

March 6, 1981

Compilation and reporting of "Provisional Population Totals", by District Census Officers/Charge Officers.

March 8, 1981

Compilation of State/District "Provisional Totals" and reporting to Registrar General, India.

March, 15, 1981

(i) Despatch of the records and their receipt at Regional Tabulation Offices.

(ii) Disbursement of honorarium to supervisors and enumerators.

March 31, 1981

Receipt of reports on the entire census operations from District Census Officers and Taluk/Municipal Charge Officers.

April, 1981

Post Enumeration Check.

The calendar is undoubtedly very useful and enabled periodic stock-taking and initiation of special steps for speeding up work wherever necessary. I used to review the progress with the aid of the calendar periodically and discuss with my colleagues so as to ensure that the various stages are gone through as per schedule.

The District Census Officers too frequently reviewed the progress in regard to items mentioned in the calendar, which was circulated to them, and sent us a monthly report. In fact, some of the District Collectors showed greater enthusiasm and asked for the instructions relating to some of the items specified in the calendar well ahead of the time.

Second Conference of Directors

The Registrar General convened a second conference of the Directors of Census Operations in January, 1980. There was a gap of nearly five months since the earlier conference at Delhi. During this period of five months much preparatory work for Houselisting had been done. This conference was held at Mysore during 16th to 19th of January 1980 and was mainly intended to review the arrangements made for Houselisting Operations and to finalise the instructions for filling up the Abridged Houselist, Household Schedule and Individual Slip and for the preparation of enumerator's working sheets and abstracts. The conference was inaugurated by Shri R. A. Naik, Revenue Commissioner of the Government of Karnataka. The Registrar General, a number of other officers of Registrar General's Office, besides State Directors and their deputies participated in this Conference. Representing Tamil Nadu Census Directorate I took part in the deliberations of this meeting along with Deputy Director, Shri N. Rama Rao.

During the course of the discussion, the Registrar General, India pointed out how in designing the schedules. great care had been taken to fulfil the requirements of the State Governments and to provide the basic socio-demographic profile of the population. With a view to ensure accuracy in data collection and to enable enumerators understand the instructions well, the Registrar General pointed out that the schedules and instructions were to be translated in regional languages. Proper training of enumerators and effective supervision were emphasised towards getting accurate and reliable information.

The Abridged Houselist, which is a link between the Houselisting and Enumeration in ensuring coverage of all areas was discussed in detail. The preparation of the Abridged Houselist, it was pointed out, was to be the responsibility of the Charge Officer. The provision of clerical assistance to the Charge Officers for the copying of Abridged Houselist was agreed to.

The instructions for filling the Household Schedule Part I as also Part II—Population Record were gone through para by para and clarifications were made on doubts then and there. Similarly, the 'Individual Slip' instructions both for the 'universal' and 'sample' parts were gone through in a detailed manner in the conference and this was very useful.

The progress of work in the various States in regard to Houselisting was then reviewed. A few points of clarification on the Houselist and Enterprise List Schedules were also given at the conference. The other matters touched upon in the Mysore Conference related to printing of schedules in regional languages, setting up of Direct Data Entry Systems in States, preparation of maps for District Census Handbooks, Atlases, Standard Urban Area etc., and Social Studies.

Meetings with the District and other local officials

The tempo of census work gradually picked up during 1979-80 when a number of circulars and letters were issued to the district officials and the charge officers on the various items of work relating to 1981 census. The State Government issued a letter as early as 5th April 1978 to the district authorities to extend cooperation in connection with 1981 census work. This Directorate also issued a number of letters on jurisdictional changes, updating of the lists of villages, details about municipalities, panchayats, etc., and their constituent villages and procurement of municipal, township and panchayat maps. These as well as other letters issued by us and the circulars of the Tamil Nadu Government on the conduct of pretests and in connection with the finalisation of urban areas, urban agglomerations, etc., were all of immense help in creating an awareness of the impending census work among the district, taluk and other departmental officials of the State.

Though no official meetings of the Collectors were called for by us, our officers had been meeting the Collectors, the Divisional and Taluk/Municipal officials often in the course of their tours, which were undertaken frequently during and after 1979.

Notification of Census and appointment of Census Officers

The Government of India published in the Gazette of India in New Delhi, dated April 29, 1979, a notification under section 3 of the Census Act, 1948 indicating its declaration to take a census of the population of India during the year 1981. The reference date for the census was also notified as the sun rise of 1st March, 1981. This notification was republished by the Tamil Nadu Government in their Gazette (under Part V-Section 1) dated July 11, 1979.

The notification of the Tamil Nadu Government on the appointment of Census Officers under sub-section 2 of section 4 of the Census Act, 1948 was published in Tamil Nadu Government Gazette (Part V-Section 1) dated October 31, 1979. Under this, the District Collectors, Commissioners of Municipal Corporations, Tahsildars/Deputy Tahsildars/Independent Deputy Tahsildars in charge of taluks and sub-taluks, Municipal Commissioners, Executive Officers of Townships, Cantonments etc., were notified as Census Officers. The Registrar General, issued a letter on

December 13, 1979 to the Chief Secretary to the Government of Tamil Nadu stressing the need to ensure peak performance and the total involvement of the district and other authorities in regard to census work and the issue of a circular to this effect by the State Government. The State Government immediately responded by issuing a suitable circular in this regard (Vide Letter No. 21473/79-8, dated 25-1-1980 of the Chief Electoral Officer and Special Secretary to Government, Public (Elections-II) Department). This circular stressed the need for adherence to calendar of census operations and also the prompt attention to the instructions issued from time to time. The updating of the house-numbering system by 31-3-1980 was also stressed in this circular.

Circulars on Census preliminaries

In the first and second circulars issued by me in October and November, 1979 to all the District Collectors and Census Charge Officers, I gave a background of the census work including the two phases of census operations, the hierarchy, the staff for census work, appointment and training of enumerators and supervisors, the Census Act, the calendar for census, the fixity of administrative boundaries for census purposes and the orders of the State Government in this regard. Copies of these circulars are given in the annexe for reference. Stressing the importance and the efficient conduct of census operations, the Government of Tamil Nadu issued a Government Order (Vide G.O. Ms. No. 524, Public (Elections II) Department), dated 27th February, 1980. The employees of the Government and local bodies were asked under this order to perform the census work diligently and conscientiously while the heads of offices were asked to extend their fullest co-operation in placing the services of their staff promptly whenever required by the Charge Officers and granting them late attendance, etc., during the enumeration period and the training days. The Departments of the Government which were exempted from census work and the penal provisions of the Census Act which can be invoked in cases of negligence or refusal in regard to census work were also indicated in this order. The Census Charge Officers were appointed by the Collectors under Section 4 (2) and 4 (4) of the Census Act, 1948 and this Directorate had also issued a letter in this regard to all Collectors (Vide Lr. No. 1/5/80-CEN/TN dated 10-3-80). The Tahsildars and Deputy Tahsildars in charge of taluks and sub-taluks (151), Commissioners of Municipal Corporations of Madras and Madurai, Commissioners of all Municipalities (99), Executive Officers of the Municipal Townships (8) and the two Cantonments of Wellington and St. Thomas Mount-cum-Pallavaram were appointed as Census Charge Officers in Tamil Nadu during 1981. In Aravankad, a defunct Panchayat Township, where there is a factory administered by the Defence Ministry of the Government of India along with housing colonies, the General Manager of the factory was appointed as the Census Charge Officer. In the case of two taluks of Salem and Namakkal, a de facto bifurcation by the District Collector of Salem giving exclusive jurisdiction to the Estate Manager, Salem and Additional Tahsildar of Namakkal, had been given effect to, pending de jure bifurcation by the Government. These officers were appointed as Independent Census Charge Officers, in their respective jurisdictions. A number of Tahsildars, Deputy Tahsildars and other staff of the Revenue and Municipal Offices were also later appointed for local areas, firkas or zones as Assistant Charge Officers to conduct training classes, supervise census work, receive census records, arrange disbursement of honoraria and travelling allowance/dearness allowance to the enumerating staff etc. The Collectors also appointed their Personal Assistants or one of their Officers as Deputy District Census Officers to help them in their work. In view of the combination of the Economic Census with Houselisting, the Assistant Directors of Statistics in the districts were also appointed as the Additional Census Officers by the District Collectors.

The large scale transfer of various officers, particularly teachers at the district, taluk and block level was asked to be postponed until the census was over in March-April 1981 and the then Union Home Minister Shri Zail Singh wrote a letter in this regard to the State Governor in March, 1980. The Chief Secretary sent a circular letter on this matter immediately to all the Secretaries to Government, Heads of departments and Collectors (Vide Letter No. 7794/80-2, dated 20th March, 1980).

All the above circulars and letters including the ones relating to the finalisation of the list of urban areas, Urban Agglomerations, collection of data for Village/Town Directories, etc., created the requisite tempo and there were frequent meetings and personal discussions between the district officials and the officers deputed from Census Directorate. The District Collectors were also requested by the Tamil Nadu Government to include Census as one of the subjects for discussion in the meetings held by them viz., (i) the staff meetings of the Divisional Officers and Taluk Officers and (ii) District Development Council meetings held every month. These enabled a periodical review of the various items of census work.

CHAPTER IV

BUILDING UP OF THE ORGANISATION

There was a nucleus staff set-up in the Directorate at the time I joined the office in March, 1979. They were attending, apart from a few preliminary items of work of 1981 Census, to some pending items of work connected with the 1971 Census publications and social studies, special studies on towns and resurvey of villages. The then existing staff was found sufficient for this work. However, when the work load, particularly relating to houselisting, increased in the middle of 1980, the need for additional posts was felt. Moreover, the subsequent increase in the quantum of work connected with census enumeration and further processing required more staff. As usual, the Registrar General, India sanctioned a number of additional posts in connection with 1981 Census. The additional Group 'A' posts that were sanctioned for 1981 Census were that of a Joint Director and a Deputy Director. Among the additional Group 'B' posts, five were Investigators, one Confidential Assistant and one Junior Accounts Officer. Appointments against these new posts were made by the Registrar General, India. The post of Junior Accounts Officer was not filled up. The following Group 'C' and 'D' posts were also sanctioned in connection with 1981 Census.

1. Cartographer	1
2. Senior Artist	1
3. Head Assistant	1
4. Assistant	4
5. Statistical Assistant	23
6. Accountant	1
7. Upper Division clerk	6
8. Computor	32
9. Draughtsman	2
10. Lower Division clerk	1
11. Peon	2
12. Chowkidar	4
13. Farash	2
14. Sweeper	2

As per the recruitment rules, some of these posts of group 'C' had to be filled through the Staff Selection Commission only and others through the Employment Exchange. But many of the additional posts were only temporary and extended only for periods of two years and below. Hence, recruitment through Staff Selection Commission could not be made. The matter was referred to the Staff Selection Commission who, as a very special case, consented to the direct recruitment by this organisation. Based on this, I recruited persons to the non-technical posts through the Employment Exchange. In regard to the technical posts, it was felt that it would be difficult to recruit fresh persons and train them up for census work. It was therefore, decided to give the maximum advantage to the existing staff borne on census, by giving promotions on a regular basis and also on ad-hoc basis to those who are not having requisite service in the feeder posts. In this manner, we were able to build up a team of hard working persons to bear the increasing burden of work connected with census.

At the headquarters, I had the assistance of Shri T. V. Srinivasan, IAS., Deputy Director of Census Operations who was looking after administration and accounts and was also the drawing and disbursing officer. He also rendered help in various items of census work and even went on a few tours in connection with the training classes, supervision and other technical work. He was appointed to the new post of Joint Director of Census Operations, created during 1981 Census, in April, 1981. Shri M. Thangaraju, Deputy Director of Census Operations assisted me in the conduct of the Census pre-tests, and certain other preliminaries of Census like Location Code and recognition of urban units for 1981 etc. till he assumed charge as Regional Deputy Director of Census Operations at Madras looking after the work of Madras and Chengalpattu Districts. Then, Shri N. Rama Rao, Deputy Director who came over to Madras, on his transfer from the Maharashtra Census Directorate at Bombay, in the middle of 1979, was put in-charge of steering the '81 Census work and the performed the tasks assigned well, until, July, 1981 when he was appointed as Assistant Registrar General, (Census and Tabulation) in Registrar General's Office at New Delhi. Shri M. Nagappan, Deputy Director of Census Operations attended to the work connected with printing of schedules, forms, instructions and their distribution besides other work. Shri M. Panchapakesan, Assistant Director of Census Operations was also looking after printing for some time till he was promoted and posted as Regional Deputy Director of Census Operations at Cuddalore. The Assistant Directors of Census Operations at headquarters who looked after various items of census work were Sarvashri Harikishan, A. V. Vallinathan, Anser Ahmed, Thomas Machado and R. Narayanan.

Regional Offices

It was decided to set up nine regional offices in the State in different parts. To man these offices and to scrupulously monitor the implementation of the various items of census work, I needed nine capable senior officers of the rank of Deputy Directors. These posts carry a scale of pay of Rs. 1100-50-1600. As was done during 1961 Census, I sought the help of the Tamil Nadu Government to spare the services of experienced revenue officials in the grade of District Revenue Officers. The State Government was also

helpful in lending the services of State revenue officials for appointment as Deputy Director of Census Operations. In all, services of seven officers were lent by the State Government for appointment on deputation and of these five were from the cadre of 'District Revenue Officers' and two from that of 'Deputy Collector/Revenue Divisional Officer'. Two of the nine Deputy Director's posts were filled from among the officers of the Census Directorate itself. While one of these posts was filled by the Deputy Director, already functioning in the same capacity in the headquarters, the other one was filled by promotion of an Assistant Director of the Directorate. The names of the officers who were appointed as Deputy Directors, their dates of joining and place of duty are given below:

S.No.	Name of Officer	Place of posting	Date of Joining
1.	Shri. M. Thangaraju	Madras	21-4-80
2.	Shri M. Panchapakesan	Cuddalore	24-4-80
3.	Shri. M. Gopalakrishnan	Vellore	9-5-80
4.	Shri. M. Rajagopalan	Thanjavur	2-5-80
5.	Shri. Joseph Edwin	Salem	2-5-80
6.	Shri. N. Alapillai	Tiruchchirappalli	10-4-80
7.	Shri K. Thangavelu	Madurai	11-4-80
8.	Shri. R. Veeraraju	Coimbatore	14-4-80
9.	Shri. M. Sathyamoorthi	Tirunelveli	9-5-80

The Regional Deputy Directors were given charge of a definite region consisting of two districts each, except the Deputy Directors at Cuddalore and Thanjavur, who were assigned one district each. These officers were responsible for overseeing the various preliminary items of work like preparation of Location Code Statements, finalisation of Charge Registers, distribution of the schedules, various forms and instruction booklets, conduct of training classes and the like. The regional offices were provided with necessary supporting staff for monitoring all the circulars and instructions issued from the Directorate and ensuring their proper implementation by the local officials. Besides the Regional Tabulation Offices, we had what is called city census office for the same purpose of co-ordinating the census enumeration in Madras city. The appointment of City Census Officer and his staff are detailed elsewhere in this chapter.

To start with, we had the problem of securing proper accommodation for locating these offices. We were however able to secure buildings for all the regional offices without much difficulty except in the case of Coimbatore. The Regional Deputy Director, Coimbatore could not find a building with a plinth area of about 7,000 sq.ft. for locating the office. Of course, the auditorium of 'Shanmuga Theatre', which was used both in 1961 and 1971 censuses, was available, but the area of this auditorium was only 3,850 sq.ft. Another building at 'Ganapathy' with a plinth area of 3,760 sq. ft. was later located and it was thought that both the above buildings could be taken for accommodating the tabulation office. But, the owners of these buildings had refused to let them out to us for the monthly rent fixed by the Central Public Works Department and we had therefore to search again for some other building. Finally, we were able to take possession of a building at No. 133, Avanashi Road, Coimbatore-14. This building had a plinth area of only 3,656 sq. ft. although the need for the office was about 7,000 sq. ft. This building was however fixed considering the urgency. There was some difficulty in the case of Madurai also where we were able to find a suitable place only after some initial delay. No difficulty was experienced in finding accommodation for other regional offices.

The initial strength of regional census offices consisting mainly of Investigators, Statistical Assistants and a few clerical and subordinate staff had to be increased when the offices were converted as Regional Tabulation Offices after census enumeration. A large complement of staff was then appointed. The staff appointed in each regional office is indicated in the annexe. Besides the regional offices, an Editing and Coding Cell was also set up at the State headquarters after Houselisting operation was over. This was also substantially strengthened after census with a large contingent of fixed-pay staff which was necessary for processing the huge number of schedules.

Clerical assistance to the District Census Officers and other Census Officers

It had been customary to provide additional staff to the district and taluk offices to attend to the work connected with census as these offices are already over-burdened with a variety of revenue and developmental work. This time, at our instance, this special staff for 1981 census was sanctioned by the State Government for the district and taluk offices with effect from August, 1979 and was continued for 22 months upto the end of May, 1981.

The appointment of staff at district and taluk offices was found to be highly useful since a number of preliminary measures had to be initiated like assignment of Location Codes, preparation of Charge Registers, submission of data connected with village and town directory, delineation of census blocks, selection and appointment of enumerators and supervisors, training of staff, receipt and distribution of census schedules, instruction booklets, other literature and publicity materials on census etc. The staff sanctioned for each district collectorate except Madras city, was one Upper Division Clerk, one Lower Division Clerk and a Peon. For each taluk office, one post of Upper Division Clerk was sanctioned. In the case of Namakkal and Salem taluks, which were quite big in area, the Collector recommended the recognition of two additional charge officers, namely Estate Manager, Salem and Additional Tahsildar, Namakkal. These officers were also recognised as charge officers for '81 Census as a special case. For these charge officers also, the post of Upper Division Clerk was sanctioned.

In the case of local bodies, one Upper Division Clerk post was sanctioned for every Municipality having a population between one and two lakhs. In the case of Municipalities with over two lakhs of population, one post of Upper Division Clerk plus

one Lower Division Clerk for every additional one lakh of population was also sanctioned. In the case of a number of other smaller municipalities, townships, etc. no clerical assistance was provided. A clerk in these offices attended to census work in addition to his normal work and such clerks were given a special allowance of Rs. 25 per month for six months (from 1-10-80 to 31-3-81) by way of encouraging them towards performing census work promptly.

The Tamil Nadu Revenue Officials Association made an appeal for the posting of more personnel to look after 81 Census work in the taluk offices. Their demands included the posting of a separate Deputy Tahsildar in each taluk exclusively for attending to census work besides the posting of Assistants, Typists and Peons. As sufficient posts were created to look after the additional work on census, and as there is also a financial limit for creating additional posts, it was not found feasible nor necessary to acceed to the above demands.

Registrar General, India, orginally recommended only one post of Lower Division Clerk for the taluk offices. Realising the importance of the work and having regard to the procedure followed in the preceding censuses of 1961 and 1971. I addressed Registrar General, India for sanction of Upper Division Clerk for each taluk office. Registrar General, India was good enough to approve this proposal. The State Government was requested to fill up the posts accordingly.

All the above-mentioned posts were created in the corresponding cadres of the State Government and were to be treated as temporary additions to the respective cadres. The pay and allowances of these staff were drawn at the concerned district and taluk offices directly debiting the expenditure to the State heads of Account initially. Later, the amount was reimbursed to the State Government by the Government of India through the Accountant General, Tamil Nadu. The details of the accounting procedure followed in this regard is available in the letter issued by the Registrar General, India, and a copy of this letter is given in the annexe. The copies of the Government Orders issued by the Tamil Nadu Government sanctioning the staff for the district and taluk offices and municipalities are also given in the annexe.

In regard to Madras City, the Commissioner of the Madras Corporation was the Census Charge Officer. In view of the heavy work to be done in Madras City due to its area and dense population including slum areas, the sanctioning of additional posts was resorted to as in the past. The following posts were sanctioned in 1981 Census.

1. Revenue Officer	1
2. Assistant Revenue Officer	4
3. Manager	1
4. Steno-typist	3
5. Upper Division Clerk	4
6. Lower Division Clerk	1
7. Typist	1
8. Peon	10

The above staff members worked under the overall administrative control of the Commissioner of the Corporaton of Madras and functioned under the guidance of the Revenue Officer who was appointed as the officer responsible for census work (designated as City Census Officer). The above staff members were treated as part of the Corporation staff and were paid the local rates of pay and allowances. The expenditure incurred on the above staff was initially debited to the accounts of the Madras Corporation and this was subsequently reimbursed to them fully by the Government of India through the Commissioner, Revenue Administration of the Government of Tamil Nadu and with the help of the Accountant-General, Madras.

CHAPTER V

TOURING AND TRAINING PROGRAMMES

Intensive touring by the Director of Census Operations to the various district/taluk headquarters, cities and other places is very essential for the success of census. Travelling at every stage of census indeed forms part and parcel of the duties of the Director and his senior colleagues. Though the different stages of census work are all narrated quite elaborately in the various circulars and other letters that were periodically issue by the Directorate, necessary follow-up to motivate the charge officers to perform their tasks, is effectively done only through personal review and discussion. The Collectors as also the other district officials and census charge officers are often preoccupied with their own responsibilities of revenue collection and developmental activities and obviously do not have enough time to go through the bulky circulars and assimilate fully all the instructions on census. Besides, a few of them are complicated ones such as delineation of blocks, preparation of charge registers, technicalities of sampling etc. The tours of the technical officers of this Directorate proved very useful in clearing doubts on such complicated subjects and also to create the necessary tempo for census.

The very first tour undertaken by me was during the month of June 1979 when I visited Coimbatore and Salem districts in connection with the second pretest operations of 1981 Census. Apart from personal supervision of the field work connected with the pretest I had very useful discussion with the Collectors and also reviewed the preliminary arrangements for census. I had undertaken subsequent tours in connection with the determination of Standard Urban Areas, delineation of Urban Agglomerations, recognition of urban units etc. Tours naturally enabled us to quicken the pace of finalisation of several documents like location code statements, charge registers, control charts for sampling, etc., well ahead of target dates and besides gave an opportunity to solve difficulties which cropped locally while preparing them by giving necessary clarifications to the local officials.

A few field problems like inclusion of reserve forests, appointment of lady enumerators in difficult areas etc. also came to light during tours and such difficulties do occur in a vast administrative operation as census. Based on the experience gained in the field, we were able to sort out these issues appropriately and helped the Charge Officers to handle the situation with ease.

Since it is very difficult to call a meeting of all the Collectors and other district officials in one centre for a period of two days for training and other purposes of census, I and my senior officials had frequent meetings with the district-level officers at their headquarters to ensure proper monitoring and timely completion of the various stages of work. Apart from personal contacts which I established with Collectors and some Charge Officers, I was able to attend some of the meetings in which the enumeration staff also participated. The tours were indeed a rewarding experience for me, and they greatly helped in the successful conduct of the enumeration.

Transport facilities

When I took charge, an Ambassador Car, which was purchased during 1971 Census was available at the Directorate for our use. This car was later substituted with a new one during November '1979. Since most of the district and taluk headquarters of the State are well connected by good roads, either National or State Highways, I was able to use the Office car for some of the tours. In addition, with the co-operation of the district administration, I was able to get vehicles of the State Government which enabled me to go to interior places. Apart from travel by car, I also performed tours by train and on a few occasions undertook journies by air to Tiruchchirappalli and Coimbatore, which are connected by air services.

Touring by Deputy Directors and Charge Officers

Intensive touring was undertaken by the Regional Deputy Directors and Charge Officers during and before the period of houselisting and census enumeration. Touring by these officers was essential for organising and imparting training to all involved in enumeration and to supervise/check the actual field operations so as to ensure good quality in data collection and full coverage. As has been done in the previous censuses, I requested the Government of Tamil Nadu to authorise the Collectors to place Government vehicles at the disposal of the Regional Deputy Directors of Census Operations and various Charge Officers in connection with the census work. The State Government promptly issued an order (Vide G.O. Ms. No. 1193, Public (Election-II) Department, dated 24-5-80) in which all the Collectors were authorised to requisition Government vehicles from the various Departments and place them at the disposal of Deputy Directors and Charge Officers while at the same time ensuring that other essential and urgent work was not dislodged. For the vehicles used towards census work, the cost of petrol and oil alone was asked to be raised against the census head of account. The vehicles were made available during specified periods viz., 16-6-80 to 20-8-80 in connection with Houselisting and 1-1-1981 to 5-3-1981 for Census enumeration. But for this generous gesture of the Tamil Nadu Government, the Deputy Directors and Charge Officers would have been much handicapped in moving about on census work.

Provision of vehicles for the use of the Deputy Directors of the Regional Offices

Although the release of the State Government vehicles was quite useful, the limitations of this facility to certain specified period before and during the

Houselisting and Census enumeration alone caused considerable hardship to our regional officers. Often, it has been brought to my notice that many State Offices from whom the jeeps were requisitioned for census work, did not release them on time for the use of census officers during the allotted periods. The vehicles were sent after much delay or not at all on the pretext of more pressing work like revenue collection, law and order problem, etc., or even breakdown, in some cases. Much difficulty was thus caused to our Regional Deputy Directors who could not speedily travel and conduct inspection of census work intensively.

The regional officers, majority of whom belonged to a senior cadre of state service, viz., 'District Revenue Officers' could not move about freely in office vehicles during the periods ahead of each of the two major field operations, when important items of work had to be looked after closely. Most of the Charge Officers, like Tahsildars, Deputy Tahsildars and Municipal Commissioners, whose work had to be overseen by the Regional Deputy Directors had the facility of office vehicles. Having observed the practical problems experienced by these officials in their movement, I feel that some arrangement for the provision of vehicles to Regional Officers throughout the period of their work is essential. I would suggest that they may perhaps be provided by the Government of India with new vehicles, in future, preferably jeeps, for the entire period of their work i.e. for a period of about one year or so, at least till the completion of census work. These new vehicles may be surrendered to a Central pool, after use, from which allotment could be made to other departments/officers requiring the same. The provisions of vehicles to the regional officers as suggested above would certainly contribute towards further improvement of both census coverage and the quality of data collection.

Apart from the Regional Deputy Directors who were practically on tour for most of the days in a month, visiting various places falling under their jurisdiction, the Deputy Directors, Assistant Directors, and other officers at the headquarters were also deputed periodically on specific assignments like checking of location code maps and statements, inclusion of areas in the Standard Urban Areas, determining the constituents of Urban Agglomerations, recognition of urban areas, preparation of charge registers, conduct of training classes at district level etc. They travelled mostly by train and bus and also availed of the vehicles provided by the local officials for moving to interior places.

During the few weeks ahead of houselisting and census, the well-trained technical staff of the Directorate from Madras which included Investigators, Tabulation Officers, Statistical Assistants and a number of Computors were deputed to the districts to conduct detailed training classes at taluk, town, firka and panchayat union headquarters. They travelled widely as per programmes chalked out by the Regional Deputy Directors in consultation with the local census charge officers and this relieved much of the burden of the Taluk/Municipal Charge Officers.

Tours by the Staff of State Statistics Department

An added advantage during the Houselisting of 1981 Census was the active participation of the officers of the State Statistics Department, both from headquarters and the districts. Combined training programmes were arranged for canvassing of both the Houselist and Enterprise list and officers of Statistics Department took active part in them and helped in conducting the training. The Statistics Department staff were involved in both training and field supervision of the work of enumerators, and this necessitated extensive tours to ensure correct compilation of data on both Houselist and Enterprise list schedules. The Central Statistical Organisation, New Delhi which spearheaded the combination of Economic Census with Houselisting work wrote to the Chief Secretary of Tamil Nadu for providing additional funds towards meeting TA/DA of Statistics staff by augmenting from State funds so as to ensure fuller and adequate participation of the staff in training and supervision. This provision was found very useful during Houselisting. For the final census enumeration, however, the officials of the Statistics Department were not directly involved and hence their services were not requisitioned.

Thanks to the excellent road net-work touching even interior places and the availability of good public transport facilities in the State, no major difficulty was experienced by the officials in undertaking the tours. The tours made for 1981 Census covered practically every area and region and was found to be adequate. As a consequence of the extensive tours of the officers and staff, I must say that the training and supervision during this census proved very effective and this in fact gave a boost to the morale of the enumerators and supervisors besides giving the much required publicity for the Census.

CHAPTER VI

CENSUS SCHEDULES—TRANSLATION, PRINTING AND DISTRIBUTION

In a massive operation such as Census, the printing of the various forms in adequate quantity and the timely supply of the same at different centres for canvassing by the enumerators in the field are indeed vital for the successful completion of the job, well within the stipulated period. As we are aware, census operations consist of two stages viz, houselisting and actual Census Enumeration. The following forms/schedules/booklets were printed in connection with the houselisting operation.

1. Houselist (Black and Red)
2. Houselist Abstract (Black and Red)
3. Enterprise list (Black and Red)
4. Enterprise List Abstract (Black and Red)
5. Instructions to enumerators for filling up the houselist
6. Instructions to Supervisors
7. Notional Map and Layout Sketch (Black and Red)
8. Appointment order for Enumerators
9. Appointment order for Supervisors
10. Badges for Enumerators
11. Badges for Supervisors
12. Supervisors Circle Abstract
13. Charge Houselist Abstract
14. District Houselist Abstract

The appointment order forms and charge and district Houselist Abstracts were printed in English only whereas the Houselist, Houselist Abstract, Instruction Booklets, etc. were printed in Tamil. Copies in English in regard to Houselist and Instruction to the Enumerators for filling up Houselist were supplied in adequate quantity by the Registrar General, India, New Delhi. To maintain uniformity, the formats for Notional Maps/Lay-out sketches were printed in English/Hindi combined and supplied to all Directorates by Registrar General's office both for training as well as for drawing during Houselisting by the enumerators. Houselist forms and Instruction Booklets in Telugu, Kannada and Malayalam languages which were required for use in the border areas were supplied by the Census Directorates of Andhra Pradesh, Karnataka and Kerala respectively, which printed them in these local languages for their use. Similarly, Tamil instruction booklets and forms required by them were supplied by us. The Enterprise list was got printed in Tamil by the Statistics Department of the Tamil Nadu Government at the Government Press, Madras and supplied to us along with the instruction booklets. English copies of these were also supplied by them in small numbers

The Tamil version of instruction booklets for houselisting were printed by us locally in a private press. The badges and the Supervisors Circle Abstract were also printed in Tamil locally. The charge and district Houselist Abstracts (English) were supplied by Registrar General's Office. The red forms were used for training purposes only while the other forms were meant for the actual canvassing during Houselisting. The following forms/schedules/booklets were printed and supplied for the second operation, namely, Census Enumeration:

1. Individual Slips (Blue, Black and Red)
2. Household Schedules (Black and Red)
3. Instruction Booklets for Enumerators
4. Instruction Booklets for Supervisors
5. Enumerator's Abstract
6. Supervisor's Abstract
7. Badges for Enumerators
8. Badges for Supervisors
9. (i) Abridged Houselist (Black and Red)
   (ii) Abridged Houselist continuation sheet for Section 2
   (iii) Abridged Houselist continuation sheet for Section 3
10. Working sheet for Enumerators Abstract (Black and Red)
11. Enumerator's Inventory
12. Supervisor's Inventory
13. Charge Officer's Inventory
14. Notional Map & Layout sketch (Black and Red)
15. Degree Holders and Technical Personnel Cards
16. Statement showing an account of DH & TP Cards received, distributed, etc.
17. Calendar of outstanding occurrences (for 16 districts)
18. List of Scheduled Castes/Scheduled Tribes
19. Appointment order for Enumerators
20. Appointment order for Supervisors
21. Small booklets containing census enumeration instructions in brief (English and Tamil)

Except Notional Maps and Lay-out sketches and Degree Holders and Technical Personnel cards, all the forms/booklets were printed in Tamil also. The individual Slips, Household Schedules and Enumerator's Abstract in Tamil were printed in Government

of India Press, Coimbatore and the Instruction Booklets for filling up of Individual Slips and Household Schedules were printed in Government Press, Madras. The other forms were printed locally in private presses. The red forms were used for training purposes while the forms in black and blue were used for actual enumeration. Copies of the following were supplied to us by Registrar General's office: Formats for Notional Maps, Lay-out sketches (English/Hindi), DHTP Cards (English), English version of Individual slips (Blue, Black and Red), Household Schedule (Black and Red), Enumerator's Abstract (Black and Red) Abridged Houselist (Black and Red), Instruction Booklets for Enumerators and Supervisors, and Working sheet for Enumerators Abstract, Supervisors Abstract. The number of each form/schedule which was printed for the census operations in the state is indicated in a separate statement given in the annexe.

The requirement of each form was estimated on the following lines.

Houselist.—The estimated population of the State (as estimated by the Expert Committee and published in Paper No. 1 of 1979 of Registrar General, India) was divided by 5 to arrive at the estimated number of households as the average size of a household is 5. The number of houses used for non-residential purposes and vacant houses in 1971 were increased by 25% and added to the estimated number of households to arrive at an estimate of the number of households as also non-residential census houses and vacant census houses in the State in 1981. Then, the total number of entries were arrived at by inflating this figure by 45% towards multiple entries and to allow for the rapid growth of construction activities. Then, the total number of entries were divided by 20 (as the number of lines in a form was 20) to get the estimated number of forms required and an addition of 20% was provided towards wastage, emergency requirements etc. Total number of houselist forms thus arrived at were doubled so that two copies of Houselist could be prepared.

Houselist Abstract

The requirement of Houselist Abstract had been estimated at the rate of 10% of the total number of houselist schedules.

Instruction Booklets for filling up Houselist and Individual Slips

The projected population of the State was divided by 670, (as the average size of each enumerator block was envisaged to be around 670), to arrive at the number of enumerators. The total number of enumerators were divided by 5 to arrive at the number of supervisors and this was added to the number of enumerators. The total of both had been increased by 25% towards the requirement for Charge Officers, reserve etc.

Appointment orders for Enumerators and Supervisors and Badges for Enumerators and Supervisors

The requirement of each of these was arrived at by increasing the estimated number of Enumerators and Supervisors by 25% as the case may be.

Notional Maps and Lay-out Sketches

The number of Enumerator Blocks was increased by 10% to arirve at the reqiurement of Notional Maps and Lay-out Sketches.

Individual Slips

The projected population for 1981 for Tamil Nadu was increased by 25% for estimating the Individual Slip requirement. Of these, 20% were earmarked for Blue slips (Sample Schedules canvassed in one-fifth of the Enumeration Blocks) and the remaining Black slips.

Household Schedules

The projected population of the State was divided by 5, the average size of the household, to estimate the number of households and this was increased by 25% towards reserve, etc to arrive at the number of household schedules required.

Abridged Houselist

The requirement of these forms was estimated on the basis of Houselist forms printed (i.e.) the Abridged Houselist was estimated at 83.3% of Houselist printed.

Calendar of outstanding occurrences (for each District separately)

These booklets were printed for each district separately. The requirement of each district had been estimated at the rate of one booklet for each enumerator and supervisor, as arrived at earlier.

Working sheets for Enumerator's Abstract

At the rate of eight sheets per Enumerator (six for normal Households and one each for Institutional and Houseless households) the working sheets for Enumerator's Abstract were printed.

Enumerator's Abstract

These abstracts were printed at the rate of two forms for each Enumerator.

Supervisor's Abstract

The requirement of Supervisors Abstract was estimated at the rate of two sheets per supervisor.

List of Scheduled Castes/Scheduled Tribes

The requirement of list of Schedule Castes/ Scheduled Tribes was worked out at the rate of one each to the enumerator and supervisor.

Enumerator's Inventory/Supervisor's Inventory/ Charge Officer's Inventory

The requirement of each of these inventories was worked out at the rate of two per enumerator/supervisor/charge officer, as the case may be.

Translation of forms/schedules

The translation of various forms/schedules and instructions for both Houselisting and Enumeration from English to Tamil, the regional language of the State, was done at the Directorate itself. A team of junior officers of the Directorate was entrusted with the translation work. After the translation was over, it was perused several times for making further improvements, by the senior officers of the Directorate.

These were tested in the field during the first and second pretests. No major difficulty was experienced in translating the entire batch of forms/schedules of the '81 Census as also the various instructions.

Printing of forms/schedules

In this massive operation of Census, the printing and supply of various forms well in time is a great task. The Houselist forms and Houselist Abstract in Tamil were printed at the Government of India Press, Coimbatore and other forms and Instruction Booklets for filling up of Houselist were printed locally in a private press after observing all formalities. The *Enterprise List Schedules with their instructions* were printed by the Statistics Department of Government of Tamil Nadu at the Government Press, Madras.

As the requirement of Houselist forms was heavy, instead of manual composing, metal blocks were made and the forms printed. The other forms were printed by the usual hand composing method.

Similarly, for Census Enumeration, Individual Slips and Household Schedules were printed at the Government of India Press, Coimbatore by making blocks separately through private block makers. The Instruction Booklets for filling up of Individual Slips and Household Schedules were printed at the Government Press, Madras. But due to pressure of work, the press was not able to bind the books and hence the binding of quite a number of copies of the instruction books was entrusted to another press, run by a social organisation, by the Government Press, Madras, to enable speedy supply of books. The Individual Slips were stapled into pads of 50 and 25 leaves while the Household Schedules were made into pads of 25 and 10 Schedules. As the quantity of both Individual Slips and Household Schedules required by us ran into crores, the press found it quite difficult to supply them within the stipulated time even with two shifts and hence they introduced night shift also for completing the job well within the period. Even though requisition for additional supply of Individual Slips from the Charge Officers were received in large numbers, these were fully met from the reserves kept at the Regional Offices and at the Directorate. It was feared that the Household Schedules would not be sufficient to meet all the demands. In order to avoid any hardship at the last minute due to non-availability of these, additional household schedules were printed in haste locally. In spite of the fact that sufficient forms/schedules were printed well in advance and supplied, requests for additional supply were made by some charge officers without proper assessment of stocks available with them. In all these cases, the requests were met and it was found that their rush for additional supply was only to meet the last minute demand from the enumeration staff, if any, and in most of the cases this anxiety did not prove correct. The other forms and booklets were printed locally at various presses, and there were no problems in printing them in time.

Movement of forms

In an operation like Census, the quick movement of forms/schedules so as to reach their destination well in time is another big task. During the first operation, i.e. Houselisting, Houselist forms and Houselist Abstracts had been sent to the Collectors and Regional Deputy Directors of Census Operations for distribution among Charge Officers from the press at Coimbatore itself instead of bringing them to Madras and then sending them again to the districts. A list showing number of forms/abstracts to be sent to various Collectors and Regional Deputy Directors of Census Operations had been sent to the Government of India Press Coimbatore and they were requested to send the forms/abstracts as per the list to the district authorities concerned, through a leading transport organisation, under freight charges 'To Pay'. The other forms and instruction booklets to various destinations were also sent through private lorry transport operators. A list showing the forms/ abstracts to be distributed to each Charge Officer in each district was sent to the Collectors concerned and they were asked to distribute the forms according to the number indicated.

For the main enumeration, the Individual slips and Household Schedules which were printed at the Government of India Press, Coimbatore were despatched directly from the press through separate lorries, after observing all formalities. In order to enable easy flow of forms from the press, the press was asked to pack the Individual Slips and Household Schedules into bundles of specified quantities as and when the forms were printed. A representative from the Directorate was sent to the press with a list showing the number of Individual Slips and Household Schedules to be sent to each Collector and Regional Deputy Directors of Census Operations, to oversee the prompt despatch of these materials. But the packing section could not maintain pace with the printing section of the press, for there is a daily target of work for each packer in the press and hence the Individual Slips and Household Schedules had accumulated in large numbers pending despatch to the different destinations. Then, in order to overcome the situation, private packers were engaged from outside also with the consent of the management of the press to speed up the despatch.

The Instruction Booklets and other forms which were printed locally in private presses were despatched through reputed and regular lorry transport operators and this enabled safe and prompt delivery of the printed materials.

In spite of the fact that all the Charge Officers were supplied with sufficient forms, there were some last minute demands from a few Charge Officers. Even telegraphic requests were received at the press itself. The Regional Deputy Directors of Census Operations were also supplied with sufficient forms, as reserve, and the last minute demands from taluks/ municipalities were fully met from those reserves. The printing and despatch of Individual Slips and Household Schedules, which ran into crores were completed well within the stipulated period, thanks to the enthusiasm and co-operation of the Government of India Press Coimbatore. I wish to record my sincere thanks and appreciation of the good work done by the officials of the Government of India Press, Coimbatore in this regard who rose to the occasion.

CHAPTER VII

MAPS

Procurement of Maps

The entire area of Tamil Nadu has been fully covered by survey and maps of these down to the level of the village, showing its boundaries are now readily available in our own Directorate. These are the maps which we procured earlier from the survey department. When new districts or taluks are formed in between two consecutive censuses and are recognised so by orders of the State Government, copies of the orders are received by the Census Directorate. These orders normally contained detailed information regarding the names of places constituting the new districts/taluks and the districts/taluks which have been bifurcated to constitute the new units. Using these particulars and taking into account the existing maps showing the boundaries as per survey, the new maps were drawn and got authenticated by the concerned district authority.

District Maps

In 1981, two new districts have been added in Tamil Nadu. These are: (i) Periyar, bifurcated from the 1971 district of Coimbatore, and (ii) Pudukkottai formed by bifurcating the districts of Tiruchchirappalli and Thanjavur. Yet another district level change was the expansion of Madras City (i.e. Madras district) to which were transferred 10 census towns and 3 villages from the neighbouring Chengalpattu district. The new district maps in the above cases involving jurisdictional changes were prepared in the Map Section of my office. Since the printed maps of all districts as constituted earlier have been procured by the Directorate in the last census, the drawing of these maps (of new districts and districts with changed boundaries) was not found difficult. These maps were then sent to the district authorities where they were scrutinised carefully and authenticated by the Survey unit of the Collectorate, headed by the Assistant Director of Survey and Land Records. The district maps of other districts too which have had no boundary changes in the last decade were sent likewise to the concerned district collectorate for scrutiny. These base maps were drawn to the scale of 'One inch to four miles" and includes taluk boundaries besides roads, railways and rivers.

In the case of the eight districts having coastal boundaries, viz., Madras, Chengalpattu, South Arcot, Thanjavur, Pudukkottai, Ramanathapuram, Tirunelveli and Kanniyakumari, the maps were prepared and the boundaries therein were got approved by the Director of Map Publications through Registrar General's office. The boundaries in regard to the remaining eight districts were scrutinised and cleared by the Map Division of the Registrar General's office.

After clearance, the maps (drawn earlier to the scale "one inch to four miles") were reduced to the required size for preparing original drawings, in which additional features, as specified by Map Division of Registrar General's office, were portrayed. These were sent to Registrar General's office once again for their final clearance before giving them for printing for inclusion in the District Census Handbooks of 1981.

Taluk Maps

The taluk maps for 1981 were also prepared in our Directorate by using the (i) existing printed taluk maps (of the State Department of Survey and Land Records) available in the office, (ii) the 1981 Census Location Code Statements, (iii) the Location Code Maps prepared by the Tahsildars, (iv) orders on jurisdictional changes, etc. These maps were drawn to the scale of "one inch to one mile" and contained the boundaries of villages, Census Location Codes, railway lines, roads, rivers, etc.

In 1971 Census, there were only 116 taluks for which maps were prepared. In 1981, this number had jumped to 151. For all the new and old taluks affected by jurisdictional changes, maps were drawn with boundaries of villages with the help of the details available in printed maps (published by Survey Department) and the Government orders on such jurisdictional changes.

From these map tracings, ferro-print copies were prepared through the ferro-printing machine and sent to the concerned Tahsildars through the district authorities for checking and incorporation of certain details. These maps as also those which were not affected by jurisdictional changes were got cleared for the correct boundaries etc., from the district/taluk authorities, whose counter-signature was obtained on the maps.

With a view to get the coastal boundaries certified, the outlines of the maps of such of those taluks lying on the sea-coast were prepared in tracing sheets in reduced size and sent to the Map Division of Registrar General's office who got the clearance for them from the Director of Map Publications. Besides the city map of Madras, there are 29 taluks lying in coastal line. The list of 29 taluks with sea-coast in the State is given below.

Taluks having coastal boundary

Taluk	District
1. Ponneri	Chengalpattu
2. Saidapet	
3. Chengalpattu	
4. Madurantakam	
5. Tindivanam	South Arcot
6. Cuddalore	
7. Chidambaram	
8. Sirkazhi	Thanjavur
9. Mayuram	
10. Nagappattinam	
11. Vedaranniyam	
12. Tirutturaippundi	
13. Pattukkottai	
14. Peravurani	

Taluk	District
15. Avadaiyarkoil	Pudukkottai
16. Tiruvadanai	Ramanathapuram
17. Ramanathapuram	
18. Rameswaram	
19. Mudukulattur	
20. Vilattikulam	Tirunelveli
21. Ottappidaram	
22. Tuticorin	
23. Srivaikuntam	
24. Tiruchchendur	
25. Sattankulam	
26. Nanguneri	
27. Agastiswaram	Kanniyakumari
28. Kalkulam	
29. Vilavankod	

After getting clearance from the Director of Map Publications, the informations like population size of villages, roads, railway lines, panchayat union boundaries, post and telegraph offices, schools and colleges, hospitals, etc. were incorporated in the taluk maps. These were later sent to the Map Division of Registrar General's office and finally got cleared for printing and incorporation in the 1981 District Census Handbooks. These district and taluk maps were got printed at the Photo Zinco Press of the Central Survey Office, Madras during 1985.

Standard Urban Area Maps

There are 37 Standard Urban Areas in Tamil Nadu, five of which were recognised in the 1981 Census. The maps of these were drawn by us with reference to the constituent rural and urban units as in 1981 Census. Alterations in the boundaries of individual cities, towns, etc. (constituent of SUAs), due to jurisdictional changes in the decade of 1971-81, have been incorporated in the maps. All these changes were within the Standard Urban Area boundaries. But, in the case of Erode SUA, some marginal extension of its boundary as delineated in 1971, was necessitated by the expansion of a constituent urban unit beyond SUA boundary. The skeleton of Standard Urban Area maps drawn on tracing paper was at first sent to Registrar General's office where certain corrections were made in regard to land use depiction on the basis of topography maps available with them. These were finally drawn by us again, incorporating all the required features as stipulated by Map Division of Registrar General's office. Ammonia prints of these were taken by us and sent to Registrar General's office. Subsequently, the approval of the Director of Map Publications was also obtained. These maps have been included in our publication, Part II-A-General Population Tables, which contains the Table on Standard Urban Area (Table A-5).

State Map

Two final State maps, one showing the revised administrative boundaries of districts and taluks, their headquarters, etc., and the other containing district/taluk boundaries along with important rivers, major roads, railways and important place names as in 1981, were prepared and after getting the approval of the Director of Map Publications, 500 and 200 copies respectively of base maps out of these have been printed. These are to be used in the preparation of various maps/charts for inclusion in the Census Atlas and other 1981 Census Publications.

Land-use Maps

Instructions for the preparation of land-use maps of towns in 1981 have been received by us from Registrar General's office. We have in turn requested the Director of Town and Country Planning and the municipal authorities to supply us a map of their jurisdiction depicting relevant land-use particulars. As it is difficult to get these maps for smaller towns, we have decided to restrict the preparation of these maps to all Class I towns and certain Class II towns in the State. Thus, these maps are to be prepared for 20 Class-I towns (i.e. Towns whose population is one lakh and above) and 20 out of the 37 Class-II towns (population 50,000 to 99,999). Wherever the land-use maps prepared by the local authorities do not conform to the pattern of land-use as suggested by us, we made suitable modifications based on the information gathered during the spot study of concerned towns. These land-use maps will be included in our publication on State level Town Directory.

Administrative Atlas

An Administrative Atlas consisting of all district/taluk maps showing boundaries of all towns/villages and certain important features along with basic census data was first proposed to be brought out. Such a publication was brought out in 1971 Census. The maps of this volume are the same as those in the District Census Handbooks, the additions being certain State maps and other census statistics along with names of villages etc. Due to cost considerations and also the availability of these maps and data in the District Census Handbooks and in other census publications, it was decided to drop this publication in 1981. However, as in 1971, the volume on "Census Atlas" which will contain about 120 State maps portraying various socio-economic, demographic, cultural and other features is proposed to be brought out for 1981 also after finalisation of the prescribed 1981 Census tables.

Map Section

This section in the Directorate consists of a handful of staff and is headed by a Senior Geographer. There is one 'Senior Artist' and another 'Artist' who have been associated with the drawing work of 1961 and 1971 censuses as well. Besides, there are at present, three draftsmen and a Hand Press Machine Operator. A Cartographer was also working for two years during May 1981—March, 1983. Due to a large increase in the number of taluks/towns etc., in the State and the need for the preparation of a variety of maps/charts for different publications, the volume of work has enormously increased. It has become quite difficult to cope up with the increasing work with the fewer staff members. We have in fact resorted to recruitment of additional Hand Press Machine Operators on a daily wage basis to complete quickly the drawing work of district/taluk maps of 1981. The section needs to be revamped through suitable additional staff and machines.

CHAPTER VIII

PREPARATION OF RURAL AND URBAN FRAME

In order to ensure complete coverage in 1981, all the villages in the State which were treated as rural during the 1971 Census were listed out for each taluk separately with their population. In such of those villages which had recorded more than 5,000 population during 1971 Census, the proportion of male workers in the non-agricultural activities was worked out based on the proportionately inflated data for the years after 1971 to determine whether they could be treated as new urban areas during 1981, if they satisfy the other conditions laid down for treating a place as urban. Similarly, the proportion of male workers among the non-agricultural activities to the total male workers in non-municipal urban areas of 1971 was also worked out to determine whether these areas still continued to satisfy the urban criteria. All such places which may be considered for treatment as rural and urban respectively during 1981 Census were then listed out separately for each taluk. The places so listed as urban were inspected by the officers of this Directorate with officials of the concerned taluk/municipality to assess whether they satisfy the other conditions for treating them as urban or otherwise. These lists of villages and urban areas were also forwarded to the respective Tahsildars/Municipal Commissioners to verify for checking on the full coverage of all areas. The list of Municipalities in the State was also obtained from the Inspector of Municipalities and this was also forwarded to the concerned Tahsildars to cross-check the omission of area if any. The Tahsildars were also instructed regarding the preparation of Location Code Map for each taluk. Officials from this Directorate visited the taluk offices and checked the preparation of the Location Code maps. The location code numbers for urban areas within the district were serially assigned by this Directorate using Roman Numbers while the same for rural areas within a taluk were assigned by Charge Officers with Arabic numerals in serpentine order. This method of numbering all villages and towns ensured that no area was omitted from the census count. A detailed statement on Location Code numbers is given elsewhere in this report.

Jurisdictional Changes

Orders issued by the State Government effecting changes in the jurisdiction of District, Taluk and other areas during the decade 1971-1981 were obtained. The State Government kept this office posted with all relevant information about the changes in jurisdiction as and when implemented. This enabled this Directorate to keep track of jurisdictional changes that took place in this State during the decade. There were no inter-State changes during this decade. Two new districts viz., Pudukkottai and Periyar were formed during this decade. While Pudukkottai district was formed by transfer of taluks and villages from Tiruchirappalli and Thanjavur districts, Periyar was formed by bifurcation of Coimbatore district. Besides, ten urban areas and three villages around Madras City in Chengalpattu district were also merged with Madras. The jurisdictional changes that took place during the decade 1971-81 are listed in Annexe.

There are no unsurveyed areas in this State. All villages have been surveyed and assigned village survey numbers. The areas under reserve forests have also been surveyed and included with the respective villages. The local administration department and the forest department have furnished this Directorate with all relevant information for identifying the reserve forests. These details of the reserve forests helped the Tahsildar to identify the Revenue forest area in the Location Code map prepared by them.

Definition of 'urban' in 1981 Census

As in the earlier Censuses, the classification and demarcation of places into rural and urban was finalised as per the instructions issued by Registrar General, India in his Circular No. 1 which is given in the Annexe. For classifying a place as urban, the same criteria as adopted during the previous censuses but with slight variation were adopted. The definition of an urban unit adopted for 1971 and 1981 censuses was as follows:

(a) All places with a Municipality, Corporation Cantonment Board or notified town area committee etc.

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

(i) A minimum population of 5,000;

(ii) At least 75 per cent of male working population engaged in non-agricultural persuits; and

(iii) A density of population of at least 400 per sq.km. (1,000 per sq.mile).

A slight variation in the application of the above criteria has been made in 1981 as compared to the previous 1961 and 1971 censuses. In 1961 and 1971 censuses, males working in activities like livestock, forestry, fishing, hunting and plantations, orchards and allied activities were included for the 75 per cent criterion of male non-agricultural workers. But, in the 1981 Census, these activities have been treated on par with cultivation and agricultural labour (that is, agricultural activities) for the purpose of this criterion. The State Directors were also given the discretion in respect of some marginal cases to include in consultation with the State Government, such places that had other distinct urban characteristics and to exclude certain other areas which could not be considered as urban. The list of areas

to be treated as urban was finalised in consultation with the District Collectors. Though Registrar General, India had suggested that all places notified under law relating to the establishment of local authorities and have local bodies as 'towns' have to be treated as urban, the town panchayats in this State that did not satisfy the criteria cited above were not treated as urban. The list of places treated as urban during 1981 Census is given in the annexe along with the new places declared as urban during 1981 and places treated as urban during 1971 but declassified during 1981.

Urban Agglomerations

Besides the classification of all places as rural and urban, certain areas were demarcated as Urban Agglomerations by clubbing all such urban units which form a continuous urban spread. This concept of Urban Agglomeration was first adopted in 1971 Census and was an improvement over the concept of 'Town Group' used in 1961 Census.

Urban Agglomeration can be said to form a continuous urban spread. This urban spread may consist of (i) the core or main town and contiguous town/towns, (ii) the core town with outgrowths like railway colonies, university campuses etc. which may be continuous outgrowth, the part of growth being outside the statutory limits but falling within the boundaries of adjoining village or villages.

Based on the above concept, 32 Urban Agglomerations were delineated in 1971 Census. These 32 Urban Agglomerations had in all 230 census urban areas as their constituent units. Consequent on the new towns recognised for 1981 census and the expansion of 1971 Census towns as well, the possibilities of the changes in the 32 Urban Agglomerations and constitution of new Urban Agglomerations were examined. Three of the 1971 Census towns and twelve towns recognised for the first time during 1981 Census were added to these Urban Agglomerations. Two new Urban Agglomerations were also constituted during 1981.

The Urban Agglomerations that were recognised during 1971 Census and such of those new Urban Agglomerations constituted during 1981 Census with their respective constituent units are furnished in the annexe.

There had been representations from various Government Employees' Associations to include certain places as constituent units of the Urban Agglomeration. These representations were given careful consideration and wherever the places were treated as towns and had contiguous urban spread they were included in the Urban Agglomerations.

The circular from Registrar General, India regarding the formation of Urban Agglomerations and the letters issued to the Collectors in this State are in the Annexe.

Standard Urban Area

The Standard Urban Area was a new concept introduced during 1971 Census for tabulation of certain basic data pertaining to a fixed area. The object was to identify certain intense urban areas of the State together with the contiguous rural and urban satellite areas under their influence and furnish comparable census data for such compact units for two or three decades. It was felt desirable for the purpose of urban development planning etc. to demarcate fixed areas covering a large core town as well as adjoining areas and to keep them constant for two or three decades. It was also felt that data for such Standard Urban Areas for 2-3 censuses would yield a more meaningful picture to study urbanisation around large urban nuclei.

The Standard Urban Area was defined as "the projected growth area of city or town having 50,000 or more population in 1971 as it would be in 1991 taking into account not only the towns and villages which would get merged into it but also the intervening areas which are potentially urban. Such a tract was to include all urban outgrowth such as the suburbs (industrial and residential), railway colonies, civil lines and cantonments and such of those villages and towns likely to be urbanised and merged with the city by the year 2001". This was to remain as a statistical reporting unit during the next three censuses irrespective of the change in the boundaries of the local administrative units.

The Standard Urban Areas were thus formed with the core town of 50,000 population and above during 1971 Census along with all the sub-urban areas surrounding such big towns, and other urbanisable area during the next 20-30 years. The demarcation of the Standard Urban Areas was done by our office in collaboration with the Town Planning Department of the State Government under the guidance from Registrar General, India and Town and Country Planning Organisation, New Delhi. Thus, 32 Standard Urban Areas were delineated and recognised for 1971 Census, the list of which is appended.

During 1981 Census, the Registrar General, India had first requested us to demarcate additional Standard Urban Areas based on core town with projected population of 50,000 (vide lr. No. 1/1/78-SS dt. 20-9-78 copy appended) as per 1981. After consultation with the Director of Town Planning, Madras, 39 towns which were expected to exceed the population size of 50,000 during 1981 were considered to be declared as Standard Urban Areas in 1981.

However, in Registrar General's Circular 15 dated 21-4-80, it was stated that Standard Urban Area being a long term planning area it has to remain as statistical reporting unit for 1971, 1981 and 1991 censuses and such of the towns which had a population of 50,000 and above during 1971 Census alone have to be delineated as Standard Urban Area, and as such no new Standard Urban Area need be delineated on the basis of 1981 Census. The Registrar General, India had also forwarded the list of towns which were to be delineated as new Standard Urban Areas based on 1971 Census which had population of 50,000 or more. These were (1) Valparai, (2) Vaniyambadi, (3) Ambur, (4) Kadaiyanallur and (5) Neyveli. Registrar General had also informed that the

boundaries of the earlier Standard Urban Areas should not be changed and if the changes in the boundaries were made it should have his approval.

After consultation, with the Director of Town Planning, Madras, proposals for delineating five new Standard Urban Areas (1) Valparai, (2) Vaniyambadi, (3) Ambur, (4) Kadaiyanallur, and (5) Neyveli, with details pertaining to their constituent units were forwarded to Registrar General, India for approval. The boundaries of all the Standard Urban Areas of 1971 with a lone exception of Erode Standard Urban Area, remained unchanged during 1981 Census. In the case of Erode Standard Urban Area, a slight change in the boundary was necessitated due to the expansion of an urban constituent town.

Fixity of boundaries

It is but necessary for the efficient conduct of the census operations that the boundaries of the units of enumeration are not disturbed until the census enumeration is over. And it is desirable to keep the boundaries in tact till the tabulation of data are completed. In view of the importance of this aspect, the Government of India, Ministry of Home Affairs issued instructions to the State Government in their letter No. 9/17/79-CD (CEN) dated 10-5-1979 that as far as possible, the boundaries of the administrative units should remain undisturbed during the next decade and if any jurisdictional changes are found necessary they should be effected well before the blocks are demarcated i.e. before 1st October, 1979. The Home Ministry also advised the States to ensure that no change whatsoever are made in the boundaries of these units during the period from 1-1-80 to 30-6-81.

Accordingly, the State Government in their G.O. Ms. No. 2095, Public (Election. II) Department, dated 29-9-79 issued orders that there should be no change in the boundaries of the administrative set up between 1-1-80 and 30-6-81 and pending proposals for change, if any, should be finalised and settled from 1-10-79 to 31-12-79.

Though the State Government issued ban orders on the change of boundaries of administrative units, still changes in the administrative boundaries of Tiruverkadu and Madavaram Townships were effected for the reason that formal notifications were already issued and that the final notification had to be issued after 1-1-80 for administrative reasons. Of course, the State Government consulted this department before issuing orders for the change in the jurisdiction of these two townships. There were also proposals for changes in the boundaries of certain other administrative units for which the State Government approached this department. This department did not agree to that for the reason that it will affect the basic work of enumeration, already started. The State Government appreciated the position and so did not press the matter further.

Area changes in Panchayats

The State Government had notified the administrative changes involving 117 panchayat unions and 466 panchayats in 14 districts. These changes were to take effect only from the next ordinary elections to the panchayats. As no election could be held before the census enumeration, these notifications involving changes in the panchayats could not be enforced. The State Government however felt that these changes be incorporated in the census count as the data without these changes will not be useful since it would not reflect the latest position. After a meeting between the officers of this department and the State Government this proposal was agreed to, provided the State Government issued necessary orders in this regard. Accordingly, the State Government in their letter No. 23647/ME/80-1 dated 7-3-80 RD&LA informed that the census may be taken up as though all the notification in regard to the bifurcation etc., which are to take effect from the next ordinary elections to the panchayat, are given effect immediately. This order was taken into consideration and all the changes in regard to the bifurcation of panchayats proposed were taken into account while finalising the location codes and Enumeration blocks.

Location Code

The major administrative unit for organising the census enumeration was the district. Each Taluk, Municipality, Cantonment and Municipal Township within each district was also treated as a separate charge. Each charge was divided into a number of circles having about five enumerator blocks. Each Enumerator's Block was formed with a contiguous area of 150 households with 750 to 1,000 persons in rural areas and 100 households with 500 to 750 persons in urban areas. The District Collectors were designated as the District Census Officers on whom rested the responsibility of the conduct of the census enumeration and related administrative matters of the respective district. Tahsildars, Municipal Commissioners and the Executive Officers of the Municipal Townships and Cantonment Boards were designated as Charge Officers for their respective jurisdictions. The circle covering 4 or 5 blocks was put under the charge of a supervisor and each enumerator block under an enumerator.

The lowest unit for the presentation of data for rural area was a revenue village, while for an urban area the electoral or house-numbering ward/block.

Location code is the method by which records in an enumerator's block are identified by a combination of numbers, thus avoiding scriptory work involved in identifying the State, District, Town/Taluk, Ward/Village. This combination of numbers in Location Code plays an important role in identifying the schedules while processing the data and in the various stages of tabulation or in tracing the records.

During 1971 Census, a code structure having four elements was used. However, during the 1981 Census, the code system had five elements. The first element denoted the State for which the code was assigned by the Registrar General, India. The code that was assigned to Tamil Nadu by Registrar General, India was 20. District was denoted by the second element, and the taluks/sub-taluks and the towns within each district were denoted by the third element. The Location Code for the District/Taluks/Sub-taluks and Towns were assigned by this office. While assigning the third element, Roman and Arabic numericals were used to

identify respectively the urban areas and rural areas within the taluk. The fourth element denoted the wards in the case of urban areas and the villages in respect of rural areas. The fifth element denoted the enumerator's block number for both rural and urban area. Thus, the five elements in the location code for denoting an area in the '81 Census were as follows:

Location Code	Rural	Urban
First element	State (Arabic Number)	State (Arabic Number)
Second element	District No. (Arabic)	District No. (Arabic)
Third element	Taluk/Sub-Taluk No. (Arabic)	Town No. (Roman)
Fourth element	Village No. (Arabic)	Ward No. (Arabic)
Fifth element	E.B. Nos. (Arabic in bracket)	E.B. Nos. (Arabic in bracket)

To illustrate, the location code 20/2/12/87/(130) indicates the 130th enumerator's block in the 87th village of the 12th taluk of the second district in the twentieth state (Tamil Nadu). Similarly, the Location Code 20/4/VIII/9/(109) denotes 109th block in the 9th ward of 8th town in the 4th district of Tamil Nadu.

The assignment of the Location codes to all rural areas i.e., whole villages or parts of villages not included in census towns was entrusted to the respective Tahsildars/Independent Deputy Tahsildars. This was an important task to be performed by the Tahsildars/Independent Deputy Tahsildars as any omission in assigning the Location Code to any village or part of village would lead to the area not being covered under census enumeration. The important point observed was that the villages/parts of villages in a taluk were given Location Code in a serpentine order as such numbering was required for sampling processes.

Since in Tamil Nadu the panchayat boundaries did not coincide with those of revenue villages in many cases, the assignment of Location Code numbers was to be made in such a manner as to enable compilation of data for the revenue villages or the panchayats and panchayat unions. Therefore, while allotting the Location Code Nos. to villages, we had to consider portions of villages which were included in different panchayats and assign sub-numbers like a/b, b/b etc. to distinguish segments of the same revenue village in different panchayats. This helped us to arrive at the revenue village figure as well as the panchayat figures later. It was felt in the beginning that the alphabets in the Location Code may present a problem in mechanical tabulation. But, we could overcome such problems while processing by way of clubbing the data for the entire revenue village, which will be the unit of presentation. On the other hand, we could also get the data for the panchayats, by adding the figures of the villages and the segment of different revenue villages that are included in a particular panchayat.

The instructions and clarifications issued for the assignment of Location Code numbers for the villages and the finalisation of Location Code statement by this office are appended.

Charge Register

The next step after ensuring that all the units within the jurisdiction of Tahsildars/Municipal Commissioners had been fully accounted for in the Location Code Statement was to prepare the Charge Register in which the Enumerator's Blocks and Supervisor's Circles were carved out so as to assign specific areas for field enumeration and supervision. The Charge Register, as the name implies, was prepared by Charge Officers for their respective Charges. The preparation of the Charge Register involved two stages of (1) Formation of Enumerator's Blocks and Supervisor's circles and (2) Appointment of Enumerators and Supervisors. As the Enumerator Block was the primary unit for census operation and it forms also the jurisdiction of an enumerator, great care had to be taken while forming the Enumerator Blocks.

The census operations were carried out in two stages viz., Houselisting and Census Enumeration. While the number of census houses to be visited by the enumerators was the criteria for the preparation of Charge Register for Houselist operations, the number of persons to be covered was the norm fixed for actual enumeration. Taking these aspects into consideration, instructions were issued to delineate Enumerator Blocks with about 120 households for urban area (600 population) and 150 households for rural area (750 population).

The Charge Officers were also informed that while delineating the Blocks care should be taken to ensure that an Enumerator Block does not cut across the boundary of the village or segments of different panchayats in the rural areas and ward or house numbering blocks in urban areas. They were also requested to ensure that the Enumerator Blocks should be contiguous to each other without any gap in between. The Enumerator Blocks formed during the Houselist operations was the basis for delineation of Enumerator Block for the final count.

The format for the Charge Register for Houselist operations was prescribed by this office and they were to be prepared in an uniform size of about 43×61 cm. Four copies of the Charge Register were asked to be prepared by the Charge Officers of which two copies

were sent to this office. The responsibility for scrutinising and approving the Charge Register was entrusted to the Collector. However, this office also scrutinised the entire Charge Register so as to ensure that all the places had been covered and that the formation of the Enumerator Blocks was in order.

In all such cases where it was observed that the instructions regarding the formation of enumerators block had not been carried out correctly, the defects in the delineation of the blocks were pointed out and were got rectified. Staff from this office were deputed to the various districts to check the charge registers and to guide the Charge Officers in the preparation and finalisation of Charge Registers.

For regular Census, the Enumerator Blocks formed during the Houselist operations were used as far as possible. However, certain Enumerator Blocks which were found to be operationally inconvenient and having larger number of population than the one prescribed, were again delineated. The Enumerator Blocks in each of the charge which had more than the optimum population was listed out and sent to the respective charge officers for delineation. Three copies of the 'charge register' were prepared for census. One was sent to the Regional Deputy Director of Census Operations concerned, the second to this office and the third kept as office copy in the respective charges. Instructions were also given to the charge officers to maintain the identity of the Sample Registration Scheme blocks while forming the Enumerator Blocks. The format for the preparation of the Charge Registers for the rural and urban areas which were prescribed for Houselist operations and actual Census count along with the instructions for filling up the same are appended. Besides, clarifications and instructions which were also issued from time to time for the various checks that had to be made in the Charge Register are also appended.

CHAPTER IX

ENUMERATION AGENCY

As in the previous Censuses, school teachers were appointed as Census enumerators during 1981 Census. It has been found from past experience that they are the most fitted ones to canvass the census schedules. Also, dearth of qualified hands for census work, especially in villages and small towns did not give us any other option and no deviation from the existing agency could therefore be even thought of for 1981 Census. At the time of Houselisting operations held during July-August 1980, a good number of village officers like 'Munsiffs', 'Karnams', etc. were also appointed for the field work. But, later, when the village officers were all relieved of their work consequent on the abolition of the system of part-time village officers by inheritance, teachers or other government employees were substituted in their places for doing census work. The teachers are capable persons and are in a position to grasp the various census concepts easily and this is certainly a great advantage which goes towards increasing the extent of accuracy of the data collected. The teachers are also locally well known and recognised, especially in rural areas, and are generally held in high esteem by the local inhabitants. The teachers were asked to be appointed in their own local areas where they reside or work. Therefore they are familiar with the locality and the people which enable quick and complete coverage. In addition to the teachers, services of officials working in the local bodies like Corporations, Municipalities, Townships and Panchayats besides Revenue and other Departments of the State Government and Central Government offices were used for census work in cities and towns.

Selection of Personnel for Census work

While selecting the personnel for the census work, the Charge Officers were asked to exercise great care. In places where teachers were not available, the officials of local bodies and Government Departments were asked to be appointed as enumerators. Higher categories of staff in the revenue, municipal, educational service, etc., who were able to command the respect and confidence of the enumerators were appointed as supervisors. A reserve staff of ten per cent, over and above the number of enumerators and supervisors in each charge were also appointed and they were imparted training in the filling up of the schedules along with others. This was done to meet exigencies when some enumerators/supervisors could not attend to the work entrusted to them, due to unavoidable circumstances.

The Tahsildars were also assisted in their census work by a large number of Deputy Tahsildars, Special Tahsildars, etc. who were also appointed as Zonal Officers for more effective supervision, training, distribution and collection of records, payment of honoraria to the staff etc.

Staff belonging to some of the important departments were exempted from census duty. The exempted category included officers and staff of the Police Department, staff of the Tamil Nadu Electricity Board, Medical Officers, officers and staff engaged in the operation of essential public utility services, officers and staff of the State Transport undertakings and officers and staff of the Pay and Accounts Office in Madras. The staff of the Legislative Assembly and Council Departments were also subsequently exempted.

There was also a suggestion regarding appointment of unemployed educated persons as enumerators. It was pointed out that several thousands of unemployed educated persons who had registered with the various employment exchanges did not get jobs and that we could fruitfully utilise the services of these individuals as enumerators and supervisors in census. It was pointed out in support of this suggestion that unemployed graduates were engaged in updating the electoral rolls by the Panchayat Union Commissioners and the quality of their work was also generally good. The suggestion was welcomed particularly in the light of the refusal of several teachers initially to perform census work and I considered this issue with an open mind. But, considering the fact that only a small honorarium could be paid for census work and that the work lasts only for a short period of about three week's duration, the need was for a disciplined set of enumerating staff who could be questioned about with authority when there was any delay or slackness or when the work was not attended to properly or according to the stipulations of time, etc. The handing over the filled-in records within the prescribed time limit was to be done at any cost and this was possible only if there was better control over the field workers. As quality of work as well as timeliness were most important factors for the success of this great operation, I did not want to leave anything to chance in this regard. The appointment pattern of field staff was hence continued in the same old manner with teachers occupying a dominant role in 1981 Census work.

In 1971 Census also, teachers of Government panchayat and aided schools were used fully and they formed nearly 80 per cent of the total enumerating staff. For the level of supervisors also, services of senior teaching staff of High schools and Headmasters of schools were utilised besides those of senior Assistants and persons in the middle and senior levels in Government services.

The following statement shows that teachers have been largely utilised for 1981 Census, both during Houselisting and Enumeration. During Houselisting, they formed nearly 85 per cent of the total enumerators and in Census this percentage increased to 91.

Among supervisors also, nearly 66 per cent during Houselisting and 68 per cent during Census Enumeration were teachers.

Category	Houselisting			Census Enumeration		
	Persons	Males	Females	Persons	Males	Females
1	2	3	4	5	6	7
Enumerators:						
Total	77,872	59,807	18,065	77,562	59,825	17,737
1. Teachers	65,954	49,743	16,211	70,600	53,707	16,893
2. Village Officers	3,484	3,467	17	98	98	..
3. State Govt. Staff	4,114	3,414	700	4,284	3,685	599
4. Central Govt. Staff	538	418	120	417	368	49
5. Other Local body Staff	3,247	2,343	904	1,932	1,743	189
6. Others	535	422	113	231	224	7
Supervisors						
Total	16,330	15,363	967	16,844	15,943	901
1. Teachers	10,813	10,034	779	11,450	10,658	792
2. Village Officers	89	43	46	..	..	..
3. State Govt. Staff	3,432	3,366	66	3,594	3,526	68
4. Central Govt. Staff	257	220	37	172	169	3
5. Other local body staff	1,560	1,530	30	1,478	1,449	29
6. Others	179	170	9	150	141	9

The State Government was good enough to issue a circular to all departments, the district Collectors and other subordinate offices stressing the importance of census work. The employees of the Government and the local bodies were asked to perform all the work connected with the census enumeration, which may be entrusted to them by the local officers, as diligently and conscientiously as they would do their normal duties. The employees were also asked to give no cause for complaint by the officers in charge of census in regard to their performance of the census duties. The Government order also indicated that "the manner in which the staff perform census duties should be taken into account while making periodical assessment of their work and conduct". Thanks to these guidelines of the State Government, we were able to get by and large, good and disciplined persons to work as enumerators and supervisors for census.

Organised movements against census work

As soon as the appointment orders for enumerators/supervisors were issued for houselisting purposes during June 1980, we started receiving a number of letters from the Charge Officers in different districts about the refusal of the teachers to receive the appointment orders, boycott of the first round of training classes, protests and demonstrations against assignment of census work etc. These teachers mostly belonged to the Panchayat Union elementary schools, municipal and other private schools. Protest meetings and even processions have been organised by some of the agitating teachers in some places and they passed resolutions against taking up census work. I requested the Collectors to deal with the situation tactfully and adopt a persuasive approach and arrange to impress on the teachers and their representatives about this national task. Meetings were held by the concerned Taluk/Municipal census charge officers with the office bearers of the Teachers' Union. In some cases, the Collectors themselves discussed the problems with the representatives of the local teachers' associations. This approach, though initially proved unsuccessful, finally yielded positive results. A notice circulated by an association of teachers dissuading teachers from accepting census duties in 1981 and a newspaper report on teachers' agitation are reproduced in the next page.

Copy of a notice issued by Teachers' Association to its Members

சேலம் நகரவைப் பள்ளிகள் அனைத்தாசிரியர் கூட்டமைப்பு

மக்கட்தொகைக் கணக்கெடுப்பு புறக்கணிப்பு

ஆசிரியப் பெருமக்களே, வணக்கம்

ஆசிரியர்களுக்கு மட்டும்தான் சென்சஸ் பணி கொடுக்க வேண்டும் என்று சட்டம் கூறுகிறதா ?

தேர்தல் பணியும், வாக்குகள் எண்ணும் பணியும் செய்ய ஆசிரிய சமுதாயம் அதிகாரிகளின் கண்ணில் தெரியாதபோது சென்சஸ் பணியிலும் விட்டுவிட வேண்டியதுதானே.

வீடு வீடாக ஏறி இறங்க மட்டும் நாம் தேவையா? நமக்கு அதுவும் வேண்டாம்! இதுவும் வேண்டாம்! எதுவும் வேண்டாம்!!! கல்விப் பணியே போதும்.

எழுத்தறிவிக்கும் இறைவர்கள் தெருத்தெருவாக அலைய வேண்டுமா?
கண்ட பணியைக் கொடுக்காதே!
கல்விப் பணியைக் கெடுக்காதே!

ஆசிரியர்களை கல்விப்பணி அல்லாத பிற பணிகளில் ஈடுபடுத்தக்கூடாது என்னும் அரசு ஆணைக்கு (G.O.Ms. No. 53633/Education/Social, dated 12-7-72) எதிராகவும் புறம்பாகவும் சேலம் நகரவைப் பள்ளி ஆசிரியர்களுக்கு மக்கட் தொகைக் கணக்கெடுப்புப் பணியை சேலம் நகராட்சி ஆணையாளர் வழங்கியிருப்பதை வன்மையாகக் கண்டிக்கிறோம்.

ஆசிரியர்கள் 23-6-80 திங்களன்று நடைபெற்ற பயிற்சி வகுப்புகளை (Instruction class) ஒரு மன தாக புறக்கணித்தது போலவே அடுத்து நடக்கவிருக்கும் எல்லா வகுப்புகளையும் தொடர்ந்து ஒரு மனதாக உறுதி யாக புறக்கணித்து நமது கோரிக்கைகளுக்கு வலுவூட்டும்படி வேண்டிக் கொள்கிறோம்.

இது சம்பந்தமாக மேலதிகாரிகளால் வழங்கப்படும் குறிப்பாணைகளை (Memo, Show Cause Notice etc.) வாங்க மறுக்கும்படியும், பெற்றுக்கொண்டவர்கள் அதற்குரிய விளக்கம் எதுவும் கொடுக்க வேண்டா மென்றும் அன்புடன் வேண்டிக் கொள்கின்றோம்.

நியாயத்திற்காக, நேர்மைக்காக, உரிமைக்காக
ஒன்றுபடுவோம்! போராடுவோம்!
போராடுவோம்! வெற்றி பெறுவோம்!!

இங்ஙனம்

சேலம் நகரவைப் பள்ளிகள்
அனைத்தாசிரியர் கூட்டமைப்பு

An Extract From "Dinakaran" dated 28.6.80, A Daily News Paper

சேலத்தில்

750

ஆசிரியர் ஊர்வலம்

ஜனத்தொகை கணக்கெடுக்க மறுப்பு தெரிவித்து

சேலம் ஜூன் 28, சேலத்தில் நகரசபை பள்ளிகளில் வேலை பார்க்கும் 250 ஆசிரியைகள் உட்பட 750 ஆசிரியர்கள் ஊர்வலம் நடத்தினார்கள்.

சமீபத்தில் நடந்த தேர்தலில் தேர்தல் பணி ஊழியர்களாக நகரசபை பள்ளி ஆசிரியர்கள் அமர்த் தப்படவில்லை. ஆனால் மக்கள் தொகை கணக்கெடுப்பு செய்ய நகரசபை பள்ளி ஆசிரியர்கள் பயன்படுத்தப் படுகிறார்கள்.

இதற்கு எதிர்ப்பு தெரிவித்தும் மக்கள் தொகை கணக்கெடுப்பு செய்ய மறுப்பு தெரிவித்தும் இந்த ஊர்வலம் நடத்தப்பட்டது.

ஊர்வலம் அண்ணா சிலையில் இருந்து புறப்பட்டு நகரசபையை அடைந்தது. அங்கு தனி அதிகாரியிடம் மனு கொடுக்கப்பட்டது.

By holding personal discussions with the teachers' representatives and others concerned, it was found out by the District Collectors, the Charge Officers and Regional Deputy Directors, that the teachers had in reality, harboured some grievances against the Government, particularly the election officials in the local areas and that they were not totally un-willing to take up the census work. The following were some of the important grievances that came to light:

(1) In the Parliamentary and Assembly Elections held earlier in 1980, the election work was assigned to other Government servants instead of teachers and that very few teachers were assigned polling duties.

(2) The polling duties involve fewer days' training and work but all the same carried attractive remuneration. The teachers were neglected for this work and preference was then given to others, while they are now called upon to do census work which is arduous.

(3) The Census work extended over several days and involved door to door visits which are difficult. A substantial sum should therefore be paid for this work instead of the paltry sum, contemplated as honorarium.

(4) Frequent interruptions in their school work because of entrustment of duties connected with census, revision of electoral rolls, small savings campaigns, distribution of ration cards etc. affected concentration on their main job of teaching.

(5) Travelling and other incidental expenses for attending instruction classes, etc. should be paid and advance money for purchasing stationery items should also be given.

(6) For these extra items of work as census, the teachers generally have to wait for several months before the payments are made. Spot payments should therefore be arranged as soon as the job is completed and records are handed over. Advances should also be paid.

The Tamil Nadu Elementary School Teachers' Federation made a representation to the Registrar General and Census Commissioner of India in July 1980. The President and the General Secretary had also a personal discussion about this problem with the Registrar General, India at New Delhi. In his letter to the President of the Teachers Association, the Registrar General, India informed about the increase in the honorarium payable for 1981 Census work and also stated that the honorarium was only a token of recognition of the admirable work of the teachers. He also indicated about the provision made for the payment of TA/DA at fixed rates for attending training classes and handing over of schedules at centralised places and instructions for avoiding large-scale transfers of officers and staff engaged in the census enumeration work till the enumeration is over. A representation was made by the Teachers' Association that ladies should be posted to nearby areas, that is near where they live or where they work and that the posting of ladies as census enumerators in difficult areas such as lodges etc. should be avoided. A circular letter was issued in this regard by me requesting the census charge officers to avoid such inconvenience to lady enumerators in their postings.

I had discussed about the teachers' agitation that took place in several parts of the State with the State Minister for Revenue. The teachers' representatives also met the State Minister in this context. The matter was also raised in the form of an adjournment motion in the Legislative Council. It was assured on behalf of the State Government that the services of the teachers would be utilised in the election work also in future. This assurance coupled with the personal discussions of collectors, Regional Deputy Directors as also some Charge officers with the local representatives of the teachers' associations ultimately proved very effective. The Government of Tamil Nadu was kind enough to issue necessary orders permitting all teachers and other census enumerating staff to attend office late and leave early during houselisting and permission for half-a-day during the final census enumeration period of 20 days in February 1981 and also five full days exclusively for census work (i.e. 1-3-81 to 5-3-81), all treated as duty periods. This also helped the teachers and other enumerators in concentrating on census duties during the prescribed periods. The Government had also earlier directed all its subordinate offices to extend whole-hearted co-operation in the conduct of census.

Prompt payment of Honoraria and lump sum towards Travelling Allowance/Dearness Allowance to the enumerating staff

One of the main grievances of the teachers was that in regard to electoral roll revision, census work, ration card enumeration, and other similar extra items of work assigned to them earlier, payments, though meagre, were not paid immediately. Some of these payments were inordinately delayed due to some reason or the other and payments were still due to them, even after the expiry of several months after the actual completion of work. The teachers' associations had entertained apprehensions that payments for census work too will be likewise delayed. Their fears were allayed and they were assured of quicker payments this time, soon after the return of the completed schedules and other connected census records.

Thanks to the Tamil Nadu Government's acceptance of the proposal to make payments for census work initially from the State funds before final adjustment by the Government of India, immediate payments were arranged. For Houselisting, both the honoraria and fixed TA/DA for attending training classes were ordered to be paid to the enumerators/supervisors at the time of handing over of the filled-in records in August, 1980 and this was duly implemented. The teachers welcomed this move and felt very happy at the quick payment. This enthused the enumerating staff also and they came forward to do the census enumeration later without any grudge. The agitational approach witnessed prior to Houselisting, thus gave way and instead there was whole-hearted co-operation from the teachers. Similarly, in the final census enumeration also, the TA/DA for attending

training classes were paid at the end of each of the three training sessions and the honoraria soon after the handing over of the census records in March 81.

Sanction of a fixed amount of TA/DA towards attending training class was also a good move, more beneficial to the enumerating staff. The amount, which depended on the distance of travel, was also very reasonable and the Charge officer was able to draw it quickly, without the concerned enumerating staff having to indulge in the procedure of preparing individual bills, etc.

Difficulty in appointing enumerating staff

In the recruitment of enumerating staff in Madras city, problems were confronted in finding sufficient number of hands. Since the number required as enumerators and supervisors including reserve personnel was around 8,000, employees of a number of State and Central Government offices were detailed for this purpose. But, the city census officer of Madras City had an unenviable task in that his office was daily flooded with requests from a large number of personnel for exemption from census duty, duly recommended by the concerned heads of offices and departments. The city Census Office did not have adequate reserve personnel to fill the gap. Besides, the process of changing the enumerating personnel resulted in delay in conducting the Houselisting Operations in July-August 1980. I took up the matter with the Government and requested action for curbing such requests for exemption, stressing the magnitude of the census work and the need for following the time schedule of the operations. The Government was good enough to issue promptly a circular letter on 1st July, 1980 advising all the Heads of Departments and Local Bodies not to entertain cases for exemption from census duty.

Regarding transfer of persons appointed on census duty, the then Home Minister of the Government of India, Shri Zail Singh himself wrote to the State Governor in March 1980. In turn, a circular letter was issued by the Chief Secretary to all the Departmental secretaries, Heads of Departments and District Collectors asking them to ensure that no large scale transfers of employees, particularly teachers who were involved in census work are made till the Census Operations are completed in March, 1981. Prior to the main enumeration, the Hon'ble Prime Minister of India, Smt. Indira Gandhi wrote to the Hon'ble Chief Minister of Tamil Nadu, Shri M. G. Ramachandran suggesting the issue of suitable instructions to ensure that nothing comes in the way of successful conduct of census. While elections to local bodies and transfers of officials were asked to be put off till the Census was over, suitable adjustments of school/college examinations were also sought to be made. The enumerators, teachers in particular, were thus free to concentrate on Census work.

The enumerators and supervisors under the direct overall supervision of charge officers did an excellent job both in Houselisting and Census Enumeration. But, still there were a few isolated cases of improper work of negligence on the part of enumerators/supervisors which were effectively dealt with by the Charge Officer, their deputies and also district level officers. There was no occasion to take recourse to the penal provisions of the Census Act. The District Collectors and the Commissioners of Madras and Madurai Corporations were earlier authorised as per Government Notification to accord previous sanction for the institution of prosecutions under the Census Act. The promise of prompt payment and the amicable settlement of the issue of utilisation of teachers' services for election work helped dispel the fears in the minds of enumerators and paved the way for the smooth conduct of the enumeration.

Good work of the enumerating personnel

I must acknowledge that on the whole, the enumerating staff did a neat job and the quality of work was also quite good. I wish to record my appreciation of the sincere effort made by everyone, at the lower level in particular, in the collection of census data. A few enumerators exhibited extraordinary zeal and enthusiasm and wrote to my office directly, seeking clarifications on certain doubts, which they could not resolve during the training sessions. I welcomed this positive approach and felt happy to reply them immediately giving the necessary clarification. Many enumerators took pains to record the answers in plain paper first and copy them later in the Schedules to enable neat filling up of the schedules without any over-writing, erazing, etc. Some of the maps/lay-out sketches drawn by the enumerators were artistic and were in colours and they are indeed very appealing. A few enthusiastic enumerators were very thorough with all the instructions, that the second and third training sessions were found to be practically unnecessary for them. There were quite a number of enumerators in every district who had experience of working in previous Censuses also. A few of them had won medals as well during 1961 or 1971.

CHAPTER X

HOUSELISTING OPERATIONS

Houselisting, the first of the two phases of census, is also an equally important task as the main census itself, as it covers all the buildings and houses, whether inhabited or not. Besdies, it takes an account of the people living therein which more or less forms the basis for further operation. The preliminaries that are made before the Houselisting and the Houselisting proper can be considered to provide an excellent trial, and the modalities adopted in this operation are refined wherever necessary and used for the final census. House numbering, location code statements, delineation of enumerator blocks and supervisor circles, selection and appointment of the enumerating staff and imparting necessary training to these personnel, the distribution of the blank schedules and the collection of filled in records, the disbursement of the honoraria and other allowances, etc., are all fully tested in Houselisting. Thus, apart from very valuable data collected, the houselisting has proved to be a very useful exercise from the administrative angle as well. The lapses and deficiencies noticed in Houselisting Operations were rectified later towards achieving a smooth census count without any major hitch.

We had the Houselisting in Tamil Nadu in the months of July-August, 1980 and I should say it provided an excellent training ground for all the charge officers in the matter of organisation. All officers involved in this task were able to have a closer look at the loopholes of the system and plug them up so as to face the more challenging task of Census with greater optimism and determination. In the following paragraphs, a brief record of our experience in the various phaces of the Houselisting Operations of 1980 is given.

Timing of Houselisting

Houselisting is done primarily to determine and identify all places of habitation with a view to ensure full coverage of the population. Since the list of houses prepared during houselisting has to be necessarily used for delineating the basic enumeration unit, i.e., the enumerator block (EB) for Census enumeration, the timing of Houselisting had to be determined in such a way as to provide sufficient time for utilising the information obtained to demarcate the final enumerator blocks, select and appoint the enumerators and train them well before the enumeration. A desire was expressed by Registrar General, India to have the Houselisting as far as possible at about the same time all over the country so that the data would be approximately comparable. The broad time span suggested was April-June, 1980 and the State Directors were asked to indicate their choice.

In the previous census of 1971 the Houselisting was conducted in Tamil Nadu during February, 1970, and the actual Census was in March 1971. The gap between Houselisting and Census was thus more than one full year. It was felt that if the time gap between Houselisting and Census is more, say, 10 or 12 months, the very purpose of Houselisting would get defeated. The reason is that a longer gap may bring in more changes in the composition of houses and households of a block. New houses, additions to family members and movements of families will also be more and these will substantially affect the basic frame, besides upsetting the familiarity of the field staff with the local area and population. On the other hand, if the gap between the two phases is kept too short, say, three or four months, it will pose problems in regard to the delineation and finalisation of the enumerator blocks, appointment of enumerating staff, training, distribution of forms, selection of sample blocks, etc., which require careful attention and therefore cannot be hurriedly done. We had therefore to strike a balance and fix a period for Houselisting which is neither very close to census nor there is a wide time gap. Since the large majority of the enumerating staff are recruited from among the teaching community, the convenience of the teachers vis-a-vis educational institutions must necessarily be taken into consideration. Teachers who generally enjoy vacation during the month of May cannot also be summoned for census duty and many of them may also be away from their usual places of residence on holiday trips. The annual reopening of schools in Tamil Nadu, after the summer vacation is in June. The schools settle down for studies by about the middle of July after the admission bustle (in which most of the teachers will be involved) is over. Further, the approaching south-west monsoon affects some parts of the State during May-June. Considering all the above aspects it was decided that the end of July and the beginning of August would be most suitable for having Houselisting. I therefore finally pitched on the time of July 20—August 20 as the most ideal period for Houselisting. This leaves a gap of nearly six months between Houselisting and the final census count, (which began on February 9th), during which period all the preliminaries had to be completed. The Registrar General, India was kind enough to agree to this suggestion.

I wish to record here that this experience of having the census with a six-month interregnum between Houselisting and the final count was found to be most convenient and it was welcomed by all the District and other local officials. Another advantage is that the tempo created before Houselisting was continuously kept up, as immediately after Houselisting followed the work connected with census like the delineation of blocks, finalisation of charge registers, sampling of blocks, conduct of training classes, etc. The Census work was thus kept uppermost in the minds of the local officials as well as the people at large which proved highly advantageous and had an effect on the quality of enumeration. The publicity for census which also commenced during Houselisting was kept up and it reached its peak during

January-March, until the census enumeration was over. I would recommend that in future censuses too, the time-gap between the two operations could be fixed as 6-8 months as in this census so that there is no lull during this gap and the enumeratirs as well as the people do not forget about the approaching census enumeration.

House-numbering

This is an important preliminary task and is considered part and parcel of the Houselisting operations. Houselisting itself was previously known as 'House-numbering and Houselisting operations'. Listing of houses becomes possible only after proper identification of houses, which again is dependent on the assignment of distinctive numbers. Though the scheme of permanent House-numbering was initiated by the Registrar General's Office during the last census and a token subsidy was also then given by the centre to the States, the pursuances of the scheme by the centre was hampered due to paucity of funds. Provision of funds towards this work was not made during this census too and hence no initiative on this matter could be taken by the Registrar General, India. We were however asked to get in touch with the State Government and move them so as to take advantage of the permanent house-numbering system, which is prevalent in the State. In Tamil Nadu, we have inherited a good system of House-numbering which has been in vogue since the 1960's and even earlier. The system of numbering as envisaged in the Madras Election Manual was adopted with suitable modifications in the previous censuses of 1961 and 1971. It was decided that this procedure should not be disturbed for 1981 census also as it is based on sound principles. It was however reported that in many rural areas and towns, several houses particularly new ones, were not assigned proper numbers. During the pre-test operations and other field checks done during 1979, our officials found that the numbering was not updated in many places and several houses including hutments bore no house numbers at all. The Tamil Nadu Government was addressed in the matter and 'House-numbering' was sought to be updated during the revision of electoral rolls. The Government was also requested to advise the District Collectors, Corporation/Municipal Commissioners and other local authorities so as to ensure the updating of the house-numbering well before the start of the Houselisting of 1981 census.

The Government of Tamil Nadu issued a circular in January 1980 to the district Collectors, Revenue Divisional Officers, Tahsildars, Commissioners of Corporations and Municipalities, Panchayat Union Commissioners etc., in this regard and the Collectors were in turn asked to issue instructions to the concerned subordinate officials to the effect that fresh house numbers should be given to all houses which have newly sprung up and the numbers to existing houses should not be altered. We also followed this up with a letter to all the Collectors, Commissioners of Madras and Madurai Corporations and other Charge Officers confirming that the permanent house-numbering scheme as envisaged in the Madras Election Manual alone will be adopted for the 1981 census. As per para 9 of Chapter III of the Madras Election Manual, the maintenance and annual verification of house numbers is the responsibility of 'Karnam' (or Accountant) in the case of village panchayat and the executive authority in the case of town panchayats, townships, municipalities and Corporations. It was sought to be ensured that all the concerned officers in charge of house-numbering update the numbers carefully by 31st March, 1980 and a certificate to this effect was asked to be sent to Census Directorate. A letter was also issued to the Inspector of Municipalities in this regard for updating house numbers in all municipalities. The Registrar General, India reminded us in a circular letter about the numbering of even sub-standard and temporary structures, the need for special efforts in the numbering of all houses in slums as also small and narrow streets and to ensure that the painted numbers are not obliterated until the census is completed in 1981. To ensure that there are no omissions in the house-numbering system, the Regional Deputy Directors of Census Operations were also asked in June 1980 to instruct the Charge Officers once again so that immediate steps could be taken to rectify the defects even at the last stage.

The enumerators were also instructed to assign fresh numbers to houses during their preliminary visit to their blocks, wherever they were not numbered. Such numbers were asked to be assigned in a serial order after a stroke over the house number of the preceding or nearby house (as 10/1, 10/2, 10/3 etc.). Very small structures where not even a person could live nor an enterprise could be carried on were asked to be omitted from the purview of house-numbering.

The system of house-numbering prevailing in the State is briefly as follows :

In rural areas, the block system is adopted. The area of every village is divided into compact blocks of about 100 houses or so and all the houses in the block are numbered in one series. The block generally consists of a group of adjoining streets/lanes or other compact local area with well defined boundaries. Each recognised hamlet is treated as a separate block and the blocks are numbered serially for the panchayat as a whole comprising the main village and the different hamlets belonging to the village. House-numbering is done clockwise if the houses are scattered. In regard to streets, the numbering proceeds from North to South or East to West. It commences at one end and ends up at the last house in the opposite row or side. In urban areas, ward/street system is adopted. Under this system, the electoral wards of the municipalities and town panchayats, if they had well-defined boundaries, are taken as house-numbering units and all the wards numbered in one continuous series. The streets in in each ward/block are numbered in one series and the houses in each street in a separate series. The numbers of houses in lengthy streets are given in one series throughout the street even when it falls in different wards. Street numbers are however given for each ward separately and this is given with reference to its position and the other streets of the ward.

Though the numbering is by and large satisfactory, it is necessary that these are properly maintained for future identification. The public were therefore told about the importance of the numbering system and they were asked not to erase or in any way obliterate the house numbers. The system of painting or whitewashing over the existing numbers, especially during festive seasons like Pongal (in the month of January) was asked to be avoided.

Canvassing of Enterprise list during Houselisting

For the first time in 1981 census, the Census Organisation undertook the responsibility for the field canvassing of an important schedule, viz., enterprise list, which is part of economic census, conducted periodically by the Central Statistical Organisation. During the 1971 Census, a questionnaire called "Establishment Schedule" was canvassed along with Houselist and the tables and report on 'Establishments' were published by our organisation as part of census. This schedule has now been dispensed with. The enterprise list canvassed along with houselist schedule of 1981 census is slightly different from the above schedule and includes even manufacturing and commercial units in the unorganised sector, statistics on which are not now available.

The canvassing of the two schedules in July-August 1980 was done in such a way that at the field level it appeared as one operation connected with census. The coordination established between the Census Directorate and the State Statistics Department in this regard was complete and total. The officers and staff of the Statistics Department of Tamil Nadu were fully involved in the operation. The instruction booklets, the schedules etc. for the enterprise list were printed in Tamil by the Statistics Department and supplied to us for distribution along with other Houselist forms to the enumerating staff.

At the district level and below, the staff of the Department of Statistics had to work along with the Census Charge Officers and other supervisory level officers in giving intensive training to the field workers, viz., enumerators and supervisors. The enable closer coordination in this sphere, the Registrar General, India advised us to notify the statistical officers at the district level as Additional District Census Officers and to consider them for all practical purposes as census officials. At the lower level, the Statistical Assistants of the Department of Statistics were asked to be notified as census supervisors.

Accordingly, the District Collectors and the Commissioner of the Corporation of Madras were requested to appoint the Assistant Directors of Statistics of the districts as Additional Census Officers. These officers were asked to render necessary assistance to the District Census Officers in the various items of work connected with the houselisting operations including training of officials in canvassing the houselist and enterprise list and supervision of field work. Besides, these district level officers of the Statistics Department acted in coordination with the Taluk and Municipal Charge Officers. It was however not found necessary to notify the lower level officials, viz. Statistical Assistants, etc. as census supervisors.

The State level training sessions for Houselisting was held in Madras during 12/13th May 1980 in which the officers of the State Statistics Department participated. The session dealt with in detail the salient features of the enterprise list schedule and the houselisting schedule. At the district and taluk level, training sessions were held in June/July, 1980, wherein the Assistant Directors of Statistics as also their Statistical Assistants took lively part. Complete details of the training sessions were sent by the Charge Officers to the District Statistical Officers to enable the latter to depute their officials and there was perfect coordination in the work. The District Statistical Officers also helped the charge officers in the field supervision of the work during July/August 1980.

The despatch and distribution of the blank Houselist/Enterprise List schedules, abstracts, etc. to Charge Officers and enumerators was done by us. Similarly, at the end of the operations, we arranged for the collection and handing over of the filled-in enterprise list schedules and related records to the taluk Statistical Inspectors.

Publicity

A number of publicity measures were initiated even during 1980, well ahead of the Houselisting Operations, scheduled for July/August, 1980. These however were at a higher pitch only during a few weeks prior to the Census in February, 1981. Publicity measures included sticking of posters in public places, exhibition of slides and short films in theatres, broadcasting and telecasting of speaches and skits over the stations of All India Radio and Doordharshan, Madras, distribution of pamphlets on census to public and publication of articles in newspapers and other magazines. The chief objective of all these measures was to make the people understand the importance of the census and to seek proper response from them in filling up the prescribed questionnaire, besides assuring them of the confidentiality with which the information will be kept under the provisions of the Census Act.

I made a short speech in English over the All India Radio, Madras 'A' on 18th July 1980 under the programme "Focus". My Deputy Director, Shri N. Rama Rao, made a speech in Tamil on 21-7-1980 over the radio, Advertisement broadcasts over the commercial services of the All India Radio viz., Vividh Bharathi both through Madras and Tiruchchirappalli stations proved very useful as these services are often tuned in by public, living even in interior rural areas. This way, the news about census reached even the illiterate masses. The radio spot advertisements were broadcast twice over the day, once in the morning at 7.25 A.M. and the other in the evening at 6.45 P.M. from 21-7-1980 to 20-8-1980. In some of the far flung villages, the local census officers arranged to spread the news of Houselisting and the impending visit of enumerators through the traditional rural media, viz., "Tom Tom". A press conference was also convened by me in connection with the Houselisting operations on July 15, 1980 in which I appealed for cooperation from the public for Houselisting and Census.

Articles in Tamil about census includi
ing were published in all the prominen
lies, 'Dhina Thanthi,' 'Dinamani' and 'M
in all their district editions and this ga
publicity. English papers 'The Hindu'
Express' too carried similar articles in
all these articles which appeared during
1980 evoked the much needed public
census.

The message on the two stages of 1981
tions reached all corners of the State a
sity of the message was found quite adeq
to various measures, the people's respons
enumerator's visits to households was
People expressing ignorance about the
very few in number.

Organisation of Training Classes for Hou

Realising the importance of intensive a
training to every field-level worker as
getting reliable data, steps were initiated
ining, months ahead of Houselisting. A
prise list was to be canvassed along wi
schedule, it was felt necessary to have d
ing covering both the schedules at least
times. In the training sessions, the instr
Houselisting, including the preparation
maps and lay-out sketches, were gone th
first instance, followed by the enterprise
tions along with the necessary links an
Apart from the booklets and brief instru
local language 'Tamil', training forms we
cifically printed (in red colour), for purpo
tical training. Combined training was g
ing both the schedules, Houselist and En

As has been mentioned earlier, an in-s
ing session was organised for two days i
1980 at Madras in which all officers of t
ate were exposed to the final schedules a
tions involved. An officer of the State S
partment, trained by the Central Statistic
tion, participated along with his collegu
with at length about the salient features
prise list.

State-level training

An elaborate session was organised du
1980 at Madras in which all the officers
sus Directorate, officers of the State Statis
ment, the Regional Deputy Directors of C
rations and their Statistical Assistants, the
sus Officer and other Charge Officers in
along with their assistants particip
session extended over two days and dealt
aspect of houselisting elaborately. Mode
the schedule was also done by the particip
end of the session.

The training programme at district/t
picked up momentum after the above sessi
headquarters. A circular letter was issue
middle of May, 1980 (Vide Census Circul

dated 14th May, 1980) to all Collectors and other Charge Officers detailing the manner of conducting these training classes. The training was organised in two stages. In the first stage, the district officials, charge officers and their assistants were imparted training at district headquarters. In the second stage, charge officers (Tahsildars/Municipal Commissioners, etc.) held the classes to the field workers, viz., enumerators and supervisors at convenient centres.

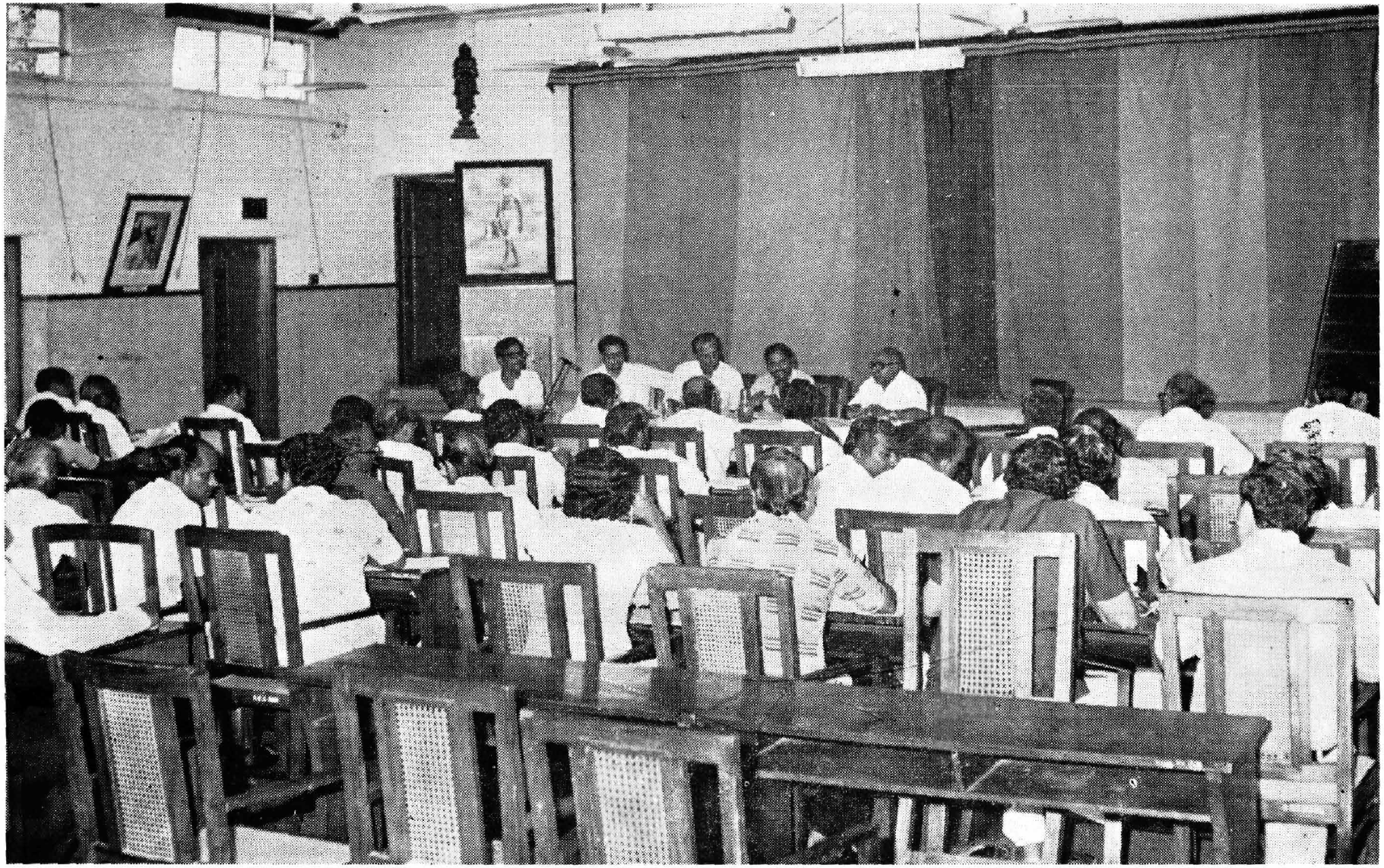
District and Charge level training

The district-level training session extended over two days and were held at the Collectorate during June, 1980. These were inaugurated by the Collectors and the Regional Deputy Directors of Census Operations and the Assistant Directors of Statistics imparted training to taluk/municipal charge officers, their assistants and other district level officers. Officers from the Census Directorate who were deputed to these classes were also of much help in the conduct of training classes. The instruction booklets were read through paragraph by paragraph and it was ensured that no instruction however small, was left unnoticed. These sessions were found to be extremely useful as there was free and frank discussion among the officials present in them and clarifications of all doubts were made then and there.

The training to the enumerators and supervisors was imparted in two rounds. The first round was of two days' duration covering both the schedules and was held in the second half of June, 1980. The second round was for one day only and was conducted in the first fortnight of July, 1980. The instructions were gone through rapidly once again in the second round. The training classes for enumerators/supervisors were conducted in the local centres like panchayat union or revenue firka headquarters and other small towns/cities besides municipalities. The places were selected in such a way that the field staff had to travel minimum distance for attending the training classes. These classes were also small in size with about 75 participants per class. It was impressed on the enumerating staff that the two schedules constituted a single operation connected with 1981 census and were not separate. Specimen forms of Notional Map, Lay-out sketch, Houselist, Houselist Abstract, Enterprise List and Enterprise List Abstract (printed in red colour specially for training purposes) were used for practical training. The need for remembering the location code numbers from State down to the Enumerator Block number and recording the same on the schedules was also stressed in the classes. The name and code of the Community Development Block (Panchayat Union) which was to be noted in addition to the other location codes in the Enterprise List schedules was also informed. The need for establishing necessary contact with the local leaders in every block—Village officers, Panchayat presidents or other local dignitaries—before taking up the work was stressed. The field staff were made familiar with the *modus operandi* of the work like preparation of notional map and lay-out sketch in the first instance followed by the filling up of the schedules and then the abstracts. The schedule of training classes was intimated to



State Level Training class in session



Another view of Training Class

Census Directorate, Regional Deputy Director of Census Operations and the Assistant Directors of Statistics. This enabled the staff of the offices of the Regional Deputy Directors of Census Operations and Statistics Department to participate in many classes and help the local charge officers. As the Tahsildars and Municipal Commissioners were too busy and could not conduct all the training classes by themselves, a team of trained staff of this Directorate was also deputed between June 23rd to July 10th, 1980 to each of the nine offices of the Regional Deputy Directors of Census Operations. The Regional Deputy Directors of Census Operations were requested to utilise their services in imparting training to the enumerators/supervisors. It has been found from past experience that such deputation of staff especially before the field operations commenced was immensely beneficial. The Deputy Tahsildars were drawn into the main stream of census taking, and were declared as Assistant Census Charge Officers. They had also borne the main brunt of conducting the training sessions. The Charge officers, particularly those of big taluks and municipalities, felt much relieved by this arrangement as the staff deputed by the Directorate rendered much help in conducting many training classes.

Houselisting

The field work for Houselisting commenced on 16th July, 1980, as scheduled, throughout the State, barring a few places where teachers did not cooperate and indulged in agitations for redressal of certain grievances. As settlement of the problems posed by them took some time and in some places fresh enumerating staff had to be appointed and trained, the field operations started slightly behind schedule in some of these places. Such late starting however was only by a week or ten days and the delay was made good of by speedy coverage. The filled-in schedules were received at the Madras Office in August 1980, on completion of the job.

To start with, the enumerators went round the block assigned to them so as to ensure that they fully knew the houses to be covered. They also established rapport with the local population, in the first instance, and had liaison with the local leaders and prominent persons like Panchayat President, or member, Village official, Cooperative Society Secretary, etc. Such contacts proved more useful in rural areas. The drawing of the Notional Maps/Lay-out sketches was done next.

Standardized Notional Maps and Lay-out sketches

For the first time in 1981, the block maps, i.e. notional maps as also lay-out sketches were prepared in a standardized manner in Tamil Nadu. This involved the supply of standard-sized sheets to all the enumerators. In the previous Censuses, no printed form or sheet was supplied for this purpose and the enumerators used papers of different sizes and of varying quality. Besides, different symbols were also used by them for depicting the land-marks and other features in these sketches and notional maps as there were no general instructions about them. While some who were enthusiastic had drawn them in an artistic manner which were impressive, others had drawn them in a casual way without taking much effort. In spite of this, the maps were subsequently found quite useful for studies and surveys. With a view to improve their content and make them more useful, the enumerators were asked to prepare it in an uniform way this time and towards this, standardisation was resorted to. Printed forms in an uniform size were supplied for all and the enumerators were asked to draw the maps and sketches only in these forms and not in any other sheet of paper. In these forms, the legend showing standard symbols for the various landmarks like rivers, canals, wells, roads, railways, etc. were shown. Provision for noting the location code details and the names of enumerators/supervisors was also made. This system was found to be extremely useful. These maps and sketches were later given to the enumerators during the final census in February, 1981 for incorporating necessary modifications and preparing a final map and sketch as at the time of census. The printing of these maps was centrally done by the Registrar General, India who supplied them to State Directorates. While the final maps drawn for the census enumeration are now preserved at the Directorate for future reference, those drawn for Houselisting have been destroyed. The notional maps indicate the location and topographical details such as the village sites, important roads, railways, rivers, lakes, hills and other permanent landmarks, besides administrative boundaries, hamlets etc. of the concerned enumerator block. The lay-out sketches depict in a detailed way, the streets, buildings, the door numbers, indication on the nature of houses as pucca or kutcha and their residential and non-residential character etc. Both these maps are free hand drawings and are not to any scale.

Canvassing of the schedules

The Houselist has been simplified this time and there are fewer questions in the schedule. Most of the questions on houses like material of wall, roof and floor, number of living rooms, amenities in houses, like drinking water, electricity, privy etc, have been included in the Household Schedule canvassed during the final enumeration in February-March 1981. The printing of the Houselist made the work very easy and greater attention was paid towards identification of enterprises and filling up the Enterprise List, containing more questions. Since houselist was to be used as the basis for the delimitation of Enumerator Blocks for Census purposes, the enumerators were instructed to ensure completeness in coverage and to exercise greater care particularly in regard to the number of members in the family, and more especially the children, who are generally omitted. The enumerators are mostly teachers, and undertake periodically work relating to electoral roll revision for which infants, boys and girls are excluded. Some members of the public too, particularly in rural areas and small towns, do have a confused notion about census and elections and often think they are similar and give only particulars about adults. The enumerators were asked to guard against such omissions. They were also asked to be careful in eliciting reliable data on the disabled, since people often feel shy and do not generally come forward to depose information about the disabled members. Questions on

disabled are also very delicate to put through and the enumerators had to ascertain this information in such a way as not to hurt the feelings of the informants. However, no serious problem was felt in the canvassing of Houselist.

To facilitate easy understanding of the questionnaire by the enumerating staff, the salient features of the Houselist and Enterprise List were listed with examples in a brief note and was circulated to all concerned. 'Enterprise' though defined elaborately, gave rise to several doubts in the minds of the enumerating staff. By way of clarification, a detailed list indicating specific examples of enterprises in regard to doubtful cases was also given to the training officials to enable them explain about individual enterprises. The main point of doubt raised in the training classes was with regard to the identification of the enterprises which were run without premises. While those enterprises that were carried on within the premises posed no difficulty, it was those which are carried on in the open and without any premises that were difficult to be identified and covered. Suitable instructions were given in this regard. The instruction classes were all held in Tamil for easy understanding. The instruction booklets (in Tamil) were quite lengthy and hence a brief guide in Tamil narrating the items of work to be done was printed and circulated to all enumerators/supervisors. This was acknowledged as most useful and this guide book was taken by the enumerating staff to the field along with other records and referred frequently. This guide book covered both the Houselist and Enterprise list schedules.

Due to the effective coordination achieved among the staff of the department of Statistics, the revenue and municipal staff in charge of census, the teachers and other enumerating staff as also officials deputed by Census Directorate, the canvassing of the two schedules was done smoothly and without any omission. Thanks to adequate publicity, no major field problems were also encountered though as pointed out earlier there was delay in starting the field operations in certain pockets of the State.

Preparation of Abstracts

The enumerators prepared blockwise abstracts both for Houselist and the Enterprise list. As we had to compile the abstracts quickly at taluk and district levels also, we had issued a circular (No. 6, dated 9th July, 1980) to all the Collectors and Charge Officers regarding the preparation of supervisor's circle Houselist Abstract as also compilation of taluk and district level abstracts. The Village-wise and town/ward wise details were available in the Charge Houselist Abstracts prepared by Tahsildars and Municipal Commissioners. These were later used for reviewing variations in the population growth and in ensuring completeness in coverage during census. The Collectors of the districts prepared the District Houselist Abstracts on the basis of the details available in the Charge Houselist Abstracts.

Despatch of Houselist Records

Proper arrangements for the collection of the filled-in records and their onward transmission to the processing centres is an important task demanding careful planning. We issued a detailed circular in this regard in July, 1980. (Vide circular No. 7, dated 16-7-1980). Of the two copies of Houselist prepared by the enumerators, one copy was asked to be retained by the charge officers along with the Notional Map and the Lay-out sketch. These were necessary for the demarcation of census enumerator blocks subsequently and the preparation of Abridged Houselist, required for use during the census enumeration.

The charge officers were asked to arrange the records relating to Houselist, both enumerator block wise and location code wise and hand them over to the respective Collectors. In the case of the Enterprise List, the records were asked to be handed over to the Taluk Statistical Inspectors of the Department of Statistics stationed at the taluk headquarters. In Madras, the enterprise list records were arranged and handed over to the Assistanit Director of Statistics, Madras City, by the City Census Officer of the Madras Corporation. The Houselist records from the district Collectorates and from Madras City Census unit were later handed over to the Census Directorate. The records were transported from the district headquarters to Madras by lorries, accompanied by the Census Assistants. All the Houselist records were received by the end of August 1980 and the work of processing the same for the generation of two tables commenced in September, 1980.



Enumeration of Chief Minister of Tamil Nadu, Shri M.G. Ramachandran and his family

CHAPTER XI

ENUMERATION

Delineation of Enumerator Blocks

Soon after the completion of the first phase of the census operation viz., Houselisting, which was over in August, 1980, steps towards the conduct of the final census count were intensified. The enumerator blocks that were formed for Houselisting purposes were reviewed with reference to the actual population as revealed through Houselist. In several cases, the blocks were found to have more than the optimum population level fixed and in a few other cases, the strength of the block was rather low. By splitting the bigger ones and combining the smaller case, revised blocks, conforming mostly to the fixed population norm, were formed. This is an essential step as the census work in every block had to be completed within the prescribed time limit. The revised charge registers were therefore prepared after the work of delineation of blocks, and revised serial numbers were assigned for the enumeration blocks as finally carved for census enumeration.

Abridged Houselist

With a view to ensure that every inhabited building or house is included in census, Abridged Houselist was prepared and this was done soon after the finalisation of the enumerator blocks for census purposes. The Abridged Houselist was first introduced in 1971 Census, and was used in all the States and Union Territories; it was however not prepared in Tamil Nadu then. The Abridged Houselist is useful for post-enumeration survey as also in the conduct of other sample surveys. An Abridged Houselist was prepared for each block, as was finally constituted for 81 Census and it contained extracts of certain information from the Houselist. A running serial number for all the households in each block was assigned through this Abridged Houselist, and this form was used by the enumerator during the final enumeration as a guide. The Abridged Houselist was also simultaneously updated by the enumerator.

The Charge Officers were asked to get these Abridged Houselists prepared for all the Enumerator Blocks under their charge, by engaging section writers or copyists and by instructing them on the details to be copied from the Houselist. Forms of Abridged Houselists (one meant for each Enumerator Block) were printed and sufficient number of copies of the same were supplied to all the Charge Officers. Detailed instructions regarding preparation of revised Charge Registers for census and preparation of Abridged Houselist were issued in our circular Nos. 9 and 10 dated 28th August, 1980. This work was completed by all the Charge Officers in the State around the end of November, 1980. A lump sum amount worked out on the basis of Rs. 10 for a unit of population of 6,000 or part thereof was also arranged to be paid to the section-writers or other assistants who were engaged for the preparation of Abridged Houselists by the Charge Officers. Necessary orders for the payment of wages to section-writers were issued by the Tamil Nadu Government in their G.O. Ms. No. 2669, Public (Census) Department, dated 4-12-1980. The State Government was good enough to sanction Rs. 81,070 under the above orders for payment from the State funds in the first instance and this was later reimbursed by the Government of India.

Sampling at Enumeration Stage

For the first time in census history, sampling at the enumeration stage itself was attempted in a small way during the 1981 census. While the individual slip containing 16 questions, marked as 'Universal' was canvassed in all the blocks, six more questions in addition to these, marked as 'sample' were also canvassed among the population living in 20 per cent of the total blocks, carved out for census. The 'sample' questions relate to migration and fertility. These sample blocks were selected systematically by adopting 'stratified random' technique and the sample covered both the rural and urban areas. In the case of rural areas, each taluk was considered as a separate stratum and for urban areas each city or city urban agglomeration (i.e. with population of one lakh and over) constituted a separate stratum. The rest of the urban areas (other than City/City Urban Agglomeration) in each district constituting the non-city urban areas and these were formed as a separate strata in each district for the purpose. In the case of rural areas, villages of the different population sizes were also taken into account for sampling purposes to avoid any bias in sample selection. As the major part of tabulation and a number of very important tables relating to economic, fertility, cultural and migration aspects were to be based on the sample data, great care was taken in the systematic selection of sample blocks. Special steps were taken to train the Regional Deputy Directors and their staff in sampling besides the other staff dealing with census under the different Charge Officers. Instructions in regard to selection of Sample blocks were issued in our circular No. 11 dated 6-10-80 to all Charge Officers and the selection of the sample was over in November-December, 1980 before the appointment of enumerators. For easy identification, the 'universal' individual slips were printed in black colour and the individual slips containing both 'universal' and 'sample' questions (used in sample blocks) were printed in blue colour and this avoided confusion both in distribution and in canvassing the schedules. The Charge Officers were also requested to appoint better qualified personnel as enumerators and supervisors for the sample blocks as the sample questions which were important, had to be put carefully and correct answers elicited. The enumerating staff involved in the sample areas or blocks were also imparted special training in regard to the filling up of the sample questions. Random numbers for each strata, viz., (i) Taluk rural, (ii) City/City Urban Agglomeration and (iii) other non-city urban

of each district, were sent by this office and the sample selection was done by using necessary control sheets. Sampling of blocks was closely supervised and checked by the Regional Deputy Directors and later it was subjected to a detailed scrutiny by the officials of the Directorate at Madras.

Training of Census Officers and Enumerating Staff

To impart training to the senior level officers who in turn were responsible to train the Charge Officers in the filling up of the schedules, viz., the Individual Slip and Household schedule, a State level training class was held at the Conference Hall of "Shastri Bhavan", Madras, on the 29th & 30th October, 1980. The Regional Deputy Directors, Assistant Directors of Census Operations, Investigators, Tabulation Officers and Statistical Assistants, including the Statistical Assistants of the Regional Offices, attended this training session. The instruction booklet was read thoroughly in this class by all the participants in turn and the various concepts were explained in detail and the doubts were clarified. The reading of the instruction booklet line by line was aimed at ensuring thorough comprehension of every instruction, however small and minor it may be. This procedure, suggested by Registrar General, India, was found to be extremely useful and was followed in all the other training classes also that were held subsequently at various centres in the State.

The Collectors (District Census Officers) were addressed in this Office D.O. Letter No. 2/2/80-CEN/TN dated 4-11-80 to arrange for a training session for all the Charge Officers under their jurisdiction during November '80 to train them systematically and thoroughly so as to enable them to impart training to the Supervisors and Enumerators later. The Regional Deputy Directors conducted the training classes to the Charge Officers. Officers of the Directorate also participated in these training classes and explained the salient features. Besides the Census Assistants four or five Deputy Tahsildars, District Development Officers, Revenue Divisional Officers, Divisional Development Officers and Block Development Officers, whose services were useful in the conduct of census, also attended these district—level training sessions, spread over two days.

Detailed instructions, were issued in this office circular No. 12 dated 11-11-80 regarding the training of enumerators and supervisors. The Charge Officers were directed to draw up programmes of training classes as per the following time schedule:

1.	First round of combined training class for Enumerators & Supervisors	Last week of November, 1980 or First week of December, 1980 (Two days)
2.	(i) Second round of combined training class for Enumerators and Supervisors.	In the month of December 1980 and January 1981 (Two days)
	(ii) Special round of training class for Supervisors	December, 1980 (One day)
3.	Third round of combined training class for Enumerators and Supervisors	January, 1981 (One day)

One more day for training was also asked to be added, if found necessary, by the Charge Officers during the first round of classes.

Training classes in convenient batches of about 50 persons per class were arranged and trainees were imparted practical training and were asked to fill up model schedules (printed in red colour for distinction). The filled-in training slips were scrutinised then and there and the mistakes found in them were pointed out and clarified. Thus, during these training classes the entire census operation (including practical training) was fully covered. The Charge Officers were also instructed to draw up training programmes fixing the date, time and centre and communicate the same to the concerned individual well in advance. The training centres were also fixed in such a way that the enumerating personnel had to travel only short distances. This ensured full attendance and also economy in the payment of travelling allowance/dearness allowance to the trainees. A number of trained staff were deputed from the Directorate to the various regions to assist the Regional Deputy Directors of Census Operations in supervising and conducting the training classes at different centres and this went a long way in improving the quality of enumeration besides ensuring better coverage.

Enlarged individual slips and black boards were used in the training classes. The instruction booklets, printed in the local language i.e. Tamil were distributed well in advance to the enumerators and supervisors which helped them to attend the classes after going through the same. Honoraria and lump sum payments towards travelling and dearness allowances for attending training classes were paid very promptly, soon after the handing over of records by the enumerators/supervisors during House-listing. During census, the flat rate allowance for attending training classes were paid at the end of each of the three training sessions and the honoraria for census at the end of enumeration, on handing over the records. There was no difficulty in effecting these payment's promptly, thanks to the cooperation of the Tamil Nadu Government and this procedure was appreciated by the enumerating personnel also.

As was done during the past censuses, separate badges for identification purposes were issued to the supervisors and enumerators and this enabled them to reveal their bonafides to the public. The enumerators were also provided with brief instruction booklets which listed the several items of work to be done including the questions and the method of filling them up in the schedules in a summarised form and this was carried by them while doing the field work, for easy reference. The Supervisors were provided with special instruction booklets to help them in checking the work of the enumerators attached to them in an effective manner.

Publicity Campaign for Census—1981

The Directorate of Advertisement and Visual Publicity took steps through the Films Division, Bombay for the publicity campaign of census, 1981 on an all India basis. A film entitled "TO MEET YOUR NEEDS" produced by the Films Division in 35 mm. and 16 mm. was screened all over Tamil Nadu and Pondicherry in the local language of Tamil, educating the public about the 1981 Census and seeking their cooperation for its success. Tricolour cinema slides, both

in Tamil and English, were also distributed for screening in all the cinema theatres all over Tamil Nadu and Pondicherry. Press conferences were arranged through Press Information Bureau and in these meetings, correspondents from almost all the leading newspapers in Tamil Nadu participated. Wide publicity was thus made throughout the State, through all the important newspapers in Tamil and English, commanding good circulation. Due to budgetary limitation, advertisements could be published in only nine out of twenty-one daily newspapers in the State. Publicity measures through the All India Radio network and Television about the Census of India, 1981 were also made. Speeches and discussions highlighting the importance of Census and the role of the public in making the Census a success by giving correct replies to all questions during the door-to-door enquiry by the enumerators were broadcast from Madras and Tiruchchirappalli stations and the Tirunelveli relay station. In these, myself, Deputy Directors, Collectors and other Census Officers took part. Commercial 'radio spot', particularly in Tamil for about 15 seconds a day during the period of enumeration was also arranged by the Directorate of Advertisement & Visual Publicity. A television programme explaining the salient features of 1981 Census and the Census questions to be asked was also telecast on 2-2-81 at 8.15 p.m. at Madras. A "Villupattu" programme in Tamil conveying the features of Census both in songs and narration titled 'Bharatha thai' (or 'Mother India') by Shri Subbu Arumugam was telecast by Doordharshan Kendra, Madras at 7.00 p.m. on 16th and 18th February 1981. The inauguration of the enumeration of 1981 Census was done by enumerating first the Governor and the Chief Minister. This was widely covered in radio, television and newspapers which gave excellent publicity. Radio, in particular is very popular as it is possessed even by the poorer sections of the society in Tamil Nadu and hence the message of Census easily reached the people of the lower strata also.

Apart from these, posters in Tamil and English and also in Kannada, Telugu and Malayalam in the border areas, were pasted in prominent places all over the State. Folders (in Tamil and English), as also leaflets and pamphlets were sent to the concerned officials for distribution to the public in places where they assembled in large numbers. The posters were exhibited in places like bus stands, railway stations, Collector's offices, other public institutions, panchayat union offices, post offices and other Government offices where the public assemble in large numbers. The district authorities also arranged for giving wide publicity for census in the rural areas and far-off villages through "Tom-Tom", the traditional publicity medium in villages. The details regarding the number of posters, received from the Registrar General, India, New Delhi and distributed through Regional Deputy Directors of Census Operations, District Collectors and all Charge Officers are given in the following statement:

Statement showing the distribution of posters in different languages in the districts

Sl.No.	District	Number of posters distributed in				
		Tamil	English	Telugu	Kannada	Malayalam
1.	Madras	6,000	2,500	400	..	..
2.	Chengalpattu	6,000	200	700	..	..
3.	North Arcot	8,000	200	..	..	..
4.	South Arcot	8,000	200	..	..	..
5.	Dharmapuri	3,000	200	700	450	..
6.	Salem	6,500	200	..	..	..
7.	Periyar	4,000	200	..	..	..
8.	Coimbatore	5,500	200	..	..	..
9.	Nilgiri	1,000	200	..	450	400
10.	Madurai	8,500	200	..	..	..
11.	Tiruchchirappalli	6,500	200	..	..	..
12.	Thanjavur	7,500	200	..	..	..
13.	Pudukkottai	2,000	200	..	..	..
14.	Ramanathapuram	6,500	200	..	..	..
15.	Tirunelveli	6,500	200	..	..	100
16.	Kanniyakumari	2,500	200	..	..	400
	TAMIL NADU	88,000	5,500	1,800	900	900
	Number issued by the Directorate	1,000	500	200	100	100

The details regarding the distribution of Cinema slides are given below:—

Statement showing the distribution of cinema slides in different languages

Sl. No.	Through whom distributed	Number distributed in			
		Tamil	English	Telugu	Total
1.	Inspector of Exhibitions, 35, Haddows Road, Madras-6	52	4	2	58
2.	The Collector of Chengalpattu District	144	1	1	146
3.	The Collector of North Arcot District	94	1	..	95
4.	The Collector of South Arcot District	73	1	..	74
5.	The Collector of Dharmapuri District	24	1	..	25
6.	The Collector of Salem District	120	1	..	121
7.	The Collector of Coimbatore District	165	2	..	167
8.	The Collector of Nilgiri District	24	1	..	25
9.	The Collector of Madurai District	137	1	..	138
10.	The Collector of Tiruchchirappalli District	102	1	..	103
11.	The Collector of Thanjavur District	119	1	..	120
12.	The Collector of Ramanathapuram District	79	1	..	80
13.	The Collector of Tirunelveli District	82	1	..	83
14.	The Collector of Kanniyakumari District	9	8	..	17
		1,224	25	3	1,252

Supervision of Census Enumeration

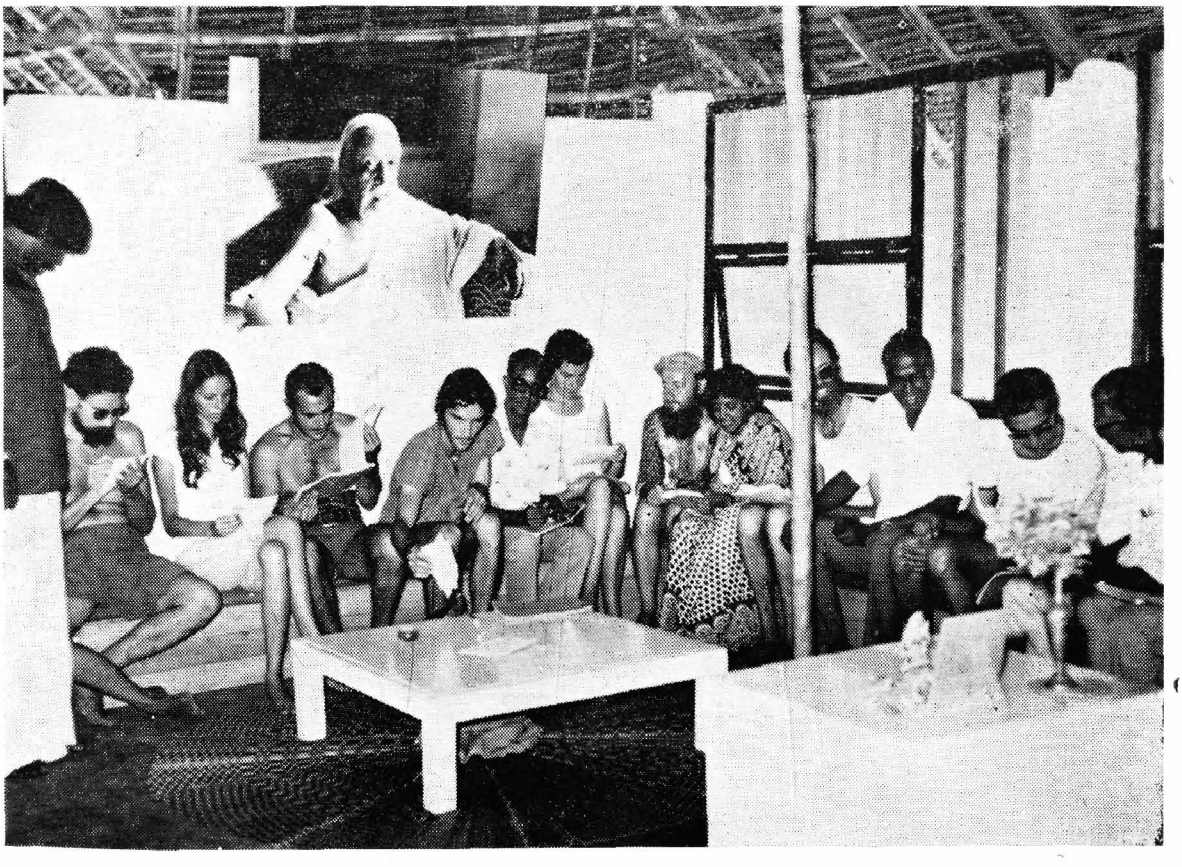
With a view to ensure close supervision of the various stages of census work and proper completion of each at the appropriate time fixed for the same, a few Deputy Tahsildars and other special Tahsildars were appointed as Zonal Officers in each Taluk Charge. They rendered very good help to the Tahsildar, who as Census Charge Officer, could not devote much time for census work, due to his official pre-occupations. In some of the big Municipalities and the Municipal Corporations, a few senior officials were appointed as Zonal Officers to assist the Charge Officer in his work. The Zonal Officers, who were assigned fixed areas by the Charge Officers, conducted the final round of training classes. Zonal Officers were responsible for the enumeration in the area assigned to them and were asked to ensure that census was done without any omission and that the enumeration commenced right on the due date i.e. 9-2-81 and completed early. The Zonal Officers made intensive tours of their area and closely checked the enumerator's work. It was also their responsibility to see that adequate number of the various census schedules were provided to the enumerators and replenished them wherever they were exhausted. They exercised a closer watch and saw that no area was left out of enumeration. The total number of Zonal Officers appointed in the taluks alone was 497 and they helped the Tahsildars in the collection of census records and payment of honoraria and other allowances to the enumerating staff. Apart from the Zonal Officers, senior officers of the Revenue and Panchayat Departments who had been trained in the filling up of the census schedules also supervised the enumeration when they visited the various places on tour in connection with their normal work. The Regional Deputy Directors and their staff also supervised the enumeration work. As was done in the 1971 Census, a number of technical staff of the Directorate, who are well versed in census work, were specially deputed to various districts to help in the supervision of the enumeration work, under the overall control of Regional Deputy Directors. They were instructed to intimate immediately any slackness or irregularity in enumeration in any area so that remedial action such as change of enumerator or appointment from reserve enumerators could be taken. The Charge Officers reported the progress of work for each week to the concerned Regional Deputy Director. Thanks to all these personnel who supervised effectively and closely monitored the progress of work, the quality of the final count was good. This is borne out by the fact that the State's population growth in the decade (17.5%) was in tune with the expected growth and the 1981 population was in fact slightly above the projection made by the Expert Committee of the Government of India for the State for 1981, by about one million. The compilation of the provisional figures was done on time and sent to Registrar General, India, New Delhi well within the prescribed time schedule.

An overall assessment of the count

By and large, I must record that the census count was conducted in an orderly and smooth manner in the State. The cooperation of the public was also excellent, especially in the rural areas where people came forward to answer the questions put to them readily. In the cities also, the backward sections of the population living in slums showed keener interest in the census and came forward insisting that their family be enumerated without omission. The leaders of slums too went around with the enumerators and helped them in the enumeration work. In a few instances of resistance in villages, expression



Census enumeration in a slum



Census enumeration in Arrovile



Registrar General, India and the Director of Census Operations are checking Census enumeration in the field

of mild threats and about the provisions for penal action for non-response under census law and explanation by the revenue officials helped the people in understanding their obligations. However, as usual, some of the difficulties experienced in enumeration were in regard to the busiest sections of the population and the elite. There were a few instances of difficulty experienced in getting access to individuals as some of them were mostly not available or the watchmen in such houses did not allow the enumerators to get inside the houses or meet the inmates. However, the enumerators were able to overcome these problems by fixing engagements or by going with their supervisors to enumerate them. There was no occasion for us to take recourse to the provisions of the census law for obtaining the answers from the public.

Response to Economic and other Questions

By and large, the people responded well to all the questions put to them. Even in regard to the questions relating to fertility put to ever married and currently married women in sample blocks, the answers were elicited quite easily. Some illiterate and old people in rural areas were unable to tell their correct age in completed years and such inability to give correct age is not a new feature in Indian Censuses. The enumerators in such cases had no other go than to make estimates of the age with reference to the ages of other relatives, neighbours, etc. and also by reminding the calendar years in which important events took place in the past. Some difficulties were also faced by the enumerators in recording the classification of the place of birth as urban or rural. The social and economic questions were also generally well answered this time. Since the enumerators were well versed in the concept of economic questions as modified in this census, it was not much of a problem for them to elicit the correct answers on work status and allied questions. Special efforts were taken during training sessions to enable the enumerators understand the economic questions thoroughly and without doubt and these have resulted in the good quality of the final data.

Coverage of all areas

We had instructed the supervisors and enumerators to visit the area allotted to them well before the actual count not only to familiarise themselves about the houses to be covered but also to discuss with the enumerators and supervisors of the neighbouring blocks about their respective jurisdictions so that the possibility of any omission or overlapping could be avoided. It was found that in general no area was left out in rural areas and the coverage was full. However, in cities especially in Madras, a few complaints were received and that some areas, say streets, colony of houses, etc. had been omitted from enumeration. On verification it was found that no large area was left out, but only a few houses which had been newly built around the period of houselisting operations or later were omitted. Special arrangements were immediately made and these houses were enumerated. Many of the complaints received were not found to be correct. Some among the public wanted to be doubly sure that their names are not left out in the Census as otherwise they thought that their names may also be omitted later in the electoral lists or in ration cards.

The public were also informed through press that they may contact the concerned Taluk/Municipal Charge Officers or the Census Department if they felt they were left out in the census enumeration. This helped in locating the omissions. To ensure complete coverage, a list of very important persons (VIP's) and other prominent persons in each Charge was prepared and it was ensured that they were visited by the concerned enumerators. It was believed that this method would reveal omissions if any, in the neighbouring areas either through the VIPs themselves or by their friends and relations. Our enquiries showed that there were no major omissions during 1981 Census and the enumeration was effective and complete. This was also corroborated by the results of the post enumeration check, done in selected sample blocks. (See Chapter XIV of this report for details).

Enumeration of Houseless

The houseless population was enumerated on the night of 28th February, 1981 and before the sunrise of 1st March 1981, throughout the State. With a view to fully net all the houseless people, the Charge Officers were instructed to list out in advance the places where these persons normally live or assemble in the night. Where there was a concentration of houseless population in a particular block, enumerators from the adjacent blocks were directed to help the concerned enumerator for full coverage of the houseless persons. Additional enumerators were also appointed in some areas (as in Rameswaram) to enumerate all the houseless population in one night, without any omission.

Enumeration of Boat/Sea population etc.

There was no boat or ship population that was to be enumerated in this State. However, necessary steps were taken to ensure that all the persons living in boats and such of those persons in the ships calling at the first port in this State on the sunrise of 1st March, 1981 were enumerated. Special enumerators were appointed for this purpose and were placed under the port authorities concerned, who were made responsible for the enumeration of persons in such ships. No pilgrim special train requiring coverage in Census count passed through this State during the enumeration period. Special efforts were made to list out all the islands in this State to ensure coverage. The islands were all included in the Enumeration Blocks carved for census. Most of the islands in the State were uninhabited and these islands, though uninhabited, were also visited by the concerned Charge Officers to verify whether there were any persons living in them.

There were no areas of special or difficult terrain or places with highly inhospitable weather conditions in the State, requiring enumeration arrangements at periods other than the ones fixed for enumeration. The enumeration was therefore synchronous in all the parts of the State from 9th to 28th February, 1981 with the sunrise of 1st March, as the reference date. Special charges under the respective commanding officers of the Army, Navy and Air Force were formed for the purpose of enumeration in the strictly

military areas. The enumerators from the defence wings were trained separately. Special location codes were adopted for these areas. The details of the special charges, the location codes assigned for each such area and other special instructions issued to them were all dealt with in a separate file, confidentially.

Enumeration in Municipal Corporations and other big cities

Enumeration of the large cities like Madras and Madurai Corporations was put under the charge of the respective Corporation Commissioners. For Madras which has peculiar problems of enumeration due to its size and the extent of congestion, a City Census Officer in the cadre of DRO (District Revenue Officer) was appointed. He was assisted by four Assistant Revenue Officers who were appointed as Charge Officers for the four charges (two with 40 Divisions each and two with 35 Divisions each), divided as such for the purpose of enumeration. A number of technical staff from the Census Directorate were deputed to impart training to the enumerators and supervisors in Madras as also Madurai. It is felt that this system of appointing senior officers from the Corporation will be useful as most of the persons appointed as Supervisors and Enumerators were teachers and other staff belonging to the Corporation or working in the schools run by them. In Madras City, on the eve of the enumeration, more personnel of the various Corporation Divisional Offices were asked to oversee the enumeration work and attend to complaints of omission or non-enumeration and final receipt of filled-in records. In the bigger cities of Madurai, Coimbatore, Tiruchchirappalli and Salem, a few additional officers (3 or 4) were appointed as Assistant Charge Officers and they helped in the various items of work connected with the final enumeration, besides their normal work. These measures helped very much in the smooth and successful conduct of the operations in the big cities. I would suggest that more Assistant Charge Officers at the rate of one for every 50,000 of population or so may be appointed in the future censuses also and this will greatly facilitate in the decentralisation of census work besides ensuring greater attention on small items of work at the lower level. These Assistant Charge Officers may be drawn from among the existing revenue or municipal staff and may attend to census work without prejudice to their normal functions. They may also be paid reasonable honoraria in recognition of their work.

In the case of big cities, the Deputy Directors of the concerned regional offices were also requested to have a closer watch so as to ensure the coverage of all houses and streets in all the wards, without giving any room for complaints. While two senior Assistant Directors of my office were deputed to the cities of Madurai and Coimbatore to personally supervise the enumeration work, senior personnel from the main Directorate were also sent to the other big cities to ensure the smooth conduct of the operation without any hitch. These officers visited the different wards, particularly the border areas and the new colonies and ensured that all houses were included in the enumerator blocks. These measures proved very helpful and it was found that the census coverage in big cities was indeed very good.

Complaints of non-enumeration

With a view to ensure full coverage, a special cell was constituted in Madras during the Census enumeration both in the City Census Office and the Census Directorate to investigate into reports of omissions. Telephone numbers of the City Census Officer, Regional Deputy Director and the Directorate were also publicised for enabling the complainants to inform the specific areas and addresses, omitted for Census, for necessary follow-up action and enumeration. These cases of omission were intimated immediately to the concerned census Charge Officers for check-up and enumeration, if not covered earlier, and a report on the action taken on each complaint was also sent to the Directorate. In the other areas of the State also, the public were asked through the press reports, published in local newspapers, to contact the Collector or the Tahsildar/Municipal Commissioner for omission in census and the Charge Officers took prompt action to cover such cases of omission by intimating the concerned enumerators. As a consequence of these measures, the census coverage improved and it is felt the omissions should have been very negligible.

Provisional Population Total

As in the earlier censuses, the basic provisional data at the State, District and Charge level were compiled and released soon after the completion of the Census enumeration. The provisional results were in fact announced within a fortnight after the field work was completed. Instructions in regard to the compilation and communication of the provisional population to this Directorate in a prescribed format. (both by telephone and by telegram) were issued as early as January 1981 itself to enable compilation of the State level figures. The District Census Officers were required to intimate the provisional population to Registrar General, India, besides this office, in a standard form prescribed for the purpose.

The enumerators were directed to prepare working sheets giving certain basic data of every household covered by him. This had to be done every day after the field work was over. On the basis of these working sheets, an "enumerator's abstract" was prepared by them for each enumerator block. After completion of the revisional round between 1st and 5th March 1981 and taking into account the births and deaths etc. which might have occurred in some households after the enumeration but before the sunrise of 1st March, 1981 by updating the working sheets, the enumerator was asked to hand over all the records including the enumerator's abstract to the concerned supervisors on the evening of 5th March 1981 itself. The supervisors were requested to check the records and the abstract and hand them over to the Charge Officers on the following day

i.e. 6th March 1981. The Enumerators and Supervisors were instructed to ensure accuracy in the totalling up of the data for each block. The Charge Officer, after checking the totals in the block abstracts, were requested to compile the total for the respective Taluk or Municipality etc. and communicate the same to the District Census Officer as well as to this Directorate by 10th March, 1981. The District Census Officers were requested to strike the district total figures and intimate the same both to the Census Directorate at Madras and Registrar General, India at New Delhi by 11th March, 1981.

Thanks to the full co-operation extended by all the officers concerned, we were able to compile the provisional population totals according to the predetermined time schedule. The provisional population for Tamil Nadu by sex and also literates by sex were communicated to the Registrar General, India, New Delhi over telephone on the evening of 11th March, 1981. Figures for State, districts and cities were also communicated to Registrar General, India by post on 12th March, 1981.

The provisional population data for the State, Districts and Cities/City Urban Agglomerations were released on the 23rd March, 1981 in Madras at a press conference, a week after it was released at New Delhi through Parliament. The data so released were 1981 population and literates in the State and districts classified by sex and also similar data for cities and urban agglomerations with over one lakh population. Further provisional data giving the rural and urban population, population of each town and urban agglomeration, main workers by four categories, marginal workers and non-workers down to taluk level were released in June 1981, by this Directorate. (Supplement to Paper 1 of 1981).

The final population of the State, districts, taluks and towns were released after the manual compilation was over in June, 1982. The provisional and final population totals of the State and districts along with the differences between them are given below. It may be observed from this statement that the differences between provisional and final figures are marginal and at State level, the final population is more by 0.23 per cent only. This small ratio of difference between the provisional and final population can be taken to signify the effectiveness of supervision and also careful compilation of the provisional results by the officials concerned in a few days after census, racing against time.

State/District	FINAL POPULATION			PROVISIONAL POPULATION			DIFFERENCE			Percentage increase
	Persons	Males	Females	Persons	Males	Females	Persons	Males	Females	
1	2	3	4	5	6	7	8	9	10	11
TAMIL NADU	48,408,077	24,487,624	23,920,453	48,297,456	24,420,228	23,877,228	110,621	67,396	43,225	0·23
1. Madras	3,276,622	1,694,107	1,582,515	3,266,034	1,688,547	1,577,487	10,588	5,560	5,028	0·32
2. Chengalpattu	3,616,508	1,848,124	1,768,384	3,611,871	1,845,205	1,766,666	4,637	2,919	1,718	0·13
3. North Arcot	4,414,324	2,230,559	2,183,765	4,402,087	2,221,617	2,180,470	12,237	8,942	3,295	0·28
4. South Arcot	4,201,869	2,130,444	2,071,425	4,199,892	2,128,522	2,071,370	1,977	1,922	55	0·05
5. Dharmapuri	1,997,060	1,019,362	977,698	1,993,290	1,016,589	976,701	3,770	2,773	997	0·19
6. Salem	3,441,717	1,765,822	1,675,895	3,429,822	1,759,123	1,670,699	11,895	6,699	5,196	0·35
7. Periyar	2,068,462	1,057,599	1,010,863	2,057,496	1,053,355	1,004,141	10,966	4,244	6,722	0·53
8. Coimbatore	3,060,184	1,569,570	1,490,614	3,051,135	1,564,939	1,486,196	9,049	4,631	4,418	0·30
9. Nilgiri	630,169	321,995	308,174	628,231	320,644	307,587	1,938	1,351	587	0·31
10. Madurai	4,535,897	2,296,614	2,239,283	4,530,028	2,290,800	2,239,228	5,869	5,814	55	0·13
11. Tiruchchirappalli	3,612,320	1,819,668	1,792,652	3,606,033	1,815,050	1,790,983	6,287	4,618	1,669	0·17
12. Thanjavur	4,063,545	2,043,724	2,019,821	4,057,230	2,039,730	2,017,500	6,315	3,994	2,321	0·16
13. Pudukkottai	1,156,813	576,335	580,478	1,155,684	575,433	580,251	1,129	902	227	0·10
14. Ramanathapuram	3,335,437	1,648,422	1,687,015	3,330,339	1,644,860	1,685,479	5,098	3,562	1,536	0·15
15. Tirunelveli	3,573,751	1,748,321	1,825,430	3,559,174	1,741,506	1,817,668	14,577	6,815	7,762	0·41
16. Kanniyakumari	1,423,399	716,958	706,441	1,419,110	714,308	704,802	4,289	2,650	1,639	0·30

Important anecdotes

The enumeration in the State had some interesting events. Some of the important anecdotes are narrated here:

1. In some parts of the village 'Uthukuli' in Perundurai Taluk of Periyar district, the Scheduled Castes refused to co-operate with the enumerator and did not answer the questions put to them. The reason for this non-cooperation was that they were dissatisfied with the progress of land acquisition that was being done there for providing house-sites to them by the Harijan Welfare Department. After persuasion and assurances that the officials concerned will be informed of their feelings and action initiated for speedier steps in this regard, the villagers obliged the enumerator with their replies.

2. In some slum areas of Vellore, very good co-operation was forthcoming from the inhabitants and the slum leaders residing in them even voluntarily extended their help unasked for, and even canvassed among slum dwellers for extending all help to census enumerators. It was ascertained later that most of the hut-dwellers in these places were encroachers of Government land of which they wanted to have some sort of official registration so that they can get allotment of house-site pattas subsequently.

3. An amusing incident was reported in Census count in Arkonam Municipality. Some male members here had two and more wives and the wives lived in separate houses in different streets. Each wife insisted that the enumerator should note the husband as living in her house only. This obviously could not be done as it would otherwise amount to double enumeration.

4. In Nagercoil, when a lady enumerator visited a house in the course of her field visit, a housewife came out to respond and stood in front of the enumerator, just outside the house. When she was about to answer, a ripe big coconut fell on her head and she died on the spot before any medical help could be rushed. The lady enumerator had the misfortune of being branded as the messenger of Yama, (the God of Death in Hindu mythology) by the local residents and they refused even to see her. The enumerator was also quite upset at this incident. The enumeration in the area was later arranged by the Charge Officer through a substitute, accompanied by the Supervisor.

5. An eumerator in Srivaikuntam Taluk of Tirunelveli district was reported to have been severely beaten by a group of persons just when he was coming to hand over the records after completing enumeration. This was due to some private quarrel and the enumerator with his records was thrown into a bush. The Zonal Officer in charge of the area took police help in tracing this enumerator, who was unconscious, and had him admitted in a nearby hospital. The Census records were retrieved from police by the Tahsildar, who made alternate arrangements for their scrutiny and check, in the absence of the appointed enumerator.

6. An incident was also reported in Meenakshipuram village of Tenkasi Taluk, which witnessed conversion of some Harijans as Muslims, prior to enumeration. The Harijans, some of whom changed their religion, though reported as belonging to Scheduled Caste at the time of enumeration, demanded during the revisional round, that their religion should be corrected as 'Muslims'. According to instructions given to the census enumerators, a person returning himself/herself as a scheduled caste can belong only to Hindu or Sikh religion. Thanks to better counsel from the leaders of the community, they did not press their demand.

7. The respondents of an area, most of whom belonged to a particular religious sect, wanted that only an enumerator belonging to that particular sect be posted in their block as they feared that otherwise the information would not be correctly recorded in census records. The Zonal Officer met them and allayed their fears and sent the supervisor also along with the enumerator during the census count. This was welcomed by the local people.

8. The non-issue of ration cards to 30 families in a village was the cause for non-response in census. The cards were arranged to be issued in consultation with the Civil Supply authority concerned and then only the census enumeration could be completed.

9. A Government servant whose residence was outside the town's limits, but drawing House Rent Allowances at a higher rate admissible only to the residents living within the municipal limits was afraid of giving information. He was persuaded later to give the full details of his family for census purposes, and he was told that the information furnished for census will be treated as confidential.

10. Several cases of submission of fictitious names, over and above the actual family members, have been reported by Charge Officers. The enumerators, who were aware of these in view of their local knowledge, had to give mild warning to avoid such wrong names in the census count. The root cause for all this was the general belief that census had close connection with finalisation of electoral lists or issue of ration cards. Enumerators in many cases had to explain that census is a purely statistical exercise meant to elicit correct particulars about people and false names and details should not therefore be submitted.

Regional Conferences

Mutual consultations and exchange of views about the progress of the different items of work in the neighbouring States have been found to be of immense help in finding solutions to some regional problems. The two regional conferences held at Trivandrum (during 11-12th August 1980) and in Goa (during 25-27th September, 1980) which were attended by me were quite useful. Emphasis was laid in these meetings on the various preparatory steps to be taken for census including appointments and training of enumerating personnel, intensive publicity measures, distribution of the various census schedules and other forms besides specific problems in regard to administrative aspects and accounts. The compilation of provisional population figures, immediately after completing enumeration and the setting up of the regional offices, receipt of filled-in records and arrangements for their further processing were all discussed at length and these were highly beneficial.

Third Conference of the Directors

With a view to take stock of the steps taken for the enumeration, review their adequacy or otherwise and initiate corrective measures wherever necessary and to discuss about further steps to ensure full coverage in census and quality in the collection of data besides the compilation of tables out of 1981 census schedules and other administrative matters connected with the census, the third Directors'

Conference was held during November 15th to 17th, 1980 at Vigyan Bhavan, New Delhi. This conference was inaugurated by the Union Home Minister and was attended by all the State Directors and their deputies. I participated in the conference alongwith Shri T. V. Srinivasan and Shri N. Rama Rao, Deputy Directors and found the deliberations extremely useful as it pinpointed the items on which greater care and attention was to be laid in the short time ahead of census. A thorough review of the various items of work done like the delineation and fresh formation of blocks, preparation of fresh charge registers, writing up of Abridged Houselists, selection of sample blocks, selection and appointment of enumerators/supervisors, distribution of census materials, training, etc. was made. The modalities to be observed in the quick compilation of provisional population and their release within a few days after census was also discussed. The conference also devoted time for discussion about publicity, tabulation procedure to be observed in compiling the Primary Census Abstract, opening of the Regional Tabulation Offices, post-enumeration Survey and Census Evaluation Study, organization of editing and coding cells besides administrative aspects including recruitment of staff for tabulation.

CHAPTER XII

DIRECTIVES ISSUED BY THE TAMIL NADU GOVERNMENT

The conduct of Census is dependent to a very large extent on the active support of the State Government at different stages of its implementation and the co-operation extended by the official hierarchy at district, taluk and municipal levels. The Tamil Nadu Government have been extremely cooperative and responded enthusiastically to the several requests made by the Census Directorate during the period 1979-1981. The various Ministries of the Central Government also issued suitable instructions to their subordinate offices in regard to the provision of required enumerating staff, wherever requisitioned.

Though the provisions of the Indian Census Act empower the District Collectors (or such authorities appointed by the State Government) to appoint anyone to perform census duties and enjoin on such persons to carry out the duties assigned to them diligently, it was found necessary to issue suitable instructions at different stages to get the best out of all the personnel and to ensure the full success of enumeration. Thus, even though it was obligatory on the part of the taluk, municipal, panchayat and other local authorities to execute the census work, their enthusiasm and interest in this task was geared up by the periodical Government circulars and letters on the different matters pertaining to census.

Right from the notification of 1981 census made in June, 1979 by the State Government in the Tamil Nadu Gazette, the Tamil Nadu Government issued a number of letters/circulars to the district and subordinate officials on census and besides issued a few Government Orders providing for certain facilities to enable the smooth conduct of census. The Government issued a circular letter in January, 1980 to all district, taluk, municipal and other officials to strictly adhere to the 1981 census calendar and pay prompt attention to the various census circulars issued from time to time. This stress on timeliness had a salutary effect and the various State Government Officers responded positively to census letters and circulars.

In G.O. Ms. No. 524, Public (Elections II) Department, dated 27th February, 1980, the Government of Tamil Nadu stressed that census was a national task and that the onerous responsibilities involved in census-taking in Tamil Nadu should be shared by all the Government Departments and local bodies. The Government asked all concerned to perform census work diligently and conscientiously. The Government exempted staff working in certain important Departments connected with essential and public utility services from performing census duties. As a very large number of individuals are required for appointment of enumerators and supervisors, the Registrar General, India sent a note (U.O. Note No. 9/28/80-CD(CEN) dated 27th February, 1980) to other Ministries of the Government of India seeking issue of instructions to all subordinate offices, particularly those in metropolitan cities like Madras, Delhi, etc. The Central Government offices were asked to afford all reasonable facilities by deputing staff for census work and to extend necessary concessions to such personnel in regard to office attendance etc., during the period they are drafted for census duty. In response to a letter from the Union Home Minister, the State Government issued a circular to all the Secretaries, Heads of Departments and District Collectors in March, 1980 asking them to ensure that there are no large scale transfers of Government servants and others, particularly teachers involved in census work, till the census is completed.

Permission to census field staff to attend office late

The Tamil Nadu Government issued orders granting concessions in regard to attendance of office of persons who were appointed to serve as census enumerators or supervisors during specified periods. These orders were issued in G.O. Ms. No. 1193, Public (Election, II) Department, dated 24th May, 1980. The enumerating staff were allowed to attend the training classes held in connection with Houselisting and Census, and on these days they were considered as 'on duty'. During the period of the Houselisting operations in July-August, 1980, the enumerators, supervisors and others connected with census were allowed to attend office late at 11.30 A.M. and leave the office early at 4.00 P.M. For the main census enumeration, they were given permission towards field work for half-a-day daily during 9th to 28th February, 1981 and for full days during 1st to 5th March, 1981 for making the revisional round, compilation of abstract and handing over of the census records. These concessions were very useful as it enabled the officials engaged in census to concentrate and devote greater attention on census.

Provision of Government Vehicles

As in the past censuses, all the charge officers and the nine Regional Deputy Directors of Census Operations were provided with Government vehicles for attending to inspection, training and other items of census work speedily. During 16-6-1980 to 20-8-1980, the vehicles were given in connection with Houselisting and during 1-1-1981 to 5-3-1981 they were given for purposes of census enumeration. This enabled speedy movement and the consequent effective personal supervision of census work in many centres, conduct of training classes, handing over of records, payment of remuneration etc. The district Collectors were authorised under G.O. Ms. No. 1193, Public (Election-II) Department to requisition vehicles for this purpose from several State Departments while ensuring at the same time, that no work which was more urgent than census was handicapped. The cost of petrol and oil for these vehicles was raised by the State offices against census head of account.

Recognition of good work

The district Collectors and the Commissioners of the Corporation of Madras and Madurai were authorised to issue proceedings in appreciation of outstanding work, done by any of the census officials up to the level of charge officers. Copies of these proceedings were placed in the Confidential Reports of the concerned persons. Letters of appreciation for district level officers like Personal Assistants (General) to Collectors were issued by the Government on the basis of recommendations from the Director of Census Operations which was done in consultation with Collectors/Commissioners of Corporations of Madras and Madurai. The above processes of appreciation and commendation of good work enabled the State Government employees to take greater interest in census work and execute the duties assigned to them with zeal and enthusiasm. The award of medals to those who did outstanding work during the enumeration was continued in this census also as in the past and this subject is discussed separately.

Exemption from census work

Several thousands of requests for exemption from census duty were received from those who were appointed for census work, particularly in big cities like Madras and this caused quite a set-back during the Houselisting operations. The City Census Officer, Madras had to consider several such cases as these requests for exemption were also unfortunately recommended by the concerned heads of departments and offices. The Commissioner of the Corporation of Madras reported that nearly 40 per cent of the officials drafted for census work claimed exemption from duty under various pretexts—ill-health, important domestic duty, pregnancy, medical leave, etc. The State Government was informed of this problem and also the difficulty in finding suitable alternate hands to work as census enumerators and supervisors, in the place of those who were appointed, but backed out. The process of finding suitable substitutes, collection of records from the original appointees, handing them over to the new ones, (i.e. substitutes), training of the newly engaged individuals, etc., posed insuperable problems in personnel and 'work-management' and caused considerable consternation in the minds of the officers in charge of census work. The Tamil Nadu Government, which was appraised of this stupendous problem appreciated the same and promptly issued a circular in July 1980 advising all the heads of Departments and Local Bodies not to entertain cases for exemption from census duty and advised them to inform their subordinate offices also to strictly adhere to the instructions earlier issued in this regard. A demi-official letter was also issued in this regard in January, 1981 by the Chief Electoral Officer and Commissioner-Secretary, Public (Census) Department. Thanks to these initiatives, the City Census Officer, Madras was able to get better response for the main census enumeration. To enlist the services of the Central Government staff, the Home Ministry also issued a note in January, 1981 to all Ministries and Departments of the Government of India, stressing that the census work is a statutory function under the census Act, 1948 and that no person can refuse to perform this function under the law. The note sought the issue of necessary instructions to all subordinate offices, placing the responsibility for forwarding lists of officials (for census duty) on all heads of departments and public sector organisations.

The Prime Minister of India, Mrs. Indira Gandhi sent a communication to the State Chief Minister in December 1980 stressing the need to put off elections to local bodies and transfer of officials, until after the census is over and also to suitably adjust school and college examinations. The Chief Secretary to the Government of Tamil Nadu wrote letters to Collectors of districts and Corporation Commissioner to conduct meetings with the concerned staff dealing with census work and check the progress of census work periodically. Besides, they were requested to participate occasionally in one or two training classes intended for field staff with a view to boost their morale which will result in excellence of work. All these letters and circulars had the desired impact on the lower level officials and enabled a smooth and successful field operation during the final count.

Payment of honorarium and lump sum payments in lieu of TA/DA for attending training classes

For the payments of honoraria and allowance (instead of TA/DA) to the enumerating staff, the State Government provided necessary facilities and arranged for the prompt payment. The Tamil Nadu Government was very helpful in this regard and accepted our proposal to accord advance sanction for this purpose and effect the payment by the charge officers from out of the State funds, initially. The amount was subsequently adjusted by the Accountant General, Tamil Nadu, who received the cheque from the Government of India for the amount spent. The State Government in their G.O. No. A 1700, Public (Elections-II) Department, dated 23-7-1980 and No. 1847, Public (Census) Department dated 6-8-1980 provided sanction of Rs. 33.6 lakhs and Rs. 30 lakhs respectively for initial payment from its funds to the enumerating staff for Houselisting work. These payments were made immediately on the handing over of records in August, 1980.

For the payment of allowances for attending the Census training classes during November, 1980 to Feb. '81, the Government in their G.O. Ms. No. 2556, Public (Census) Department, dated 20-11-1980 accorded sanction of Rs. 67.63 lakhs and directed that the Charge Officers shall draw the necessary amount in advance and disburse the allowances at the prescribed rates to the concerned individuals, at the end of each of the three training sessions. Sanction for the payment of the census honorarium was also similarly met by State Government in the first instance and sanction of Rs. 73.8 lakhs towards this expenditure was made in G.O. Ms. No. 263, Public

(Census) Department, dated 13-2-1981. The payment of the honorarium was made immediately after the collection of the census records in March, 1981.

The above arrangement was welcomed by all the enumerating staff and the prompt payments made throughout the State at different stages of the operations enabled quick and timely completion of the field work, and prompt submission of the filled-in schedules on the prescribed dates. The promptness in the payment for census work created all round satisfaction and even appreciation from some of the teachers' organisations, who wrote letters in this regard to Census Directorate. The refusal by several teachers during Houselisting, to participate in the census work, and the tension that then prevailed in some of the centres of the State did not recur during census, thanks to these imaginative steps regarding payment, etc initiated by the Directorate and ably executed by the administrative machinery of the State Government.

CHAPTER XIII

CERTAIN GENERAL ASPECTS ON CENSUS

Census Circulars

There was correspondence since 1978 between the Directorate and district, taluk/municipal level officials on certain preliminary matters. However, detailed census circulars were issued by me only from October 1979. It was during this period that the State Government was requested to notify the appointment of Census Officers under Section 4 of the Census Act and I made the follow-up by bringing to their knowledge the various stages of work to be accomplished for the successful conduct of the 1981 Census. I always addressed my circulars/letters to the district collectors and Commissioners of Corporation of Madras and Madurai and marked copies of the same to the other charge officers, viz., Tahsildars, Municipal Commissioners, Executive Officers of Municipal Townships and Cantonments, etc. This proved very effective and most of the district collectors supplemented our letters with their own local circulars and monitored the progress of work.

The State Government initially suggested that our instructions pertaining to Census could be issued in Tamil language to enable proper understanding by officials working at taluk level. I apprised the State Government that the detailed instructions pertaining to the filling up of the various census schedules and the Census schedules themselves will be only in Tamil language. It is only the general correspondence with the Collectors/Tahsildars/Municipal Commissioners etc., that are made in English. The circulars on several preparatory items of work like the allotment of location codes, classification of urban areas, delineation of enumeration blocks, prepartion of charge registers etc., were more or less technical in nature and it was therefore easier to understand them in English. The conduct of training classes and the imparting of other instructions orally as the one relating to sampling of blocks, etc., were made only in the local language, i.e., Tamil. All the circulars issued by this Directorate are given in the Annexe and mention is made about them at appropriate places in the concerned chapters. A brief indication of these circulars is given in the following paragraphs.

The first circular was on the census background, the hierarchy, the Census Act, the Charge Officers, enumerating staff, fixity of administrative boundaries, House-numbering etc., and the sequence of events in the census operations. In the second circular issued in November, 1979, I dealt with elaborately on the important provisions of the Census Act and the calendar of census operations. The next circular was (i.e. No. 3) concerned with the assignment of Location Codes down to every village and town for census purposes and the preparation of the Location Code Statements for every Taluk.

The fourth circular was issued in April 1980 regarding the formation of Enumerator's Blocks and Supervisor's circles, the preparation of charge registers (separately for Taluk and Municipal charges) and the selection and appointment of enumerators and supervisors. The fifth circular, issued in the middle of May 1980 related to the training session to be organised in two stages in connection with the Houselisting operations—first for the district officials and the Census Charge Officers at the district headquarters and then for the enumerators and supervisors at convenient centres like firka or panchayat union headquarters, etc. The sixth circular was in connection with the preparation of Houselist Abstracts at Supervisor level, charge level and district level and was issued in July 1980. In another circular (seventh) issued in the same month, the collection of the filled-in-Houselist and Enterprise list abstracts and other connected records from the field level staff, their arrangement and handing over to the Census Directorate/Taluk Statistical Inspectors of the Department of Statistics were elaborated. The procedure for the drawal and disbursement of honorarium and Travelling Allowance due to the enumerators/supervisors, immediately after the completion of the field operations for Houselisting and the submission of records was detailed in circular No. 8 issued in August 1980.

Soon after completion of Houselisting Operations, the delineation of the Enumeration blocks evenly for the main census enumeration with the Houselist as the frame was the main task. This was the subject of circular No. 9 issued by the end of August 1980. On the basis of the newly formed enumerator blocks, the revised charge registers were asked to be prepared by the taluk/municipal charge officers. In Circular No. 10 issued at the same time the Census Charge Officers were asked to prepare the "Abridged Houselist" on the basis of the newly formed blocks by using the details collected in Houselists. The Charge Officers were asked to utilise the services of clerks, assistants or section writers for this work and to complete the work by the 31st of October, 1980 (which was later extended to 30th November, 1980). Sampling at the time of Census was adopted for the first time in 1981 Census. A 20 per cent sample of all the Enumerator Blocks was selected and additional particulars on migration and fertility were collected from all individuals in these sampled blocks. This is essentially an area sampling method and the samples were drawn quite systematically. Instructions detailing the sampling procedure to be followed for the selection of blocks were issued in our Circular No. 11 dated 6th October 1980. The sampling of blocks was asked to be completed by 1st November 1980. In the next circular (i.e. No. 12, issued on 11th November, 1980), instructions were issued for the conduct of training classes for census. The enumeration staff were all to be trained in three rounds—first in November, 1980, second during December, 1980 and January, 1981 and

third in the second half of January, 1981, the total of training classes extending to five full days. Practical training i.e., filling of model forms was also asked to be done in the second training session in regard to a few houses and households. Circular No. 13 of 15th December, 1980 dealt with the manner in which the household schedule books and individual slip pads are to be numbered by each charge officer before these are finally issued to the enumerators for Census purposes. The compilation of provisional population data soon after Census and the release of the booklet containing provisional figures is very important and Circular No. 14 issued by the end of December 1980 contained instructions on the manner of compilation and communication of the data at different level i.e., taluk, municipality, district and State on stipulated dates immediately after the completion of Census. The last of the Circulars issued in connection with Census was No. 15 dated 30th January 1981 which covered the management of the various filled-in schedules and other records. The filled-in records were asked to be handed over to the regional tabulation offices for further processing.

Adequacy of publicity measures

The publicity for Census was begun as early as February 1979 when a radio talk seeking public co-operation for the pretest and Census was made by Shri M. Thangaraju, Deputy Director of Census Operations, which was broadcast by All India Radio, Madras and relayed by Pondicherry, Tiruchchirappalli and Tirunelveli. An article entitled "Planning for the 1981 Census of India" by Shri P. Padmanabha, Registrar General, India was published in the "Yojana" in March 1979 and a Tamil version of this article appeared in the Yojana in April 1979. An article, in Tamil entitled "The share of the people in census enumeration", by Shri M. Thangaraju, Deputy Director of Census Operations was also published in the Yojana of April 1979. Speeches were made by me and the Deputy Directors of Census Operations, Sarvashri T. V. Srinivasan, N. Rama Rao, N. Alappillai and M. Satyamoorthy in the different stations of the All India Radio net-work in Tamilnadu, viz., Madras ('A' wave length), Tiruchchirappalli and Tirunelveli. The exhibition of documentaries in cinema theatres was also well arranged. An important additional publicity media in this census was the Doordharshan, Madras through which brief speeches and discussion were telecast about census and appeals made to public to extend co-operation. The coverage of census enumeration in Madras city including the enumeration of Governor and Chief Minister and the telecast of a 'Villuppattu' (a musical and narrative feature) and other programmes gave good publicity. The posters which were exhibited prominently in important places like the railway stations, bus stands, post offices, etc., made a deep impact. Further, the advertisements in newspapers, press briefings and reports in local newspapers (including Tamil papers) about training sessions, etc. and 'spot' or short advertisements in the commercial services of radio broadcast helped to a very great extent in the dissemination of news about Census. Some of the English newspapers took special interest and published editorials and articles on Census and some of the readers too had expressed opinions on 'Census' and made suggestions under 'letters to the editor' columns. The participation in training sessions of some of the senior State Government Officers including District Collectors and other Officers at district level also resulted in the spread of information about Census. On the whole, the publicity was made more thoroughly during the 81 Census and the message of Census spread to all nooks and corners of Tamil Nadu.

Yet another development in this Census was the agitation of teachers started against their appointment as Census field workers. In some centres like Salem, Thanjavur, etc., it started in July 1980 and soon spread to all other places. The processions of teachers and the resolutions passed by their associations were also much publicised. The agitated teachers had many grievances relating to jobs involving field work like election and census. This agitation echoed in the form of an adjournment motion in the Legislative Council and the Minister concerned allayed the fears of the teachers and made a statement on 'census' giving certain assurances. The teachers' representatives also met me and the Census Commissioner of India and this again resulted in a big publicity for census. Ultimately, all this proved highly advantageous and a blessing in disguise. I will be failing in my duty if I do not record my appreciation of the helpful attitude extended over this operation by the press and every other publicity media and the understanding and sincerity exhibited by them in the successful completion of this mammoth task.

Payment of honoraria for the enumeration staff

Until 1951 Census, no remuneration was paid to the enumeration personnel and the services rendered towards Census had traditionally been considered as honorary. But, with the increase in work-load as a result of increasing population, the need for giving an incentive to improve the quality of census data was first thought of in 1961 Census. The honorarium paid to the enumerators and supervisors in 1961 was at the rate of Rs. 20 each. Besides the above, the Personal Assistants to the Collectors were paid Rs. 75 per month for eight months and the Charge Officers were paid Rs. 25 per month for seven months.

During 1971, the payment of honoraria was the subject of detailed discussion in the two conferences of the Directors. As per the decision subsequently taken, a sum of Rs. 40 as honorarium to every enumerator and supervisor was paid, of which Rs. 15 was meant for Houselisting and Rs. 25 for the final enumeration. The Charge Officers and District Census Officers were paid lump sums at the rate of Rs. 150 and Rs. 300 respectively. The Personal Assistants to the Collectors (District Census Officers) were also paid a consolidated sum of Rs. 250 each.

During 1981, there was a demand for further increase in the honorarium. It was argued that the census enumeration work is very much strenuous and involves door to door canvassing and recording of a large variety of information. It was also pointed out that for other similar items of field work like election etc., which again are entrusted to the same agency viz.,

teachers and other Government servants, comparatively higher payments are made. But, in view of the increased population and the huge army of enumerating personnel required for conducting census it was difficult to make any substantial increase in the payment of honoraria. Even a small hike in the quantum of remuneration amounts to a huge expenditure when the total payments are added up for all the enumerating personnel. However, considering the legitimate demands of teachers to increase the allowances and with the objective of improving the quality of the data collected in census, it was decided to give a higher quantum of honorarium, keeping in view the overall allocation that could be provided for under census enumeration. The following were the rates approved and paid.

(i) During Houselisting, an honorarium of Rs. 20 towards House-numbering and Houselisting and an addition of Rs. 15 towards filling up the Enterprise list was paid for each Enumeration Block. These amounts were applicable for enumerators as well as supervisors.

(ii) For census enumeration, a sum of Rs. 70 was paid as honorarium for each Enumeration Block for enumerators and supervisors. In the case of sample blocks, an additional sum of Rs. 20 (for canvassing additional questions) along with Rs. 10/- for canvassing Degree Holders' and Technical Personnel Schedule was paid to the enumerators.

A lump sum payment was granted to the enumerators and supervisors towards travelling and dearness allowances for attending the training classes held perior to Houselisting and enumeration. Lump sum payments were made for each day of attendance of the training sessions and the training was held for 3 days for Houselisting purposes and 6 days for the census enumeration. This flat rate allowance was paid at the following rates to the enumerators and supervisors under proper acquittance.

Distance of journey	For enumerator, per day of training	For supervisor, per day of training
	Rs.	Rs.
Within 10 K.M.	8	10
10—20 K.M.	10	12
Above 20 K.M.	11	14

From the administrative angle, the payment of flat rate allowance towards TA/DA was found more easier as calculations could be made easily and quickly and no cumbersome procedures were involved.

The Collectors and the charge officers were asked to ensure that the payments were made promptly with proper billing and acquittance. During Houselisting, the payments were made immediately after the handing over of the records by the enumerating staff and thanks to the elaborate arrangements made by all the charge officers, the payments were effected in a satisfactory manner. The quick and prompt payment made the enumerators and the supervisors happy and we received several appreciative letters thanking us for arranging for quick payments. I also learnt that there was all round happiness over the fairly liberal allowances and honorarium paid this time. All these factors helped a lot to get greater cooperation from the enumerating staff during the second phase of census enumeration. In fact, there were a good number of volunteers for census work in certain charges. I have also come across a few instances where some economically poor enumerators wanted more work relating to one or two other blocks also besides the one allotted to them as they completed their work well in advance by working hard and by putting in extra hours of labour.

For the main enumeration, the flat rate allowances were asked to be paid at the end of each training session (three sessions in all) itself. This built up confidence among the field staff on the earnestness of the census authorities in making payment and boosted their enthusiasm in the involvement of census work. After the final census records were received in the first week of March, 1981, the honorarium was paid. The payments were all effected in convenient local centres not involving much travel for the field staff and these were closely supervised by senior officials.

All the above items of expenditure were borne by the Tamil Nadu Government initially and these were subsequently reimbursed by the Government of India. This procedure facilitated easy and quick payment by the local officials.

For supervision of census work as also checking and collection of census records, supervision of the payment of honoraria and other allowances to enumerating staff, a number of zonal officers were appointed from among the ranks of Deputy Tahsildars and Special Tahsildars and they ably assisted the Census Charge Officers in the latter's duties relating to census. They were therefore paid an honorarium of Rs. 100 each for their census duties. The district Census Officers and the Deputy District Census Officers i.e., the Collectors and their personal Assistants who were entrusted with the census work were given respectively Rs. 500 and Rs. 300 as lump sum payment for their work covering eight months viz., June, July, and August, 1980 (for Houselisting) and November 1980 to March 1981 (i.e. five months for census enumeration). Where two or more officers were in charge during this period, the honorarium was paid in proportion of the services rendered by them during the above period. All the Census Charge Officers were also paid a lump sum honorarium of Rs. 200 each in the same manner. A number of other officers were appointed to assist the Charge Officers in the big cities of Madras, Madurai, Coimbatore, Tiruchchirappalli and Salem. While 13 officials were appointed as Assistant Charge Officers in Madras, four each were appointed as Additional or Assistant Charge Officers in the other four cities. These officers attended to the training of enumeration personnel besides other census duties, in addition to their normal work. They were also paid honoraria similar to the Charge Officers.

Award of Census medals and Certificates

The practice of awarding medals to individual participants in recognition of meritorious work done during census enumeration has been in vogue since the 1951 census. This was continued during 1981 census also. The 1981 census medals were cast in silver and bronze, as in the previous censuses. As the award of medals is restricted to those who did outstanding work, the issue of commendation certificates was also made to a number of other persons associated with census and whose contribution was also praiseworthy. The award of these certificates was also entered in the confidential reports of such persons.

The details of the number of medals awarded and the number assigned for the different levels are given below.

(i) For charge officers, that is Tahsildars, Independent Deputy Tahsildars, Municipal Commissioners, Executive Officers and the like

Best charge officer of each district	Silver medal
Second best charge officer of each district.	Bronze medal

(ii) *For Supervisors:*

Best Supervisor in each district	Silver medal
Second best supervisor in each district	Bronze medal

(iii) *For enumerators:*

Best enumerator in each charge of the district	Silver medal
Second best enumerator in each charge of the district	Bronze medal

The medals were of prize type with the words "Meritorious Service" inscribed on one side and with Ashoka Chakra and words "Census of India 1981" on the other. The medals were awarded in the name of the President of India along with a certificate of Honour mentioning the award.

The award of silver and bronze medals along with certificates of merit was made on the basis of the recommendations of district collectors who selected the persons after obtaining a panel of names from the different charge officers. The names recommended by the Collectors were carefully considered with reference to the work done by them, as revealed by the filled-in census schedules and the names were then finally decided upon. The distribution of medals and certificates was made through the district collectors.

In recognition of the interest and enthusiasm evinced during the various facets of census enumeration, medals and certificates of honour were also given to all the district collectors and the Commissioner of the Corporation of Madras who were directly in charge of the census operations in their respective jurisdictions. Several officers and staff of the Regional offices and the main Directorate at Madras had rendered appreciable work and I selected a few among them who were closely involved in census training, supervision and finalisation of provisional population totals and other items of census work and awarded the medals.

A special and largely attended function was got up at the office premises on 24th September, 1983 and the medals were presented in this pleasant function to the Collectors, selected officers and staff of the Regional offices and Census Directorate, Madras, by the Chief Secretary to Government of Tamil Nadu, Sri K. Chockalingam, IAS, who was previously the State Director of Census Operations in the last 1971 Census. The Registrar General and Census Commissioner of India, Sri P. Padmanabha, IAS., also participated in this grand function. The total number of medals awarded in this Census in Tamil Nadu was 640 and this comprised 342 silver and 298 bronze medals.

Staff recruitment problems

The Registrar General sanctioned a number of additional posts in connection with the 1981 Census, in different stages for the Directorate, besides the posts in the various regional offices. In the 1971 Census, a large number of deputationists were engaged, particularly from among the officials of the state Statistics Department to work in the Directorate. During 1981, so far as the main Directorate at Madras was concerned, no appointment was made on deputation basis save in the posts of Head Assistant and Draftsman. In the case of regional offices, which function for temporary periods only, persons on deputation were appointed for the posts of Tabulation Officers, Statistical Assistants, Head Clerk, Upper Division Clerks and Steno-typists. Quite a number of additional posts sanctioned during 1981 Census were filled up by promoting the departmental candidates and practically every staff member of the Directorate, barring very few, got promotion during the 1981 Census. The resultant vacancies and other sanctioned posts were filled up by suitable hands from the Employment Exchange, after obtaining 'No objection Certificate' from the Staff Selection Commission. On the whole, no difficulty was experienced in regard to the recruitment of personnel in different cadres, whether technical or administrative. Barring staff on time scale of pay for which the appointments were made by the Directorate at Madras, the number of sanctioned staff on consolidated pay was indicated to each regional office and the Regional Deputy Directors selected the staff from the Employment Exchanges. No difficulty was experienced in the recruitment of such staff also.

Seniority and confirmation

A number of persons in the different posts remained unconfirmed and steps were initiated towards confirmation on the eve of 1981 Census. Seniority lists of all persons appointed in the various cadres after 1971 Census and during 1981 Census were issued provisionally and this was also finalised later. A large number of employees were confirmed in the permanent posts sanctioned during 1979.

Closure of regional offices and concessions to retrenched staff

The staff members who were recruited for temporary periods on consolidated pay in regional offices were quite realistic of the temporary nature of their

jobs. There was therefore no agitational approach, during the closure of these offices in 1982. On our part, we had taken the maximum possible effort to promote employment opportunities for these retrenched staff elsewhere. At the request of the Registrar General, India, the Government of Tamil Nadu issued a G. O. giving certain employment concessions for the retrenched census employees. Under G. O. Ms. No. 105 and 1131, Personnel & Administrative Reforms (Placements) Department, dated 5-2-82 and 1-12-83 respectively, the Tamil Nadu Government extended the following concessions to census employees retrenched in 1982/84.

(1) Retrenched employees of the Census Organisations with not less than six months service will be placed in priority (iii) list under Group III for employment assistance through Employment Exchange.

(2) A period of three years plus the actual period of service in the census office has to be excluded in computing their age for appointment through the Tamil Nadu Public Service Commission and the Employment Exchange provided they have rendered temporary service of at least six months in the Census Organisation of this State.

(3) The rule of reservation to be followed in making the appointments of retrenched census employees.

Likewise, the Department of Personnal and Administrative Reforms of the Ministry of Home Affairs of the Government of India had also issued orders giving certain concessions to the retrenched employees of the census organisation towards their re-employment and absorption (O.M. No. 14024/6/81—ESTT(D) dated 5-7-82). Copies of the Tamil Nadu Government's G. O. and the Government of India Memorandum referred above are given in the annexe for reference.

Delegation of powers to Director of Census Operations

The Director of Census Operations was declared as Head of Office by the Registrar General, India, under the power conferred by Rule 14 of the Delegation of Financial Powers Rules, 1978 and was empowered to exercise financial and administrative powers delegated, (vide Ministry of Home Affairs letter No. F2/16/59-Pub. (1) dated 13-12-59 and No. F2/16/59-Pub.(I) dated 22nd December 1959 and 1960. These powers were further liberalised as per Registrar General India's letter No. 15/2/79-Ad.I dated 20th September, 1980 and 15/2/79-Ad. I dated 30th December 1980. In fact, the Director who was Head of the office was delegated most of the administrative and financial powers conferred on the Head of the Department so as to enable smooth conduct of the 1981 Census.

The Deputy Directors of Regional Tabulation Offices were not given any financial powers. They were asked to prepare all the bills such as Pay, T.A., Medical, Contingent, etc., and send them over to the Directorate at Madras for payment. After receiving such bills, proper scrutiny was exercised and the bills were then signed by the Drawing and Disbursing officer of this Directorate for payment.

After passing the bills, the amount was drawn by cheque from the letter of credit assigned to this Directorate. The cheque amount drawn in respect of payment relating to Regional Tabulation Offices were straightaway presented into the bank for obtaining Demand Drafts. The Demand Drafts were drawn in favour of Deputy Director of Census Operations of the Regional Tabulation Offices. Then, the said Demand Drafts were sent to the concerned Deputy Directors for payment. After receiving the said Demand Drafts from the main Directorate, the Deputy Directors in the Regional Tabulation Offices disbursed the amount and maintained the account in the cash book (T.R. 4) and other allied records. All the paid vouchers, acquittance etc., were later sent to this directorate for scrutiny along with the undisbursed amount, if any, by means of demand draft. Since all the bills pertaining to the Regional Tabulation Offices were admitted and passed for payment in this Directorate, there was no difficulty in watching the monthly expenditure under each head of account.

Maintenance of Accounts Registers

A number of registers for cash disbursement, undisbursed pay and allowances, bills, pay bills, valuables, advances, service postage stamps, overtime allowance, medical reimbursement, telephone/trunk calls, contingent charges, TA claims and advances, GPF advance, cycle, festival etc. advances, water and electricity charges and newspapers were maintained at the Regional Tabulation Offices. These were under the overall charge of the Deputy Directors of Census Operations and were test-checked by staff from the State Directorate.

There were detailed instructions for receipt and encashment of drafts for salaries and the Deputy Directors had observed necessary precautions in deputing responsible staff and ensuring proper mode of transportation for bringing cash from the banks.

During my visits to the Regional Tabulation Offices, I disposed of the cases in which my approval was nccessary so that the pending cases/payments were kept completely under control.

A statement showing the budgetary estimates and actual expenditure for the years 1978-79 to 1981-82 is given in the Annexe.

After the introduction of 'departmentalisation' in regard to the accounting system, with effect from 1-10-76, this Directorate was given cheque drawing powers. The main features of the scheme of departmentalisation of accounts are :

(i) Each head of office will be delegated the drawing and disbursing powers.

(ii) The 'Drawing and Disbursing Officer', who is authorised to draw the cheques will draw pay and allowances (including TA), Medical, Office contingencies and all short-term advances for disbursement.

(iii) On the basis of the budget allotment communicated by the Financial Adviser, the Head of the Department, through the Pay and Accounts office at Headquarters will make distribution of the allotment among the drawing and disbursing officers under his control, on the basis of allotments for the drawing and disbursing officers with cheque drawing powers and the net cash requirement for disbursement of pay and allowances.

TA., contingencies etc., intimated by the Drawing and Disbursing Officer, the Pay and Accounts Office will determine the amount of assignment for every quarter of the financial year and authorise the paying branch of the bank by means of a letter of credit, to make payment on the cheques drawn from time to time by the concerned drawing and disbursing officer during the said quarter, not exceeding the limit specified in the letter of credit. The paying branch is responsible to ensure that at no time the amount assigned in the letter of credit is exceeded by the payment of any cheque. The Drawing and Disbursing Officer, should keep a close watch over the drawals and should take prompt action for the renewal of the letter of credit and assignment of additional funds by Pay and Accounts Office.

This system is now functioning quite well and payments are effected quickly and in a smooth manner. The contingent bills that are payable to private parties are also being settled without any loss of time by way of cheques, issued under this system.

Permanent Advance

The permanent advance, already available in this office was Rs. 500/- (vide Registrar General's Lr. No. 25/32/69-Ad. II dated 20-6-70). In order to meet our urgent requirements of materials for operational purposes, the quantum of permanent advance was increased from Rs. 500/- to Rs. 13,500/- with effect from 11-12-80. However, this facility was withdrawn, vide Registrar General's letter No. G-20017/5/80-Budget Cell, dated 23rd April 1982. Out of this, I drew only a sum of Rs. 11,000/- (excluding the amount already available in this office) for meeting the needs of this Directorate and the Regional Tabulation Offices. Out of this amount, I sanctioned a permanent advance of Rs. 1,000/- each to the nine Regional Tabulation Offices so as to enable the Dy. Directors in charge to meet the day-to-day petty expenses. A sum of Rs. 2,500/- including the amount already available with this office was retained for the day to day expenses of the Directorate. During the preparatory stage of 1981 Census Operations as well as at the time of Houselisting Operations and actual enumeration, extending from 1979 to 1981, quite a large number of officers and other officials were required to proceed on tour for long spells. The payment of advance travelling allowances to them, especially when they had to be sent on tour at short notice, posed quite a problem. But such problems were managed without much difficulty due to departmentalisation of the accounting system and with the help of the increased permanent advance. As the Deputy Directors in charge of the Regional Tabulation Offices were not declared as Drawing and Disbursing Officers, all the formalities regarding issue of financial sanctions and drawal of salaries of the staff of the Regional Tabulation Offices were attended to in the Head Office.

Telephones : Two telephones were in existence in this Directorate during 1979. The residential telephone connection installed at my residence by the State Government was transferred to the Government of India account and the telephone installed in the residence of the former Director of Census Operations was surrendered. Subsequently, three more telephones were sanctioned for the office. One of these connection (OYT connection) was for the Director's room and the other two temporary connections were extended to the two Deputy Directors. Residential telephone was given to one of the Deputy Directors, who belonged to I.A.S.; cadre, as he was designated by the State Government as the Deputy Secretary to Government of Tamil Nadu and ex-officio Deputy Director of Census Operations. For the other Deputy Director, who was dealing with Census matters, though no residential telephone connection could be given, the expenses on the official calls made by him in his own private phone at his residence were met by the office for some time. In the later stages and before Census, the telephone connection for his residence also was sanctioned.

In the nine regional offices, temporary telephone connections were given on a priority basis in accordance with the instructions issued by the Government of India. The Regional Deputy Directors felt very much handicapped due to non-availability of telephone connection at their residences. The lack of this facility was particularly felt by them during as well as the 2-3 month period ahead of both Houselisting and Census, when urgent contacts had to be made outside normal office hours with various charge officers on vital census matters like appointment of enumerating staff, training of personnel, distribution of forms, etc. I would like to record here my personal opinion on this important matter. The Deputy Directors who headed the regional offices were drawn from the State cadre of District Revenue Officers, quite a senior post in the Revenue Department. Such officers held important port-folios in the district/State headquarters, and were entitled for a number of appurtenances like vehicles, telephones, etc., as a matter of routine. The non-provision of residential phones to such officers had also affected their official status and prestige to some extent since they had to deal with a number of subordinate officers who were their juniors (even Deputy Tahsildars) and who were enjoying this facility. It would therefore appear better to provide these officers, in future, residential telephone connections also and this I trust will enable them to function more effectively.

Mention should be made of the non-availability of sufficient phone facilities in the main Directorate also which caused considerable inconvenience to the various important sections functioning in this office dealing on Census, Cartography, DCH, Printing, Administration, Accounts, etc. Officials of these sec-

tions who had to maintain close contacts, through frequent telephonic enquiries, with a number of other State departments, Regional Offices, Charge Officers etc., had access only to the general telephone connection to the office, which has already been utilised to the maximum. I would suggest that a PBX System with at least five lines coupled with an Intercom of 10-15 lines connecting all Section Heads could be considered for better communication.

Travelling Allowances

Quite a lot of travelling had to be done by the officers and staff of the Directorate and the regional offices, particularly before and during the Houselisting and Census Enumeration. Enough funds were provided for by the Government for this purpose, particularly during the years of 1979-80, 1980-81 and 1981-82. We therefore experienced no difficulty in evolving the tour programmes and in sanctioning the required money towards the Travelling Allowance expenses of officers and staff of both the Directorate at Madras and the regional offices. In regard to the tours in connection with census matters undertaken by the officers and subordinate staff of the district/taluk offices, necessary claims were made through the respective heads of offices under whom such persons worked and this was subsequently reimbursed by the Government of India.

The expenditure incurred towards travelling allowances under Non-Plan and Plan Schemes during the year 1979-80 and 1980-81 are detailed below:

The increase in the expenditure was due to more tours conducted by the officers and staff members for fuller planning and supervision of field operations.

	1979-80	1980-81
Non-Plan and Plan	1,02,350	2,49,950

Stationery: The normal stationery requirements of the Census Directorate are supplied by the Assistant Controller of Stationery, Regional Stationery Depot, Madras. We placed consolidated annual indents for the offices of the Regional Deputy Directors also along with ours and during the peak years of 1979-80 and 1980-81, our requirements were quite large. The stationery items intended for the regional offices were received and despatched to them later by this Directorate. This arrangement was quite satisfactory and worked well. But, when some of the items urgently sought for by us were not available in the regional depot, we had to resort to local purchase of these items from the open market, mainly from the Co-operative Super Markets, after obtaining non-availability certificates from the Regional Stationery Depot, Madras. Such purchases were made under the powers delegated to me. The purchases were made to meet the minimum needs and were effected after duly observing all the formalities prescribed.

The standard forms generally required for our headquarters office and also the regional offices were indented for and supplied by the Manager, Government of India Form Stores, Calcutta. In some instances the Registrar General's Office indented centrally from the local depots/markets such of those forms/registers which were not avilable with the Form Stores and supplied the same to us.

Supply of Stationery and service stamps to the District Census Officers and Charge Officers

In accordance with the practice followed in the previous census, the items of stationery required for the District Census Officers and Charge Officers were supplied under a centrally co-ordinated plan. The items of stationery required for use in the correspondence and other items of work connected with census were supplied to the Charge Officers, according to the yardstick prescribed by the Registrar General, India, in his letter No. D.15015/7/79-Ad. III dated 21-12-79 and these are detailed below.

S.No.	Stationery Article	Quantity for	
		Gazetted officers, District Census/Charge Officers	Clerks UDC/LDC
1	2	3	4
1.	Writing paper	110 sheets	Nil.
2.	Ruled paper	Nil.	30 sheets
3.	Typing Paper	Nil.	17 reams per Typewriter
4.	Pencil (Ordinary)	Nil.	5 each
5.	Pencil (Red & Blue)	4	Nil
6.	Tags (100 per bundle)	1 bundle each	4 bundles each
7.	Pins (144 per packet)	2 pkts. each	4 pkts each for the clerk doing case work 2 pkts, each for others
8.	Carbon paper	Nil.	1 ream
9.	Typewriter Ribbon	Nil.	6 numbers

Postage stamps to the tune of Rs. 50/- for each District Census Officer/Charge Officer was also supplied.

The above scale of supply of stationery and postal stamps was prescribed for a period of 12 calendar months.

The Registrar General, India, suggested that since it may not be practicable for the Directors of Census Operations to indent centrally and supply the items to District Census Officers/Charge Officers in the States, the District Census Officers and Charge Officers may be permited to obtain the supplies from the State Controller of Stationery, initially. The Registrar General, India, laid down that in case the said authority was unable to arrange for supply of these articles, the District Census Officers and Charge Officers may be permitted to obtain their requirement in accordance with the aforesaid scale from the local market, after following the procedure prescribed under the rules of the State Government. In case, however, both these

methods of procurement of stationery could not be followed, the State Directorate was asked to arrange to get the stationery articles and supply them to the District Census Officers concerned.

It was decided to get the required stationery from the State Directorate of Stationery and Printing, Madras. The requirement of stationery articles were worked out districtwise and communicated to the Govt. of Tamil Nadu for the issue of necessary instructions to the Director of Stationery and Printing, Madras for effecting supply. The Government of Tamil Nadu issued (vide letter No. 15666/80-3) Public (Election-II) Department, dated 29-5-80) necessary instructions to the Director of Stationery and Printing, Madras, requesting to arrange for supply of stationery articles required for each district, to all the Collectors, except Madras, and to the Commissioners of the Corporations of Madras and Madurai according to the yardstick prescribed. The demands of all the local Census Officers in the districts were promptly supplied by the Director of Stationery and Printing, Madras. The expenditure on the stationery articles were initially met by the State Director of Stationery and Printing and was later transferred to the Census head of account for re-imbursement from the Government of India.

Besides the above, some of the District Census Officers and Charge Officers approached us for the supply of additional requirement of paper for preparing copies of charge registers, etc. Obviously, the scale of supply fixed by the Registrar General, India was not sufficient to meet the full requirement of paper by the charge offices. Considering the above, we worked out the additional requirement of paper required by the charge officers, district wise which came to 54 reams. Arrangements were made to distribute writing paper to the charge officers from the stock available at this Directorate through the Regional Deputy Directors. In some extreme and urgent cases, the charge officers were also permitted to procure some of the stationery items locally after following normal procedure prescribed in this regard, like inviting quotations, etc.

Printing Procedure

Both for houselisting and census enumeration, different types of formats and instruction booklets in large quantities were to be printed. The printing of various schedules, instruction booklets, abstracts, compilation statements and also census publications at the final stage required advance planning. This subject was hence a matter of detailed discussion even during the first conference of Directors that was held in New Delhi in August, 1979. Apart from indenting for paper, their receipt and storing, action was initiated early in 1979 by Registrar General, India towards printing of the main census forms. The basic schedules like the Houselist, Houselist Abstract, Abridged Houselist, Household Schedule and Individual Slip in English and regional languages were arranged to be printed through the Government of India Presses. For Tamil Nadu, the Government of India Press at Perianayakkanpalayam near Coimbatore undertook the printing of the schedules.

It was decided by the Registrar General, India that the printing of the various instruction booklets, manuals and brief pamphlets, etc. in English and regional languages should be done through the help of the State Governments and would be the responsibility of the State Directors of Census Operations. In case the State Government Presses refused to take up the printing, these were asked to be entrusted to private presses after observing the normal procedures like calling quotations etc. The printing of our Census instruction booklets in Tamil was undertaken by the State Director of Stationery and Printing, Madras. Delegation of powers to the Director of Census Operations was also obtained for arranging local printing, subject to the schedule of rates prescribed by the Directorate of Printing. The arrangements made for the printing of different Census materials in connection with the Census enumeration, their distribution, etc. have been discussed in detail in an earlier chapter.

The delegation of powers to State Directors of Census Operations for Printing of urgent Census publications, forms, etc. was made in 1979 and this delegation was in operation for a period of three years, that is upto 1982. The powers for printing through private presses ceased after 1982 and every printing job since then had to be assigned only to a Government of India press through the Directorate of Printing of the Ministry of Works and Housing.

Where the Government of India Presses are unable to execute any particular job in time, a 'No Objection Certificate' has to be obtained from the Directorate of Printing before approaching the State Government Presses. If neither the Government of India Presses nor any of the State Government Press was in a position to take up the printing of census publication, then the work has to be assigned to private presses after observing the formalities of obtaining quotations, etc. and getting the approval of the administrative and financial authorities concerned through the Registrar General, India.

CHAPTER XIV

POST ENUMERATION CHECK

Soon after the census count was over, a Post Enumeration Check (PEC) was carried out as was done in 1951, 1961 and 1971 Censuses. A Census Evaluation Study based on the sample registration records was also conducted in 1981 and this was a new venture conducted simultaneously to quantify the extent of omission of children and to ascertain the correctness of their age reporting in the census.

The main object of the Post Enumeration Check was to quantify the likely omission and duplication in the enumeration or in other words, to find out the coverage error. It was also possible through this survey to measure the errors in response or in content with regard to certain items like literacy, work status etc. The content error may be due to the manner in which respondents have replied to questions which again depends on their understanding of the question and the manner in which the enumerator has canvassed the question. The Post-Enumeration check was thus intended to provide answers to the following questions :

(1) How accurate has the census count been? and

(2) How precisely the particulars of one individual have been recorded in the Census with regard to certain specific questions?

In the PEC, the coverage errors that were investigated belonged to the following two types.

1. Omission or duplication of persons due to the omission or duplication of entire household. (Type I error).
2. Omission or duplication of individuals in households which have been enumerated. (Type II error).

The Post Enumeration Check was carried out in 191 rural blocks and 99 urban blocks (both city and non-city urban) in Tamil Nadu.

The Census Evaluation Study was an attempt to measure the coverage error and content error in respect of children born to normal resident mothers in a sub-sample of Sample Registration System blocks. In Sample Registration System blocks, data on the births occurring to usual residents have been maintained over a period of time. It was possible from this record to prepare a list of children who were surviving upto the date of the census by eliminating those who were dead and those who have out-migrated. This list was then compared with the Population Record prepared during the actual census count to obtain—

(1) An estimate of the extent of omission or duplication at the younger ages,

(2) the extent of age-wise reporting in the Censuses at younger ages.

The Census Evaluation Study was conducted in 50 rural units and 25 urban units comprising of 135 Enumerator Blocks as carved for the Census.

The Blocks in which the Post Enumeration Check was to be conducted were selected in the Office of the Registrar General, India, New Delhi for which detailed information like the number of Census Charges, blocks by population size, viz., 300; 300-499; 500-749 & 750 and above etc. were furnished by this office.

The number of blocks in which Post Enumeration Check was carried out in various States is furnished below:

Number of blocks in which the Post Enumeration Check was conducted in various States

Zone	State	Coverage Error		Content Error	
		Rural	Urban	Rural	Urban
1	2	3	4	5	6
Southern	Andhra Pradesh	253	57	44	9
	Karnataka	165	54	37	13
	Kerala	131	29	41	9
	Tamil Nadu	191	99	33	17
Eastern	Bihar	362	48	44	6
	Orissa	154	16	45	5
	West Bengal	246	94	36	14
Central	Madhya Pradesh	287	43	44	6
	Uttar Pradesh	393	100	40	10
Western	Gujarat	136	64	34	16
	Maharashtra	236	134	32	18
Northern	Haryana	93	27	39	11
	Punjab	98	32	38	12
	Rajasthan	160	40	40	10
	Delhi	10	110	2	48
		2,915	947	546	204

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The list of blocks selected by the Registrar General, India for conducting Post Enumeration Check in Tamil Nadu is given below

Statement showing the number of selected blocks for Post Enumeration Check (Rural/Non-City Urban/Cities)

District	Rural		Non-city urban		Cities	
	Coverage Error	Content Error	Coverage Error	Content Error	Coverage Error	Content Error
1	2	3	4	5	6	7
1. Madras	..	..	..	..	21	4
2. Chengalpattu	14	3	6	2	3	..
3. North Arcot	18	3	4	..	1	1
4. South Arcot	19	3	3	1	1	..
5. Dharmapuri	11	2	1	..	..	..
6. Salem	16	3	5	1	2	..
7. Periyar	11	2	2	..	1	..
8. Coimbatore	9	1	3	1	7	1
9. Nilgiri	2	1	2	..	..	..
10. Madurai	16	2	4	1	5	1
11. Tiruchchirappalli	16	3	4	..	2	1
12. Thanjavur	17	3	3	1	2	..
13. Pudukkottai	6	1	1	..	..	..
14. Ramanathapuram	16	3	6	1	..	..
15. Tirunelveli	13	2	6	1	2	..
16. Kanniyakumari	7	1	1	..	1	..
Total Number of Blocks	191	33	51	9	48	8

Total Blocks for coverage error 290
Total Blocks for content error 50

There were three stages in the conduct of Post Enumeration Check and they were:

1. Listing and enumeration.
2. Desk match between Post Enumeration Check and the corresponding Census records.
3. Field reconciliation.

The first stage of the operation of listing and enumeration had three components relating to:—

(i) The relisting all the census houses in the related Enumerator Blocks

(ii) Re-enumerating the members of 10% sub-sample households which had been enumerated in the census, and

(iii) Collecting information on particulars like literacy and economic activity in respect of individuals in 10% sub-sample of censused households for the purpose of content error check in a sub-sample of 50 selected blocks in each state.

On the basis of work norm it was estimated by Registrar General, India that a Post-Enumeration Check enumerator would need eight days excluding travel time to complete the Forms I and II for one block and another two days for canvassing From III if the block was selected for the study of content error also. It was decided by Registrar General, India that the staff for conducting this survey was to be drawn from the members of this Directorate to the extent possible besides some enumerators and supervisors to be appointed, if necessary. Two blocks were assigned to each enumerator for the Post Enumeration Check work and a supervisor was put in charge of four Post Enumeration Check enumerators.

The enumeration work was done by the computors and checkers and supervisors appointed in the Regional Offices while the Investigators, Tabulation Officers and Statistical Assistants supervised their work. For the total 290 blocks for PEC and 75 units (consisting of 135 Enumerator Blocks) for Census Evaluation Study, 183 enumerators and 46 supervisors were utilised to complete the work according to the calendar prescribed by the Registrar General, India. The calendar of field work for Post Enumeration Check & Census Evaluation Study was as follows.

Calendar of field work for Post Enumeration Check

S.No.	Items of work	Period
1	2	3
1.	Communication of the Census frame i.e. the number of blocks by size class in rural areas and the total number of blocks in urban areas to the headquarters at New Delhi.	Before 1-1-1981
2.	First training of supervisors, enumerators, Investigators	November, 1980
	Second training	January, 1981
3.	Assembling of Abridged Houselist, notional map and sketch maps for the sample blocks, and adjoining blocks selection of a sub-sample of households, collection of Population Record for the sample blocks	To be finished before the 15th March, 1981.
4.	Communication of the information on control sheet to the headquarters at New Delhi for the selected blocks.	Before 20th March 1981.
5.	Field work i.e. listing, desk match and field reconciliation at the rate of two blocks per person	15th March to 8th April, 1981
6.	Edit of the filled-in schedules	8th April to 15th April 1981.
7.	Despatch of the edited schedules to the data processing centre after preparation of inventory.	20th April, 1981.

Training Conferences

In view of the importance of the work, the Registrar General. India had organised a training conference at New Delhi from 23rd June to 26th June 1980 in which senior officers from each Census Directorate were trained thoroughly. S/Shri N. Rama Rao and M. Panchapakesan, Deputy Directors from Tamil Nadu attended this conference. Apart from this, a Regional Training conference was held in Madras on 29th and 30th December, 1980 to train the Regional Deputy Directors, Assistant Directors and Investigators of the Census Directorates of the southern region viz., Tamil Nadu, Andhra Pradesh, Karnataka and Kerala. 18 officials from Andhra Pradesh, 18 from Karnataka and 8 officials from Kerala attended this Regional Conference besides the officials of this Directorate.

Processing and Tabulation

The editing and coding of the Post Enumeration Check and Census Evaluation Study schedules were done at the Directorate on completion of the three stages of work and filling up of the schedules. The editing and coding instructions were received earlier from Registrar General's office. As soon as the field work was completed, the filled-in schedules were sent to the Directorate by the regional offices and the editing and coding of the schedules was done at Madras during May-June, 1981. The schedules were later forwarded to Registrar General's office for detailed processing and tabulation on the computer. On the basis of these results, a separate publication viz, 'Report on Post-Enumeration Check' has been brought out as Paper 4 of 1982 by the Registrar General, India. The results of the Census Evaluation Study have also been published by the Registrar General India in Paper 1 of 1983.

Results

The tabulation of data for Zonal/All India level was done at the office of the Registrar General. India. The rate of net omission per 1,000 enumerated persons for South Zone which includes the four States of Andhra Pradesh, Karnataka, Kerala and Tamil Nadu, was 15.14 while for India it was 17.95 for both Type I and II error. The Type I error, that is omission of persons due to entire households being missed in the census for Southern Zone was only 1.89 per 1,000, while the Type II error was 13.25 per 1,000.

The omission of persons in the census under Type I error is very low being 1.47/1,000 at National level. At all India level, the type II error amounted to 16.48 per 1,000 persons.

CHAPTER XV

CONCLUSIONS AND ACKNOWLEDGEMENTS

The work of organising and conducting the Census Enumeration is indeed a challenging assignment and I feel really proud to have had this unique experience in this State in 1981. I must record that this opportunity provided me a rewarding experience, which is something distinctive from the other tasks that an administrative officer is generally called upon to shoulder. Census calls for constant attention to the minutest details at every stage and one has to be alert always and devise a process of continuous planning and monitoring of the progress of work. The successful culmination of the 1981 census in Tamil Nadu has been brought about by the whole-hearted co-operation of the officers and staff of my Directorate, the entire hierarchy of the State Government and the people of Tamil Nadu as a whole. Census indeed gives an unique experience in personnel management of getting together a huge army of enumerating officials over whom one has no direct control, train them up and enable execution of the tasks assigned to them, in a perfect and systematic manner. The task has indeed been more administrative in nature, at least till the completion of the field work. The excellent co-operation that everyone extended towards Census was the cause of the success we have achieved and it is difficult to single out any individual or group as responsible for this achievement.

To Shri P. Padmanabha, who steered this mammoth operation at the all India level as the Registrar General and Census Commissioner, I owe my sincere thanks. He was very kind to listen to our peculiar difficulties patiently and suggest solutions for them. He had been a tower of strength and gave us inspiring guidance, particularly during the difficult stages of the operation. I must acknowledge our thanks for the co-operation and advice extended by the Deputy Registrar Generals Shri K. K. Chakravorty, Shri V. P. Pandey and Shri N. G. Nag. A number of other senior officers of the Registrar General's office, particularly those in Census, Social Studies and Map Divisions as also the Printing Cell rendered lot of help and I record my thanks to them.

The State Government had always evinced great interest and enthusiasm in Census work and extended maximum help and support to us so as to ensure the success of the operation. I am particularly grateful to Shri D. K. Oza, Chief Electoral Officer and Commissioner-Secretary to the Government, Public (Elections) Department, for his generous help and co-operation. The State Government readily came forward to issue necessary instructions to the district level and other subordinate offices at short notice, whenever I approached them or the same. The District Collectors indeed played a notable part as District Census Officers and I wish to acknowledge their good help. A few of the District Collectors took extraordinarily keen interest in Census matters to the extent of personally conducting/supervising training classes, etc. and monitoring its progress. Such interest had a salutary effect on the enthusiasm of the other subordinate officials in the district also. To the Commissioners of Madras and Madurai Corporations, where census was quite a formidable task, I owe my thanks. The other district level officers, the Taluk and Municipal/Township/Cantonment Officers and their staff bore the brunt of the Census work and I am grateful to all of them for their painstaking work. The Census Charge Officers, in particular, have played a significant role and their unstinted co-operation, in the midst of their already heavy and diversified official duties, was quite remarkable and I wish to acknowledge their able work in the successful culmination of this mighty field operation.

To the vast army of enumerators and supervisors, numbering nearly a lakh, who have done this as a labour of love and treated this as a national duty cast upon them, I give a special word of thanks. The honoraria and other allowances paid to them could hardly be compared to the tasks executed by them; they were indeed the backbone of this massive operation. The success and quality of the operation is wholly dependent on the information given by the people, and I will be failing in my duty if I do not acknowledge my thanks to every citizen in the State, who volunteered to give the requisite particulars to the best of his ability and knowledge. Several other departments of the Government of India and Tamil Nadu Government also came forward whenever approached for help and I record my thanks to them. The Press, the Doordharshan and the All India Radio, played a very useful role in publicity. Other departments like Post and Telegraphs, Railways, the Government Presses, etc. also extended their full help whenever sought.

My colleagues in the office, the Deputy and Assistant Directors, the regional Deputy Directors and all the other staff members of the main office at Madras and the regional offices spared no pains in achieving the success of the 1981 Census. During the hectic days of the operations, they came forward to perform work even during late hours without minding personal inconveniences and I acknowledge with thanks their unstinted co-operation and cheerful response.

ANNEXE I

IMPORTANT CIRCULARS AND LETTERS ISSUED BY THE REGISTRAR GENERAL, INDIA

ANNEXE I

I (i)

Lr. No. 1/24/77-RG(P) dt. 11-1-1978 from the Registrar General, India, addressed to all Directors of Census Operations.

SUBJECT: *Planning for the 1981 Census—Jurisdictional changes and list of villages.*

Sir,

As you know census aims to enumerate as at the census date all individuals in the country, once and only once, i.e., without omission or duplication. These individuals live in some area or the other either by themselves or in clusters. In order, therefore, that a complete coverage is achieved at the census, it is absolutely necessary to prepare a list of localities and other areas comprising the entire country.

2. We have in this country been following the administrative set up for most of our statistical activities including the population census. Each state or union territory is divided into districts, each district into tahsils/taluks/police stations/development blocks and below this level we have our villages and towns. We all know that there have been several jurisdictional changes between 1971 and now. There may be some more in the coming months. We should at this stage take stock of all these changes and update our own frame. To achieve this, you will be required to obtain lists of the districts and tahsils/taluks etc. and compare the same with the corresponding 1971 lists. Jurisdictional changes are made by government notifications delineating or modifying areas. You should obtain copies of such notifications in support of all changes that have taken place after 1971 Census.

3. You should also obtain lists of villages from the State Government (Revenue Department) and compare the same with your 1971 lists. Discrepancies should be reconciled to ensure one to one correspondence. The village lists should comprise not only the inhabited ones, but also the uninhabited ones. Within a village there could also be hamlets. You should obtain lists of all such hamlets and compare the same with your circle and charge registers. This process can be expedited by sending a copy of the 1971 list to each tahsildar etc. for updating.

4. As you know, the state governments establish local bodies (municipalities etc.) within their jurisdictions by notification in the official gazette. These notifications delineate areas which would comprise the municipal limits in terms of villages or parts thereof. There is no doubt that between 1971 and now there have been several additions to the list of local bodies. You should not only obtain such a list from the state government (local self government department) but should procure copies of notifications also creating new municipalities etc. or effecting jurisdictional changes in the existing municipalities.

5. I need hardly say that any incompleteness in building up your frame on the basis of these lists will have serious consequences. Extreme care to ensure accuracy is essential. You should set up a small cell to monitor all relevant information in this matter and ensure that copies of notifications effecting jurisdictional changes come to your office as and when these are issued. You shou'd send a report of compliance to me by 31 March, 1978.

6. Please acknowledge receipt of this communication.

I (ii)

Lr. No.1/1/78-SS dt. 20-9-78 from the Registrar General India, addressed to all Directors of Census Operations.

SUBJECT: *Delineation of Standard Urban Areas-1981 Census.*

Sir,

You are aware that in 1971 Census a new concept of Standard Urban Area (SUA) was introduced. The SUA is defined as the projected growth area of a city or town having 50,000 or more population in 1971 as it would be in 1991, taking into account not only the towns and villages which will get merged into it but also the intervening areas which are potentially urban. It is a long-term planning area and is to remain as a statistical reporting unit during the three successive censuses—1971, 1981 and 1991—irrespective of the changes in the boundaries of the local administrative units within the tract.

2. On an examination of the data of 1971 Census it is found that there are a number of SUAs whose core towns have failed to register a population of 50,000 and above. However, on princip'e, it has been decided to retain all the SUAs already delineated irrespective of the population of their respective core towns.

3. There are a number of towns which have recorded a population of 50,000 and above in 1971 Census but for which no SUAs have been delineated. You are requested to examine these cases in respect of your state and inform this office whether fresh delineating of SUAs for these towns is necessary or not.

4. Similarly, there are a few towns which were not considered for delineation as SUAs earlier even though their projected population was 50,000 and above as either their municipal boundary coincided with the SUA boundary or they had less growth potential. You may kindly examine whether these and other towns have of late developed any growth potential to enable them to be included in the list of SUAs.

5. Since the administrative boundaries of a statutory town change from time to time, during 1971 Census an attempt was made to have definite fixed area which is to be taken as constant for at least three decades. However, there are a few SUAs where the municipal boundary of the core town coincides with the boundary of the SUA as there are no rural components. In such cases there may be changes in municipal boundaries of the towns. This may also be so in case of other SUAs. This needs verification.

6. In this regard I had preliminary discussions with the Chief Planner, Town and Country Planning Organisation (TCPO). The TCPO, as earlier, has assured of its help and assistance in delineating fresh SUAs, if found necessary. It is also advising its state offices on this matter. On your part, you may also like to consult the State Town Planning departments in this regard and give your recommendations in detail with justification.

7. Since the spade work for 1981 Census has already started, early action will be highly appreciated.

The receipt of this letter may kindly be acknowledged.

I (iii)

Lr. No. 1/18/78-RG(P) dated November 27, 1978 from the Registrar General, India, addressed to all Directors of Census Operations.

SUBJECT: *Planning for 1981 Census—Jurisdictional changes and list of villages.*

Sir,

Reference is invited to circular letter No. 1/24/77-RG(P) dated January 11, 1978 regarding taking action to determine jurisdictional changes and finalisation of lists of villages and towns. I trust neeessary action has been taken on this matter. I would like to have an indication of the present position.

I have also separately written to the Chief Secretaries suggesting that you should be kept informed of meetings of the coordination committees in the districts and divisions so that you may be able to attend these meetings. The intention of associating you with these meetings is that you will be able to avail of the opportunity to process matters relating to finalisation of lists of villages and towns, collecting copies of orders regarding changes in jurisdictions of towns, declaration of new municipalities or other local authorities etc., collection of village maps, taluk maps, etc. Also, the intention is that you will indicate the present situation of our census preparations and you will attempt to develop contacts with officers of at various levels in each district. I would suggest that participation in these meetings can be distributed among you and your colleagues, namely, among the Deputy and Assistant Directors in the office.

I (iv)

Circular No. 1 issued by Registrar General, India

Letter No. 2/8/79-55 dt. Feb. 5, 1979.

SUBJECT: *Classification of Rural and Urban Units—1981 Census.*

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

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

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

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

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

(i) A minimum population of 5,000;

(ii) at least 75 per cent of male working population engaged in non-agricultural pursuits; and

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

The Directors were also given some discretion in respect of some marginal cases to include, in consultation with the State Governments, some places that had other distinct urban characteristics and to exclude certain areas which could not be considered as urban.

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

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

6. In some states some places have a statutory body like town area committee, municipal corporation or a similar statutory body though not satisfying the demographic test of population, density and occupation. It may be emphasised that for the purpose of comparability with the 1971 Census data irrespective of their demographic characteristics, all places which have been notified under the laws relating to the establishment of local authorities and have local bodies like municipal corporations, municipalities, municipal committees, municipal boards or municipal towns, city municipalities, municipal town committees, cantonment boards notified areas, notified area committees, town committees, town areas, town boards, town municipalities and sanitary boards, etc., must be included in the list of towns. There may be other types of local authority which approximately correspond to the above mentioned local bodies but the terms may vary among the States. In such cases, a specific reference may be made to this office for a decision whether such a place should be treated as urban or not.

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

8. The third criterion giving 'discretionary' powers to the Directors must be restricted in its application. You may, however, include such places that have other distinct urban characteristics and amenities, such as newly founded industrial area and large housing settlements like Pochampad Project Left Flank Colony of Adilabad district, and Upper Sileru Project Site Camp of Vishakhapatnam district in Andhra Pradesh, places of tourist interest like Khajuraho of Chhatarpur district in Madhya Prapesh, pilgrimage centres like Badrinathpuri of Chamoli district in Uttar Pradesh and railway colonies, like Muthugounden Pudur Railway Colony of Coimbatore district in Tamil Nadu. These have been recently served with all civic amenities, though they do not satisfy the criteria laid down for classification as urban. But before treating these areas as urban, *each such case should be specifically refererd to this office* with full particulars and justification in support of the proposal to enable us to take a suitable decision in the matter.

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

10. Normally, all places which are district headquarters should be classifiable as urban on the basis of the criteria indicated here. However, there may be some district headquarters which cannot be classified as urban since they may not satisfy the criteria. The criteria being referred to here specifically related to the demographic criteria of population size and proportion of workers. Because it may be generally desirable to classify all district headquarters

places as urban we would now have to take a view regarding such places which are district headquarters but not classifiable under the criteria referred to. You are requested to review the status of all district headquarters places and refer to this office the cases of those district headquarters which cannot be classified as urban under these criteria. Since this is in fact a special case, details of such places will also have to be indicated, preferably separately in the enclosed proforma No. I. With regard to such places the fact that these are not urban but are district headquarters places must be brought out clearly.

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

12. You may examine the cases of all rural units having a population of 4,000 or thereabout in 1971 Census and which may be expected to cross 5,000 population mark by 1981 and those units which had more than 5,000 population in 1971 Census but were not treated as urban. For such cases the composition of the working force, the density of population and other factors should be examined to see whether these qualify to be categorised as urban. In the General Census report or the Administration report of your state your predecessor might have already given some guidance in this matter. All such places in respect of which town area committee or the like have been notified after 1971 Census must also be listed. Similarly, jurisdictional changes in towns and villages after 1971 Census should also be taken into account and listed. Notifications issued to this effect from time to time may also be kept on record. At the same time, you may also carry out an exercise to see if there are any areas recognised as urban in the 1971 Census which do not deserve to continue as such either due to reduction in the population size or due to changes in composition of the working population or other factors. This work must also be completed as early as possible.

13. I expect that your office might have already done some exercise in this regard. You may kindly finalise your proposals and furnish the requisite particulars in the two enclosed proformae as early as possible, but before June 1979 in any case, so as to give this office sufficient time for finalisation of the urban frame at all India level.

The receipt of this circular may kindly be acknowledged.

PROFORMA I

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

Name of State.....

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

Compiled by .....

Checked by.....

PROFORMA II

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

Name of State.....

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

Compiled by..... Checked by.....

I (v)

D.O. Lr. No. 9/48/79-CD-(CEN) dt. 14-9-79 from Shri P. Padmanabha, Registrar General, India, addressed to Sri A. P. Muthuswami, Director of Census Operations, Madras.

My dear Muthuswami,

You will recall that at the recent conference I had indicated that the enterprise list would be canvassed as part of the houselisting operations. We are, for obvious reasons, not referring to this as an integration of the economic census with the houselisting operations since it will be recalled that in 1971 census we, in fact, did canvass a form which was very similar in content. In continuation of my discussion, I am writing to indicate a few important aspects of this work.

It has been decided that instead of one enterprise slip for each unit, an enterprise list will now be canvassed. I am enclosing a copy of the format for your information. The enumerator would have to fill this form and also prepare an abstract which is under preparation in the CSO. The instructions will be printed and supplied to us by the CSO in due course.

Our role and in particular the role of the Directors of Census Operations will be one of organisation and coordination. In other words. we have taken over the basic responsibility of getting the "economic census" through this time as part of the houselisting operations and I would like to emphasise that full attention must be paid to this aspect of the work particularly because the data is being generated for another organisation in the Government. The Directors of Census Operations will be administratively responsible for this work and will have to coordinate with the Directors of the Bureau of Economics & Statistics for this purpose. I am indicating in the note enclosed with this letter the manner in which this coordination will be achieved. I would request you to get in touch with the Director of your State Bureau of Economics & Statistics and discuss with him broadly the further details of the points mentioned in the enclosed note. In fact, the Directors of Bureau of Economics & Statistics are meeting at Lucknow this month when they intend discussing this matter in greater detail with the Director of the Central Statistical Organisation and others.

I am also enclosing with this letter an annexure which gives statewise particulars of the months in which houselisting operations will be held and first training classes commenced. (15-7-80 to 15-8-80—Houselisting and April 1980—Training in the case of Tamil Nadu) On this basis we have indicated our time schedules so far as you are concerned for receiving material for the economic census. (mid-March 1980 for Tamil Nadu).

As I indicated earlier, while we are totally responsible for this work and we will have to coordinate with the State Directors of Bureau in the manner indicated, the State Directors of the Bureau will be responsible for ensuring that you get the material such as instruction booklets, forms, etc. in time. They will also be responsible for issuing internal instructions in their departments to ensure that there is no breakdown in the system.

In the note enclosed you will notice that the District Statistical Officers have to be designated as Additional District Census Officers. I would be happy if you could get this done through the State Government since this will establish rapport between the two departments and give them a feeling of involvement.

Enclosure to the letter

System of coordination to be established for canvassing of the enterprise list

The economic census will now be carried out along with the houselisting operations. In annexure I to this note the months in which houselisting operations are proposed to be conducted in each state have been indicated and, on this basis the approximate periods when training will commence and when forms are expected to reach the Directors of Census Operations for both training and actual houselisting operations are also indicated. It would be essential to ensure that supplies of materials viz., the instruction booklets, enterprise list forms and abstract forms are made in the months indicated so that there is no break-down in the distribution system or training.

The canvassing of the enterprise list will now be considered as part of the houselisting operations and no distinction will be made so far as the enumerator is concerned. The operations will, therefore, be totally coordinated by the Directors of Census Operations with the full involvement of the Directors of Bureaus of Economics & Statistics and their officers and staff.

The district level officers of the Bureaus of Economics & Statistics and Statistical Officials below that level to the extent available will be considered for all practical purposes as census staff and will be trained both in the houselisting operations and the canvassing of the enterprise list. They will share the training load and supervise work on this basis. For this purpose it would be necessary to notify the District Statistical Officers as Additional District Census Officers and the Statistical Assistants under them would be notified as census supervisors. It is proposed to address the Directors of Census Operations to have these notifications issued by the State Governments on this basis.

At the state level, the Directors of Bureaus of Economics & Statistics will be fully involved in the work and the Directors of Census Operations will keep them fully in the picture with regard to the training classes and other relevant particulars of the houselisting operations. The Directors of the Bureaus would issue necessary instructions to establish this system of coordination so that there is no confusion at any point.

The training classes will be organised on the following basis:—

(a) At the State or divisional level, the training of the District Census Officers and the Additional District Census Officers (DSOs) will be conducted by the DCOs themselves, in collaboration with the Directors of the State Statistical Bureaus.

(b) At the division or district level, depending on convenience and number, the DCOs will conduct the training classes of the charge officers including Town Census Officers. These charge officers would, therefore, include both rural and urban charges. At these meetings the Additional District Census Officers, namely, the DSOs concerned, will be fully associated and they would be expected to contribute to the training sessions.

(c) In each charge which would be either a tehsil, a police station, a development block, a circle or a town or a ward in a large city, the Charge Officer will organise training classes for the enumerators and officers either all together or in suitable batches, depending on the number. At these sessions the officers of the Directorate of Census Operations will be involved to the extent possible. It is expected that the Additional District Census Officers, namely, the DSOs will also participate in as many of these as possible and their Statistical Assistants should also be involved in these training sessions.

Both at the State level and the divisional level it would be desirable that the Directors of the Bureaus also participate in the training sessions so that the importance of the work is brought home to the participants. This is particularly important in the metropolitan cities.

The determination of the training programme will be the responsibility of the DCOs who will keep Directors of the Bureaus informed. The DCOs will also issue instructions to the District Census Officers to keep the DSOs fully informed regarding training sessions.

In the training sessions it is not proposed to distinguish between the enterprise list and the houselist. In other words, so far as the charge officers and others are concerned, it will be one operation with two forms being canvassed. At the training classes, both the manuals will be studied together and the further training of enumerators and others will be done by the charge officers and others on the same basis. This would imply that the District Statistical Officers and their staff will have to be familiar with both the houselisting manual and the manual relating to economic census. This is essential so that they are able to participate in the training programmes fully and undertake training for both these aspects together. The distribution of material will be the responsibility of the DCOs but it will be the responsibility of the CSO and the Directors of the Bureaus of Economics & Statistics to ensure that the material is delivered either centrally to the Directors of Census Operations at the State headquarters or at such centralised points that they may indicate.

It will be the responsibility of the Directors of Census Operations to ensure that the enterprise lists are received back fully canvassed. The canvassing of enterprise list itself will be the combined responsibility of the Directors of Bureaus and the Directors of Census Operations, but it is recognised that the

larger element of responsibility would rest with the Census Organisations. The Directors of Census Operations would primarily be responsible for ensuring that the enterprise list is also filled.

The Directors of Census Operations will issue necessary intructions and will so organise the retrieval of the filled in forms so as to deliver to the District Census Officers, the enterprise lists arranged by block and by charge. The enterprise lists arranged in this manner, along with the abstracts, will be delivered to the DSOs, for which necessary arrangements will be made by the Directors of Census operations.

I (vi)

Circular No. 7—Issued by the Registrar General, India.

SUBJECT:—*Formation of Urban Agglomerations*

My dear,

I believe that the classification of settlements into rural and urban units for 1981 Census on the lines suggested in Circular No. 1 of 1981 Census and subsequent clarifications issued vide my D.O. letter of even number, dated the 11th September, 1979 (Circular No. 6), might have come to its final shape by now. The next important related item of work which requires utmost priority is the formation of urban agglomerations in respect of your State/Union Territory.

2. The concept of urban agglomeration adopted for the first time during the 1971 Census was an improvement on the concept of town group adopted in the 1961 Census. It has been decided that the concept of urban agglomeration will be followed for the 1981 Census and data presented on the same lines as in 1971 Census. But, as explained subsequently, the concept of urban agglomeration was not followed strictly and uniformly in all the states and union territories at the 1971 Census. We have to be very precise as to what the urban agglomeration is. It must form a continuous urban spread constituting a town, and, its adjoining urban outgrowths or two or more physically contiguous towns together with continuous well recognised urban outgrowths, if any, of such towns. In several areas around a core city or statutory town have come up fairly large well recognised railway colonies, university campuses, port areas, military camps, etc., and even though they are outside the statutory limits of the corporation, municipality or cantonment, they fall within the revenue limits of the village or villages which is or are contiguous to the town. It may not be altogether realistic to treat such areas lying outside the statutory limits of a town as rural units; at the same time each such individual area by itself may not satisfy the minimum population limit to qualify it to be treated as an independent urban unit. Such areas deserve to be reckoned alongwith the town and the continuous spread including such urban outgrowths would deserve to be treated as an integrated urban area. Each such agglomeration may be made up of more than one statutory town adjoining one another such as a municipality and the adjoining cantonment and also other adjoining urban growths such as a railway colony, university campus, etc. Such outgrowths which did not qualify to be treated as individual towns in their own right should be treated as urban appendages of the units to which they are contiguous.

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

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

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

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

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

4. Since the concept of agglomeration of 1971 Census is being adopted without modification in 1981 Census, it will be advisable to refer to the reports of the 1971 Census which may provide some guidelines in this regard taking into consideration the different situations of the administrative units in your State/Union Territory. But as mentioned earlier, the concept of urban agglomeration was not applied strictly in all the states in the absence of proper scrutiny of the proposals in this regard and in a few states this concept was not at all adopted. There are instances where some parts of villages though not contiguous to the city/town were included in the urban agglomeration on the ground that in a few years the area would become contiguous. This is not correct as the intention in delineating the urban agglomeration is to take into account the present urban spread only. (The potentiality of development of urban growth in the next decade or two is being separately covered under the concept of Standard Urban Area). There are also cases where an area adjoining the outside statutory limit of a town had been treated as the urban outgrowth without examining its urban characteristics and infrastructure. Some such areas were treated as outgrowths and included in the agglomeration without any relation to meaningful population and territory. For instance, a few outgrowths having such meagre population as 6, 8, 16 were treated as outgrowths and included in the agglomeration without any rationale

as they could not be viewed as viable urbanised areas. It is difficult to understand as to how such small pockets, comprising only a few households were visualised and delineated on the ground as urban outgrowths to form part of urban agglomeration.

5. In view of the position explained above, care should be taken to fully understand the concept of urban agglomeration and such areas delineated accordingly. Particular care should be taken to determine the urban outgrowth of towns. While delineating urban agglomerations there may not be any problem in case of statutory bodies, viz., towns, which are contiguous to the main city/town. The following aspects should be kept in mind before determining urban outgrowth in relation to a town and urban agglomerations in general:

(i) If there is some uninhabited area between an urbanised village or villages and the statutory limit of a town, the villages should not be treated as an urban outgrowth to constitute an urban agglomeration with the town as they will not form a contiguous spread with the town on account of intervening uninhabited area.

(ii) If there is a town in proximity to a core town but not actually contiguous to it, being separated by an intervening rural area, these towns should not normally form an urban agglomeration. They will be considered as forming an urban agglomeration only if the intervening rural area has pronounced urban features, qualifying it to be considered as an urban outgrowth.

(iii) While determining the urban outgrowth of a town, it should be ensure that it possesses the requisite urban features in terms of infrastructure, viz., the characteristics and amenities. The outgrowth should be a viable unit such as a village or a hamlet or an enumeration block and identifiable in relation to its boundaries and location.

(iv) In case of a revenue village(s) which is being treated as an outgrowth of a town the code number of the revenue village and the name may appear in the rural frame in the Primary Census Abstract for cross reference that the particulars are given under the relevant urban agglomeration. Likewise, where only a part of the village is included in the urban agglomeration as an outgrowth, the data relating to the portion which has been treated as part of the urban outgrowth will be presented under the urban agglomeration, while the data relating to the rest of the village will be presented in the usual manner in the rural frame.

(v) While framing the urban agglomeration with its constituent units including outgrowths, care should be taken to see that an enumerator block does not cut across the boundaries of a town and its outgrowth. In other words, such outgrowths should be constituted into a separate block or blocks depending on size. The serial number of these blocks will follow the pattern adopted in the appropriate charge, and they may be assigned the serial numbers following the end of the series of the charge so that they are easily recognisable. All these blocks will be shown in the Charge Registers of the concerned city or town.

(vi) Leaving aside the urban agglomerations of some big cities like Calcutta, Madras and Bombay which have special administrative set up, and where the constituent units of the agglomeration are spread over more than one district as far as possible care should be taken to see that an urban agglomeration is not spread beyond the boundaries of the district. This is to avoid problems of tabulation specially in the case of migration tables. If any such new cases were to arise, the matter should be finalised in consultation with this office.

It will be advisable to make a personal visit to verify on the ground weather an area being considered for delineation as an agglomeration possesses the necessary characteristics and satisfies the conditions of *urbanisation, contiguity* and *viability*.

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

6. While the total agglomeration may be treated as one continuous urban spread for the purpose of overall size classification and analysis of the urban data, in exhibiting the primary population figures, it is important to give the break up for each component unit of the agglomeration. The method of presentation in 1971 Census may be followed.

7. In reckoning the total number of towns (as distinguished from agglomerations) all individual urban areas that are reckoned as towns in their own right should be treated as separate towns. The urban outgrowths which do not qualify to be treated as towns in their own right cannot be counted as individual towns but only as appendages of another recognised town forming an agglomeration, the basic figures of the main town and such appendages being invariably exhibited separately together with the total for each agglomeration.

8. An urban agglomeration as such will not have a code number. While individual towns will be allotted individual code numbers in Roman figures taking all the towns in a district as one series, the urban outgrowths not qualifying to be treated as towns in their own right need not be given independent code numbers in the town series but they may be allotted sub-numbers or alphabets to the location code number of the town to which they are appended. This may facilitate compilation of data for the integrated urban area.

9. Certain operational precautions must be taken. The urban outgrowth which would have been enumerated as part of the village to which it belongs in the normal course but which is being included within the urban agglomeration on the ground that it is an urban out growth of the core town or city must be enumerated by the Charge Officer of the urban area. The Charge Officer of the rural area concerned should ensure that this urban outgrowth which is included within the urban agglomeration is not inadvertently covered again as part of the rural area. It is also necessary to ensure that a reference is available in both the urban and rural charge registers concerned so that one is able to find out to which village an urban outgrowth belongs.

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

11. The requisite information may please be sent to Assistant Registrar General (Social Studies) as early as possible at West Block I, Wing No. I R.K. Puram, New Delhi-110022.

The receipt of this circular may kindly be acknowledged.

Enclosure of the Circular No. 7

PROFORMA I

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

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

Sl. No.	URBAN AGGLOMERATION OF 1971 CENSUS WHICH CONTINUES IN 1981 CENSUS																Remarks
	With no change							With Jurisdictional Changes between 1971-1981									
	Name of the U.A. with its constituent units	Status (city/ town/ O.G.)	1971 pop. of city/ town	In case of outgrowth in Col. 2 give :				Name of the U.A. with its constituent units	Status (city/ town/ O.G./)	1971 Pop. of city/ town	In case of outgrowth in col. 9, give :				Name of the 1971 unit (town/ O.G./ village) which has been merged with the main town or other units of U.A. in 1981	U.As of 1971 dropped from 1981 due to merger of its constituent units or other reasons if any	
				L.C. No. of village(s)/ sub-number in case of part village	Area (Km^2)	1971 Pop.	Name of village/ hamlet/ enumerator's block included wholly or partly				L.C. No. of village(s)/ sub-number in case of part village	Area (Km^2)	1971 Pop.	New Village(s)/ hamlet/ enumerator's block included wholly or partly			
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16*	17*	18

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

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

PROFORMA II

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

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

Sl. No.	Urban Agglomeration proposed for the first time in 1981 Census							Remarks, if any
	Name of the U.A. with its constituent units	Status (City/ town/Out-Growth)	1971 Population of city/town	In case of out-growth in col. 2 give				
				L.C. No. of villages(s)/ sub-number in case of part village	Area (km²)	1971 Population	Name of village(s)/ hamlet/enumerator's block included	
1	2	3	4	5	6	7	8	9

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

I(vii)

Lr. No. 9/5/79-CD dt. 24-10-79 from the Registrar General, India, addressed to all Directors of Census Operations.

SUBJECT:—*Permanent House numbering Scheme.*

Sir,

As you are aware, a scheme of Permanent House-numbering was initiated by the Registrar General's office on the eve of 1971 census. Some of the State Governments implemented the scheme and a token subsidy was also given to them by the Centre. Unfortunately, the scheme could not be pursued by the Registrar General's Office for lack of funds.

It has, however, been noticed that some State Governments are pursuing the matter and have been making periodical review for updating the numbering system. We unfortunately cannot take any initiative in the matter, so far as 1981 Census is concerned, because no funds are available for pursuing the scheme. However, there should be no objection to our taking advantage of any Permanent House-numbering System which the State Government may have adopted or may like to adopt. You may, therefore, get in touch with the concerned department of the State Govt. and in suitable cases move the State Government to issue necessary instructions in this regard, so that the full benefits of the system can be derived for the 1981 Census.

I(viii)

D.O. Lr. No. 9/6/79-CD(CEN) dt. 8-11-79 from Shri P. Padmanabha, Registrar General, India, addressed to Shri A.P. Muthuswami, Director of Census Operations, Madras.

My dear Muthuswami,

With the canvassing of the enterprise list during the houselisting operations, the involvement of the Director of the Bureau of Economics & Statistics of your State and the senior officers of the Central Statistical Organisation has necessarily to be ensured. In this connection I had written to you earlier indicating the type of involvement and the system of coordination that will have to be achieved at all appropriate levels. One of the basic issues is that the Director of the Bureau of Economics & Statistics and his officers and officers of the Central Statistical

Organisation, to the extent possible, should be associated with the training programmes at various levels. I am, therefore writing to say that you must keep the Directors of the Bureau of Economics & Statistics informed regarding training programmes at State and Division levels so that their participation is possible. Please endorse a copy of your letters to the Director of the Bureau of Economics & Statistics to Shri T. P. Abraham, Additional Director, Central Statistical Organisation, Sardar Patel Bhawan, Parliament Street, New Delhi-110001.

Please also keep this office informed regarding the training programmes at State and Divisional levels. We would also very much like to participate to the extent possible.

I(ix)

Lr. No. 35/3579-DPD dt. 11-12-79 from Shri K.K. Chakravorty, Deputy Registrar General, India, (C & T) addressed to all Directors of Census Operations.

Subject.—*Location Code of States*

Sir,

Kindly refer to this office circular of even number dated 25th October, 1979 on the above subject.

The location codes of States/Union Territories have been revised and the list of the revised code numbers allotted to various States/Union Territories to be adopted in 1981 Census is enclosed.

Kindly acknowledge receipt.

APPENDIX TO THE ABOVE LETTER

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

I(x)

D.O. Lr. No. 9/48/79-CD(CEN) dt. 12-12-79 from Shri P. Padmanabha, Registrar General, India, addressed to Shri R.S. Chhaya, Director of Census Operations, Gujarat, copied to all State Directors.

My dear Chhaya,

Please refer to your demi-official letter No. CEN-1981/19011/14/79/-DCO(Guj) dated 3rd December, 1979. Thank you very much indeed for your letter which clearly indicates the scope of your training programmes. In view of the reduced content of the houselisting operations I should imagine it would be enough if you hold 3 training classes for the enumerators and supervisors. I would, of course, leave the number of training classes to your judgement but would like you to keep this in mind taking into consideration both content and cost. In fact, I would rather opt for the six rounds you have referred to for enumeration when certainly the workload is much heavier.

With regard to the other points made by you I would like to clarify that houselisting operations and the instructions for the economic census should be read together and the training should be for both together. In fact, as you will notice, we have continuously reiterated that there will not be separate training classes for filling of the houselist and the enterprise list. It will be a combined training with the houselist being gone through first and the enterprise list later with the necessary link and examples being developed.

Normally, training can be held at the taluka headquarters since senior officers can also participate but this would depend on the number of enumerators and supervisors. If the number is too large, I would suggest the training be held at two different places separately because anything more than 40 to 50 people would make training ineffective.

You will recall that I had mentioned during the conference that your colleagues and assistants in your office must be trained so that they could function as trainers at the appropriate levels in due course. You may like to keep this in mind so that you have necessary assistance at every stage.

With regard to the reserve enumerators and supervisors, they will be paid TA and DA when they attend training classes, but I am afraid it will not be possible to agree to payment of honorarium to the reserve enumerators and supervisors when they do not perform the actual field enumeration work.

As was done during the previous censuses, you will doubtless get prepared roll-up black boards on canvas of a large size for illustration in training classes. It would also be desirable that as many local examples as possible should be gone through during the training classes so that the instructions are clearly understood by all. During the training classes it will necessary to ensure that the enumerators and supervisors and, in fact, the charge officers actually go round a designated pact of a village or town, do the numbering of the census houses and households, fill up the houselist and enterprise list and later, the individual slip, etc. so that practical training is available to them. On this we will be writing to you separately, but I thought I should indicate this at this stage itself. As you are aware training material is being printed in red for this purposes.

I trust all the points mentioned by you have been covered. Please feel free to write if any further clarifications are required in the matter.

I(xi)

D.O. Lr. No. 9/48/79-CD(CEN) *dt.* 14-12-79 *from Shri P. Padmanabha, Registrar General, India, addressed to the Chief Secretary to Government of Tamil Nadu.*

My dear

Soon after the general elections are over, the tempo of work with regard to the census would increase enormously. The houselisting operations are programmed to take place very soon in your state and there is considerable preliminary work that the Director of Census Operations of your state has to get done with the help and cooperation of all state hierarchies. In particular, the immediate priorities relate to the selection and appointment of enumerators for the houselisting operations, the training of District Census Officers, Charge Officers, Supervisors and the Enumerators repetitively and separately for each of these levels. This, in itself, involves quite some organisational effort which is only possible with the total involvement of the district and other authorities. I need hardly labour this point but thought I would bother you again to request you to emphasise these aspects to all concerned. In order to ensure that the system works at peak performance and to ensure that the senior officers who are notified as Census Officers do get totally involved in this process, may I request you to be so good as to consider issuing a general circular to the Deputy Commissioners and the Commissioners of the Divisions, and to the Municipal Commissioners and Chief Officers of local authorities, etc. on these matters calling their attention to the fact that the work relating to the Census of India, 1981, now calls for total attention and prompt action?

The State Government doubtless attaches great importance to the efficient conduct of the census operations and I am confident that the State Government also shares our anxiety in this matter. Since the prime responsibility for these operations rests with the Deputy Commissioners and Municipal Commissioners, it would be useful and certainly of tremendous help to the Director of Census Operations himself, if the State Government could express their anxiety through an appropriate circular regarding this matter. It would also be useful if the role that the Sub-Divisional Officers, Tahsildars and other authorities have to play, is also brought out. While detailed instructions regarding each stage of the census operations will be issued by the Director of Census Operations of your State as usual, it would also strengthen the system if the State Government were to issue a general circular of the nature mentioned here.

I would be grateful if you could have this examined and be so good as to issue necessary instructions.

With regards.

I(xii)

D.O. Lr. No. 9/38/79-CD(CEN)-5028 *dt.* 19-2-80 *from Shri P. Padmanabha, Registrar General, India, addressed to Shri A.P. Muthuswami, Director of Census Operations, Madras.*

My Dear Muthuswami,

Please refer to Census Circular No. 3 dated 7-1-1980 which we discussed when I was there recently. As I mentioned to you, purely for operational reasons, I am reluctantly agreeing to the system of assigning Alpha code numbers in the case of the same village covered by more than one Panchayat. Our anxiety was that the enumeration blocks associated with a given Panchayat Union should be capable of recognition. On discussion it is noticed that this will be possible and, therefore, the system as adopted now may be retained. However, it will be appreciated that this system does cause some complication and appears to have been maintained purely for historical reasons. I would like to suggest that you should prepare a detailed note on this matter for ultimate incorporation of your administration report.

I(xiii)

D.O. Lr. No. 9/48/79-CD(CEN) *dt.* 19-2-80 *from Shri P. Padmanabha, Registrar General, India, addressed to Shri A.P. Muthuswami, Director of Census Operations, Madras.*

My Dear Muthuswami,

The houselisting operations in some of the States are commencing very soon and the training programmes would have already been run through.

However, since the larger number of States have still to conduct their houselisting operations I thought I should indicate a few essential aspects for your consideration.

Please ensure that training classes are small and controllable so that training is effective. During these classes, the instructions should be read through word by word and no attempt should be made to adopt short-circuit methods in this matter. All senior levels in your office doubtless have already been trained to provide for you a good training force.

Presumably, you are holding repetitive rounds of training. At least two rounds may be necessary for the houselisting operations, if not three. During these training classes, one essential point that you should bring out is that the houselist and enterprise schedule are not separate, but forms which constitute a single operation. This must be continuously emphasised so that no attempt is made to skip the work.

I would suggest that the enumerators be told that they should go round the block first, contact the local leaders such as Panchayat Chairman and Secretary, Cooperative Society Chairman and Secretary, as the case may be and in case there is any Mehila Mandal the President, etc., so that local contact is established and the work gets known among the people of the village. In the urban areas, of course, such contacts will be rather difficult but in rural areas it would pay dividends. Having gone round his block the enumerator should then start the process of drawing up the notional map, lay out sketch, etc. Please do not permit the telescoping of stages. I would like this particularly to be emphasised, because some enumerators may think that they can prepare the notional map, lay out sketch and fill up the houselist and enterprise list as they go along from house to house. This would be totally undesirable for obvious reasons. You may like to request the Deputy Commissioners/Collectors to write to all the Panchayats regarding houselisting operations and the census in general so that the work is smoother in the field.

In connection with the houselisting operations, a few aspects must be particularly looked into during the training classes and during the field operations through supervision. These are briefly as follows:

(a) As repetitively mentioned in the instructions, we are really not concerned with permanence of buildings. Therefore, totally sub-standard structures will also have to be numbered and recorded in the houselist, etc.

(b) Such numbering becomes critical in slums and crowded areas of towns and cities where particularly in the older parts of these areas, streets would be small, narrow, twisted and generally would require special efforts for coverage. You may like to ensure that supervision in these areas is particularly intensive.

(c) Temporary structures must also be numbered. Our general approach is that when in doubt number the structure irrespective of whether it is occupied or vacant and this should be followed vigorously so that coverage is ensured.

(d) In the enquiry regarding enterprises, particular care should be taken to find out enterprises which are run in shopping and other market places since in such areas within the same shop premises more than one enterprise may be run by different people. This is extremely important and in this connection your attention is invited to sub item (v) of para 17 of the Instructions for filling up of the enterprise list.

From our operational point of view, columns 8 to 10 and 11 to 13 of the houselist are as important as the other columns. In fact columns 8 to 10 of the houselist are essential for our enumeration purposes with reference to formation of enumeration blocks. Please emphasis and during supervision ensure, that children are not omitted and great care is exercised in determining these numbers.

Similarly, particular care would be necessary for eliciting particulars under Columns 11 to 13 of the houselist and I would request supervision on this aspect also, because, after 1931, we are now again attempting to develop an elementary frame of the disabled.

Large offices such as Secretariat, Divisional office of the LIC, the headquarters buildings of Municipal Corporation, etc., would have to be listed as enterprises in the block in which they fall. In such cases it may help the enumerator if you could write to the officers dealing with personnel in such organisations to indicate the total number of persons working so that this can merely be noted in the houselist and the enterprise list without the enumerator having to go from unit to unit asking for these details or listing out each functional unit separately as an enterprise. You may like to do this for operational convenience.

I would suggest that the State Government be addressed the Collectors/Deputy Commissioners may be requested to issue necessary instructions that the census numbers which are put by the enumerators should not be rubbed off or painted over till April, 1981. It is particularly important because during festivals such numbers tend to get erased or painted over. In villages this may be indicated by beating of drums which would be an effective method of local publicity. You may like to have general instructions issued on this by the State Government.

I (xiv)

CIRCULAR NO. 15—ISSUED BY REGISTRAR GENERAL INDIA

Subject.—*Delineation of Standard Urban Areas*—1981 *Census.*

My dear

As you know, the concept of the 'Standard Urban Area', which was adopted for the first time in 1971 envisaged a constant statistical spatial reporting unit which was to serve as the basis of urban development planning for the concerned city or town. The standard urban area was defined as the projected growth area of a city or town having 50,000 or more population in 1971, as it would be in 1991, taking into account not only the towns and villages which will get merged into it but also the intervening areas which are potentially urban. Thus, it was a long-term planning area and was to remain as a statistical reporting unit during the three successive censuses—1971, 1981 and 1991. However it was noticed from information received from some of the Census Directorates that in a few cases the Planning areas or the Master Plans have deviated from the relevant standard urban area and subsequently changes were suggested in the present boundaries of the existing urban areas. In this connection, please refer to my office circular letters of even number dated the 20th September, 1978 and 4th November, 1978, wherein certain issues relating to the delineation of fresh standard urban areas and changes in the present boundaries of the existing standard urban areas were raised. We have since then received replies from some of the Census Directorates and have had consultations with the Ministry of Works and Housing and the Chief Planner, Town and Country Planning Organisation. The latter fully subscribe to the concept of the standard urban area and share our view that the existing boundaries of the standard urban areas should not be disturbed, as far as possible, if they have to serve their basic purpose. Consequently, the Chief Planner, Town and Country Planning Organisation, has issued a circular to the Town Planning Departments in the States and the Union Territories explaining the present issues and the necessity of maintaining the concept of the standard urban area by avoiding changes in the boundary of the standard urban area except in exceptional cases (Copy enclosed for ready reference at Annexure I). I fully endorse the views expressed and the directions given by the Chief Planner, Town and Country Planning Organisation in the aforesaid circular to the Town Planning Departments in the States.

2. The fresh standard urban areas are required to be delineated in respect of those core towns having a population of 50,000 or above for which no standard urban areas were delineated earlier for such reasons as their limited growth potential or in whose case the population projections made earlier were lower but which exceeded a population of 50,000 on the basis of the actual 1971 enumeration. I am accordingly enclosing a list of 28 such core towns along with a proforma for the recording of particulars at Annexes II & III for which it would be necessary to delineate standard urban areas afresh now alongwith the relevant maps. You are requested to make note of the places relevant to your state with a view to their delineation in colloboration with the Town Planning Department of your State. You may please ensure that the units of urban agglomerations, if any, do not fall outside the standard urban area limits. In the light of the concept of standard urban area please note that no fresh delineations of standard urban area are to be made on the basis of 1981 population, as suggested by some of you.

3. As the standard urban area has to serve the need for urban development planning besides functioning as a constant statistical reporting unit, you may please ensure that the changes in the boundaries of the standard urban area, if any, are kept to the minimum. The proposals for changes, where absolutely necessary, should be made in consultation with the Town Planning Department of your State. Further, such proposals if initiated by the Town Planning Department may please be forwarded to us after a thorough screening by you first in the light of the concept and the objectives of the 'Standard Urban Area' to satisfy yourself that the proposed changes are meaningful and necessary on such grounds as the limits of the core town of the standard urban area having been subsequently statutorily extended beyond the boundary of the present standard urban area.

4. Please send us your proposals in the matter and when you do so please forward a copy to the Chief Planner, Town and Country Planning Organisation, New Delhi.

5. For achieving the desired objectives of the concept of standard urban area as a constant spatial unit for urban planning and as a statistical reporting unit, it is necessary to maintain close liaison with the various government departments and concerned local bodies and apprise them fully of the objectives of the concept of standard urban area.

This will be instrumental in soliciting their cooperation particularly in the matter of maintaining the present boundaries of the standard urban areas.

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

ANNEXE I

TOWN AND COUNTRY PLANNING ORGANISATION

(Government of India, Ministry of Works and Housing)

Ref. No. — *Delhi Vikas Bhavan*
Sayed S. Shafi — *Indra Prastha Estate*
Chief Planner — *E Block, New Delhi*
January 22, 1980

SUBJECT :—*Delineation of Standard Urban Areas*—1981 *Census.*

Dear Shri

You may kindly recall that at the time of the 1971 Census, the concept of "Standard Urban Areas" was evolved for reporting Census data for spatially continuous set of urban and rural settlements. All towns and Cities having population above 50,000 were tentatively selected to be delineated as the standard urban areas, and, in all 304 towns and cities were delineated as SUAs for the 1971 Census. The delineation of these SUAs was jointly undertaken by the state town planning departments, the office of the State Directorates of Census Operations, office of the Registrar General of India and the Town and Country Planning Organisation. The concept of SUA as you were well aware, was intended to have "fixed areas" for at least three Census decades (1971-1991).

2. We have now received a reference from the Registrar General of India, that quite a few state Town Planning Departments have asked the Census Authorities to change the boundaries of the SUA's delineated for 1971 Census. No doubt, in some cases, due to certain unforeseen developments, the physical growth of a city or a town had led to an over-spill of abadi areas beyond the SUA, delineated boundaries, such development, however, may be very few. As you are well aware, the SUA Concept as stipulated in 1971 Census, implied that SUA boundaries, as far as possible, should be kept fixed i.e., unchanged till 1991; therefore, it is almost obligatory not to change the SUA boundary with every Census. Only in exceptional cases the changes should be brought about, otherwise the very purpose of SUA will be defeated. Furthermore, I have to request you to kindly keep our organisation informed about such changes, as being the central organisation and, also, a forerunner for the SUA Concept, it may be easier for us to take up the question of changing the SUA boundaries with the Registrar General of India.

3. We have also to take up the delineation of new (fresh) township for SUA's to be included in the 1981 Census. I am enclosing herewith the list of towns which qualify for being treated as SUAs in 1981 Census. In case there are some other towns as well, which in your opinion, should be delineated as SUA, the same could also be listed for inclusion in the 1981 Census. For delineating all these towns as SUA, the procedure adopted at the time of the 1971 Census could be followed. I enclose herewith the questionnaire which may kindly be filled for each of the town and also the following information which may be furnished immediately to facilitate the work on delineation.

1. A map of each the Standard Urban Area indicating the various urban and rural territorial units included. It will be adequate if areas and important land mark are clearly shown;

2. A list of the names of the revenue units, included in the Standard Urban Area;

3. The total area in sq. kms. of the Standard Urban Area;

4. The present estimated population in the Standard Urban Area.

4. As soon as we receive from you the above information, we shall arrange for a discussion with a view to finalise the date either at your headquarters or at a convenient place to identify the limits of the Standard Urban Area.

With greetings and regards,

ANNEXE-II

Core Towns with population of 50,000 *and above each in* 1971 *Census to be delineated as Standard Urban Areas*

I	Andhra Pradesh	1. Khammam 2. Ongole
II	Bihar	3. Bettiah 4. Bokaro Steel City
III	Gujarat	5. Kalol 6. Mehsana 7. Godhra* 8. Nadiad*
IV	Karnataka	9. Bidar 10. Chitradurga 11. Hassan 12. Mandya
V	Maharashtra	13. Latur 14. Parbhani 15. Barsi* 16. Gondia* 17. Amalner 18. Nandurbar 19. Pandharpur 20. Wardha
VI	Tamil Nadu	21. Valparai* 22. Vaniyampadi 23. Ambur 24. Kadayanallur 25. Neyveli
VII	Uttar Pradesh	26. Banda 27. Fatehpur
VIII	West Bengal	28. Balurghat

*1961 population 50,000 and above.

ANNEXE—III

Delimitation of boundaries of Standard Urban Areas
Proforma for information to be recorded

Principal Town/City: State:

Sl. No.	Type of Information	Information
1.	Administrative units included in the Standard Urban Area.	
2.	Total area and population (1971) in the Standard Urban Area.	
3.	Population figures, density and other criteria assumed in delimiting the SUA.	
4.	Directions in which the town/city has tended to grow and whether these have been incorporated into the Standard Urban Area.	
5.	Physical constraints to development such as rivers, back-waters, marshy areas, defence areas, etc.	
6.	Area of influence of the principal city/town (core area) based upon the following criteria.	
	(a) Daily Commutation to place of work	
	(b) Supply area for the principal town for milk, dairy products, vegetables etc. (Exclude distance truck hauls).	
	(c) Retail Trade Area covering such commodities as foodgrains, cloth and general provision.	
	(d) Extent of local bus coverage.	
	(e) Secondary Education Cantonment Area. (outside the municipal limits).	
7.	Details of any new large-scale activity (e.g. industry, market, transport & Communication link, location of administrative function, etc) that is anticipated and which will influence the growth of town.	
8.	List of villages/towns within 10 miles/15 kilometres of the periphery of the principal city/town.	
9.	Any other information which you consider relevant to be recorded and which has influenced the identification of Standard Urban Area.	

I (xv)

D.O. Lr. No. 9/24/80-CD(CEN) dt. 26-4-80 from Shri P. Padmanabha, Registrar General, India, addressed to Shri A.P. Muthuswami, Director of Census Operations, Madras.

My dear Muthuswami,

We are now at the stage of having to get organised for the enumeration itself. This would be so even in those States where houselisting operations have yet to be completed. The main organisational aspects of the count would need review and preliminary action from now on. In this connection I am writing to you to share my anxiety that training regarding the instructions to enumerators of senior levels in the directorate should be intensive and adequate so that they provide the necessary assistance that you would doubtless need in organising training sessions down the line. You will recall that at the Mysore Conference we had exposed one of your officers to the instructions. Ideally, we would have liked to organise zonal training classes or all India training classes for Deputy Directors and Assistant Directors but find that this will involve taking them away from the States at a time when they are busy. It is, therefore, considered sufficient if the training classes for Deputy Directors and Assistant Directors are organised within each State. I would like to suggest that in such a programme it would be worthwhile including Investigators, competent Statistical Assistants and any other level that you feel can help you in conducting training classes. In other words, apart from Deputy Directors and Assistant Directors in your office, you should consider the training up of other personnel to add to the total stock of trained people.

The training must cover the preparation of the Abridged Houselist and instructions to the enumerators. I would request you to organise these training sessions at any point convenient to you but the quicker it is done the better since it would be worthwhile making these training sessions intensive. If you can indicate your dates to us, some of us would certainly like to participate so that we get a feedback on such matters, with particular reference to the assimilations of the instructions by these levels.

We intend supplying English instruction booklets to you after you have indicated the number you want for this limited purpose of internal training. Please write to Shri V. P. Pandey, Deputy Registrar General, India regarding your requirements for this purpose.

Please acknowledge receipt of this letter.

I (xvi)

D.O. Lr. No. 9/6/79-CD(CEN) Vol. II dt. 3-6-80 from Shri P. Padmanabha, Registrar General, India, addressed to Shri A.P. Muthuswami, Director of Census Operations, Madras.

My dear Muthuswami,

I am writing to you on the point raised by one State Statistical Bureau regarding the involvement of the officers and personnel of the Bureau in the census operations. The point which has been raised is that the present system of coordination and involvement of the Bureau with the Directorate of Census Operations in each State was developed mainly in relation to the conduct of the Economic Census and that once the Economic Census is over such an arrangement will cease to exist.

However, under the Census Act, as you are aware it is entirely upto the State Government and through the State Government under orders of delegation, the collectors and others to appoint or not to appoint certain personnel as Census Authority in relation to any person who is appointed as a Census Officer under the Act, would continue to function as such till the Census operations are over, namely, such an association for, entirely in the hands of the State Government and the Director of Census Operations concerned. It is possible that the District Statistical Officers and some supervisory officers of the District Statistical Offices are appointed as Additional District Census Officers or Census supervisors because of the need for a large number of people for the operation. In that event, such officers who are appointed as Census Officers under the Act, should continue to work as Census Officers. I thought, I should make this position clear to you and you are free to take a view in the matter as may be appropriate in your state.

With best wishes,

I (xvii)

CIRCULAR NO. 22—ISSUED BY REGISTRAR GENERAL, INDIA

Subject.—*Reporting of provisional results and commencement of PEC/CES.*

My dear,

Soon after the enumeration we would have to announce the provisional results and also get organised for the PEC and CES. The announcement of the provisional results would have to be done as soon as possible after the enumeration, as has always been the practice. In order to be able to do so it would be necessary for us to follow a vigorous time schedule for collection of records, their checking, preparation of provisional results, etc. A separate circular is being issued regarding preparation of provisional results. Meanwhile, I am indicating here the calendar that we would have to adhere to for this purpose and also for commencement of the PEC and the CES.

The calendar for reporting of provisional results and for the commencement of PEC/CES would be as follows:—

1.	Revisional round	1 to 5 March, 1981
2.	Submission of Enumerator's Abstract and other records by enumerators to supervisors.	6 March, 1981.
3.	Submission of Supervisor's Abstract and all records pertaining to supervisor's jusrisdiction, to Charge Officer.	7 March, 1981.
4.	Preparation of Charge Abstract for provisional results by Charge Officers and communication of charge figures to District Census Officer in standard message form.	8 March, 1981.
5.	Submission of all records relating to the charge with proper inventory by Charge Officers to the Regional Tabulation Office.	9 March, 1981.
6.	Preparation and communication of District Abstract for provisional results by the District Census Officers to the Director of Census Operations by telegram or signal. This message should be repeated to the Registrar General's office simultaneously by the District Census Officers.	9 March, 1981.
7.	Submission of provisional results to Registrar General by Directors of Census Operations.	10 March, 1981
8.	Identification of concerned documents for PEC and CES surveys by the RTOs.	10-11 March, 1981
9.	Field work for PEC begins.	15 March, 1981
10.	Completion of copying of Form 10 of the SRS for selected blocks.	12-13 March, 1981
11.	CES begins.	15 March, 1981

It would be necessary for us to organise the collection of the census schedules from the enumerators and, thereafter, in the regional offices in order to adhere to this calendar. The logistics of collection by the Supervisor, transmission by Supervisor to the Charge Officer, Charge Officer to Regional Offices and reporting of provisional totals would call for a highly controlled system which you would have to develop. The collection of the census schedules from the enumerators and from the supervisors should preferably be done by a team which would be provided with a vehicle. Specific points of collection would have to be indicated so that there is absolutely no confusion. It would also be necessary to make similar arrangements for the records to be delivered to the Regional Tabulation offices by the Charge Officers.

Once the charge registers for enumeration have been prepared it is desirable that these instructions are drawn up and communicated at the appropriate time.

Please acknowledge receipt.

I (xviii)

D.O. Lr. No. 9/27/80-CD(CEN) dt. 21-7-80 from Shri P. Padmanabha, Registrar General, India, addressed to Shri A.P. Muthuswami, Director of Census Operations, Madras.

My dear Muthuswami,

Now that the houselisting is over in most of the states or will soon be over in the other states and UTs I think it is time for us to review the action that has to be taken for the enumeration itself. I notice from the Census calendars received by me that all points are being watched and that action is being taken on all issues. However, I thought I should touch upon some of the general aspects which need attention.

Certain operational aspects need attention and I am indicating these below:

(1) In certain areas numbers have been put in chalk marks. With the completion of the houselisting operations it would obviously be necessary to have these painted so that they are visible during the enumeration. You would have to issue instructions on this.

(2) I notice that in a few cases forest areas may not have been covered adequately in as much as while location of some of the settlements in such areas have been included in the charge registers, the rest of the forest area has been left out on the ground that there were no people there. This is strictly incorrect since our location code system envisages identification of all areas irrespective of whether there is population or not. Also, the danger of leaving out such areas in the location code structure is that if a new settlement comes up between now and the enumeration, it is likely to be missed. You may like to review this.

(3) In a few cases the numbering systems in the SRS blocks have been adopted but it has been noticed that new constructions have not been numbered under the SRS numbering system. In the cases that I saw I was happy to note that the Directors of Census Operations had issued instructions as to how houses not falling within the SRS numbering system but located in the SRS block would be covered. You may make sure that the enumerator of the SRS block does not miss these under the impression that he should restrict himself to those houses which bear the SRS number only. In other words, because of the likely incomplete SRS numbering of new structures, it is desirable that coverage is ensured by supervision.

(4) After houselisting is over it would be necessary to have the charge registers for enumeration written up. In order to be able to form the enumeration blocks based on normal workload, you doubtless would have ensured that the houselisting population of each block is entered in the new charge register format and that the corresponding break-up of this houselist population among the enumeration blocks now constituted is also indicated. The latter would be necessary obviously for picking the 20% area sample.

(5) With regard to the area sample itself one minor point which I noticed was that in a few training classes there appears to be some confusion between the sample registration blocks and the sample blocks. This would have to be explained so that an SRS block does not automatically become a sample block for our area sample.

(6) In the selection of the 20% area sample I find that in a few cases the charge officers may not pay enough attention to the sample selection. The instructions are quite easy to follow provided one reads them carefully and understands them. In order to ensure that the sample is picked correctly, I would suggest that some sort of centralised supervision should be adopted. One way of doing this would be for charge officers to send the charge registers after formation of the enumeration blocks to the district headquarters along with the charge clerk. At the district headquarters, a small team from your office can have the control sheets in Form I to IV written up and the sample can be picked quickly. In one state this has been tried out and has been found quite convenient. This would ensure that the sample is picked correctly which is absolutely essential. It would also avoid too many people travelling to individual tahsils or other charge offices. You may like to go into the organisation of supervision of the picking of the area sample a little more so as to ensure its validity.

(7) I would like to suggest that the control sheets, i.e., Forms I, II and III should be kept along with relevant charge registers. Form II of course can be kept with the charge registers of the first town of the stratum. Also, though not specified in our instructions as such, I think it would be operationally useful if in the charge registers which are drawn up for enumeration the sample block is rounded off in red, so that the charge officer knows what the sample blocks are from the charge register itself. This would also help you in keeping a watch on distribution of material, appointment of enumerators, etc.

(8) I am sure you must have also commenced action regarding obtaining lists of personnel for enumeration. I would suggest that the education authorities should at this stage be involved to the maximum extent possible for the purpose. You could request the Education Secretary to issue necessary instructions and the Chief Secretary to again write to all heads of departments regarding sparing to the staff. In those states in which this has already been done one need only follow the matter up.

(9) With regard to the writing of the abridged houselist, you will recall that we have asked that only one copy need now be written. The type of personnel who will prepare the abridged houselist has been entirely left to you, taking into consideration the particular organisations in your state. One important point with regard to the abridged houselist is that it is based on the unedited houselist and therefore, care should be taken to ensure that the basic material is abstracted correctly. In other words, elementary checks would have to be applied with regard to correct entries of building number, census house-number, name of the head of the household, etc. This is all the more necessary since, as you are aware, in a census house where

there is an enterprise or more than one enterprises multiple lines would have been used and in case, by mistake, the building of census house numbers have been repeated in these lines such entries must not find a place in the abridged houselist. Doubtless you will issue instructions on such elementary checks that have to be applied in writing up the abridged houselist.

(10) With regard to the enumeration in the sample blocks we have always kept before us the possibility of selecting a slightly better type of enumerator for these areas. I am sure you must be exploring the possibilities also. Probably one could think of employing senior teachers for this purpose or, among those available selecting the brighter persons, taking into consideration of course, location and other operational points. Apart from the effort to select better quality of enumerators for the sample blocks I think their training has certainly to be a little better. In any case, the others would not be trained in the instructions relating to the sample questions.

While I would not like to cramp your training instructions you may like to ensure that the training sessions are so organised as to expose the enumerators in phases to the work. One of the ways one can do this is as below:—

(a) In the first training session exposure to abridged houselist, general instructions regarding preparation of notional maps, layout sketches, need for getting familiar with the block, reference dates, timing of the operations, indicating those who are eligible for enumeration, etc. and a quick general exposure to the main aspects of the instructions.

(b) In the second round the instructions can be gone through in detail with participation by the enumerators in the discussion with a practical round.

(c) In the third round the important aspects of the instructions can be gone through and also make sure that the enumerators have gone round their blocks with their supervisors etc.

(d) If you are having a fourth round or a meeting for distribution of forms this opportunity could be taken to ensure that the enumerator is fully aware of his area, has all the material with him and has understood the instructions fully.

You would doubtless develop a system of monitoring training.

At this stage, I think, I should repeat what is obvious and that is that there is no substitute for intensive touring by you or your senior colleagues and others whom you might have trained in your office. The more intensive your touring is, I can assure you the more effective will be your control of the operations and its ultimate coverage and quality. As you would already have noticed, it is your constant presence in the districts, towns and bigger cities that makes all the difference between poor training and good training and this alone will keep the pressure all the time on hierarchies who constantly would have to be kept on their toes.

Please acknowledge receipt.

I (xix)

D.O. Lr. No. 9/5/80-CD(CEN) dt. 29-8-80 from Shri P. Padmanabha, Registrar General, India, addressed to Shri A.P. Muthuswami, Director of Census Operations, Madras.

SUBJECT :—*Instructions to enumerators for filling up the Household Schedules and Individual Slips—Some clarifications.*

My dear Muthuswami,

At the recent meeting of some of the Directors of Census Operations held at Trivandrum a few points came up for discussion relating to the instructions for filling up of the Household Schedule and Individual Slip. The more important points are indicated herein.

2. A point was raised whether updating of the Section 2 and the filling up of Section 3 of the Abridged Houselist can be taken up in advance of the actual enumeration. While this may apparently seem reasonable, operationally I would definitely discourage such a process. I think we must take it clear that the updating of Section 2 and filling up of Section 3 of the abridged houselist must be carried out only during the course of enumeration and not in advance. This is essential to ensure that the coverage is accurate and that the enumerator does not skip work. One could, however, agree to the preparation of the Notional Map and Layout sketch ahead of the enumeration period with a rider that this should be brought up to date if necessary when the enumerator goes round his block for enumeration.

3. The treatment of big buildings in the metropolitan cities also came up for discussion. In these cities there are large buildings made up of flats containing population even for in excess of a normal size block. In such cases it is operationally convenient to assign the entire building to one enumerator. Even if this is being done, I would suggest that these large population groups located in the same building be divided into enumeration blocks of adequate size based on demarcated floors, or flats etc., so that the sampling design is maintained intact without blocks of large population size being interpolated because of these circumstances. Obviously, in such cases, the enumerator would have to be separately appointed as an enumerator for each of these blocks and would be compensated in turn because of the workload concerned.

4. Certain guidelines have been issued with regard to the revisional round in paragraph 158 of the instructions booklet for the enumerators However, there are certain cases which, while being rare, would call for clarification. For example, a household may have moved into a census house in a block after the enumerator has covered that house. If this household has not been enumerated elsewhere and has moved into such a census house prior to the sunrise of the 1st March, 1981 the enumerator would necessarily have to enumerate this household during the revisional round. He must take precautions to enquire whether the household has been enumerated elsewhere and must also find out when they moved into this block etc. If the household has moved in before the sunrise of 1st of March, 1981 and has not been enumerated it must be enumerated in the revisional round. In case this has been a vacant house the enumerator would have to make changed in the abridged houselist also.

5. A special case would be a household which has not been enumerated elsewhere moving into a census house classified as non-residential after the enumerator has covered that particular portion of his block and the census house concerned. In such cases, also, he would have to enumerate this household after making corresponding changes in the abridged Houselist changing the use of the house from non-residential to residential. It would follow from this example that we must indicate to the enumerators that *they must make it a point of carrying out such enquiries even in census houses classified as non-residential during the revisional round to catch such households also.*

6. A point was raised regarding enumeration of a baby that might have been born in a household which has moved during enumeration. The household which has been enumerated in one block may move into a census house in another block during the enumeration period, after the enumerator has covered that particular part of his block. This movement, in this example, is before the sunrise of 1st March, 1981 and after having moved in, a baby might have been born in this household before 1st March, 1981. The question is as to how enumeration would be made of this household and of the baby. Obviously, the enumerator will come across this household during the revisional round, and he must make necessary enquiries as to where they come from, whether they have been enumerate etc. Based on these enquiries he should not enumerate the baby since this baby is a normal resident of his block during the enumeration period. If the Census house had been occupied by another household earlier, whom the enumerator would have covered, he would have already filled up a household Schedule and it would be incorrect for him to fill up a fresh Household Schedule for the baby since this would inflate the total number of Census Houses. In the limited case of this example, we could advise the enumerator to enter the baby as an unrelated person in Part II of the Household Schedule of the household already enumerated and fill one Individual Slip for the baby.

7. An extension of the above example is possible. If a household which has been enumerated elsewhere moves into a non-residential house before the 1st of March, 1981 and this household is noticed during the revisional round the enumerator would not enumerate the members of the household but if a baby has been born in this household after they moved in and before the sunrise of 1st March, 1981 the baby must be enumerated as a single member household and Household Schedule must be filled up and other records written up.

8. A doubt was raised as to how to treat the persons preparing for competitive examination. It is clarified that if a boy or girl is preparing for any competitive examination on his/her own without attending any institution, for the purpose of Q. 13 of the Individual Slip, he/she should not be treated as attending school/college. In case he/she attends some institution, whether recognised or un-recognised he/she should be treated as attending school/college.

9. Item 9(b) of Part I of the Household Schedule was discussed. In para 34 of the instructions it has been mentioned that we are concerned with the availability of electricity to the household rather than its actual use by the household. We may be asked as to what criterion the enumerator must apply to determine availability. The simplest would be to say that if an electrical line runs *into the census house* in which a household resides then it can be considered that electricity is available to the household irrespective of the fact whether the household has got its own connection or not. This is a criterion that can be applied in the field and this may be explained in the training classes.

10. At the Mysore conference it was clarified that in the case of Polyandry, the members of the household will be recorded as one couple even if there is more than one husband living in the same household. In other words, the woman is the important factor for consideration in determining the number of couples. The question is the treatment of households in which polygamy is practised. The same criterion will be applied in such cases also. Wherever polygamy is prevalent, the number of couples will be equal to the number of wives living with the husband in the household concerned.

11. Reference is invited to the instructions in sub-item (viii) of para 79 of the instructions. This relates to the manner in which the working characteristics will be entered in the case of under-trial prisoners, convicts etc. It has been mentioned therein that for census purposes, six months criterion will be adopted for determining what is "long term". This criterion will apply in the case of undertrial prisoners also. Therefore, if an undertrial prisoner has been in a prison for more than six months he will be treated as a long term prisoner for all practical purpose and will, therefore, be recorded as 'I'.

12. A point has been raised whether the enumerator's working sheet should be prepared separately for normal households, institutional households

and houseless households, even in the case of a block where no institutional household or houseless household exists. In order to be sure that coverage is adequate it is clarified that even in cases where there is no institutional household or houseless household, the enumerator's working sheet must be written up indicating a 'Nil' return.

Please acknowledge receipt of this letter.

I (xx)

Clarifications on points raised by DCO, Goa, Daman & Diu, given in D.O. Lr. No. 9/5/80-CD(CEN) dt. 25-9-80 from Shri K.K. Chakravorty, Deputy Registrar General, India, addressed to the Director of Census Operations, Goa, Daman & Diu and copied to all State Directors of Census Operations.

1. Question 6—Mother Tongue

The enumerator is to record the mother tongue as reported by the respondent. If the language Konkani is reported, how it is spelt in recording on the individual slip depends purely on the enumerator. He may, therefore, be instructed to follow the uniform spelling 'KONKANI' while recording Konkani language.

2. Question 8—Religion

For religion again the enumerator has to record whatever religion is reported by the respondent. The entries such as 'Catholic' and 'Protestant' will be edited and coded appropriately at the processing stage. The enumerator, therefore, may be instructed to record 'Catholic' or 'Protestant' exactly as reported and not to record 'Christian' in such cases.

3. Question 12—Educational attainment

Besides graduates and post-graduates, those holding technical degree or certificate from the Industrial Training Institute (ITI) will be covered for the Degree Holder and Technical Personnel schedule. Therefore, persons holding certificates in typing, stenography and telephone operator course will be eligible for the DHTP schedule provided the certificate is of the Industrial Training Institute. Certificates in Secretarial Practice and sewing and embroidery may not be covered by the ITI certificates. As for person holding certificate or diploma in nursing they qualify as technical personnel for the DHTP.

4. Question 14A

A Government servant under suspension even for more than one year should be taken as a worker since he continues to occupy a post and he cannot take up any other employment.

5. Question 15A

(i) Toddy tapping by itself is only collection of juice from coconut trees and therefore should be treated as an allied agricultural activity and not as manufacturing.

(ii) It is correct that in household industry there can be only family workers, single workers and employees and not 'employer'.

For household industry the participation in the industry should be mainly of household members. If the work of the bakery is carried out mainly by hired workers even though the head of the household participates in the work, it cannot be treated as household industry. But if besides the head of the household, other members of the household also participate in the work of the bakery and participation of the hired workers is minor it should be treated as household industry. In this case the head of the household has to be categorised as family worker and not as employer. If, on the other hand, the bakery is not treated as household industry due to the pre-ponderance of 'hired workers' participation the head of the household should be categorised as 'employer'. Individual Slip (Sample).

6. Question 1—Birth place and Question 2—Last residence

For recording rural or urban status in Question 1b and 2b the town concept has to be adopted and not the urban agglomeration concept.

7. Question 6

It is true that if a newly born child (born before 1st March, 1981) is detected during the revisional round not only the entry for Q. 6 should be corrected but actually entries to Qs. 5b and 5c and in the case of death of the newly born child Q. 5c alone need to be corrected. However, for practical convenience and also in order to minimise cutting and rewriting of entries it as been decided to correct only the entry in Q. 6 and not those in Q. 5.

I (xxi)

D.O. Lr. No. 9/5/80-CD(CEN) dt. 7-10-80 from Shri P. Padmanabha, Registrar General, India, addressed to Shri A.P. Muthuswami, Director of Census Operations, Madras.

SUBJECT:—*Instructions to enumerators for filling up the household Schedule and Individual Slip—Clarification.*

My dear Muthuswami,

A point has been raised as to whether it is desirable to hand over the notional maps and lay out sketches prepared during the houselisting operations to the enumerators who will be incharge of the blocks during the enumeration phase. This may be considered from two points of view:

(a) Whether it would result in lack of sufficient care by the enumerator in terms of coverage because he must update the maps;

(b) Whether these maps will not have to undergo complete revision if the houselisting blocks have been split up.

2. If these maps are given, some of the enumerators may not bother to go round their blocks and update them. This would mean that even the Abridged Houselist may not be written up correctly to reflect new houses, new households, other changes that may have taken place in the block. As against this, it would certainly save the enumerators a lot of time and effort if they have these maps with them. Taking all circumstances into consideration, we should be able to agree to the handing over the notional maps and layout sketches to the census enumerators in cases where the blocks have not changed between houselisting and enumeration with a firm indication that these must be updated and the corresponding Abridged Houselist written up. After updating, we may specify that the maps may be redrawn and ensure that enumerators have fresh blank sheets with them for this purpose.

3. However, where a houselisting block is split up into two or more census blocks, these would have to be suitably demarcated on the notional maps and the layout sketches having regard to the boundaries of the new census enumeration block carved out. That is say if the houselisting block is split into say, two or more census enumeration blocks, then separate maps would have to be prepared for these respective blocks. In preparing these maps which would include both notional maps and the layout sketches, the houselist maps may doubtlessly be used by the enumerator together. In such cases, the redrawing of the map is an absolute necessity.

4. In both the cases referred to, the notional maps and the layout sketches will have to be brought uptodate based on the census blocks under consideration and will have to incorporate additions, alterations or demolition of buildings as at the time of enumeration. In the case of new buildings and census houses, appropriate new numbers following the system of numbering already adopted at the time of houselisting will have to be given and indicated on the maps as also on the structures. Similarly, if buildings have disappeared either due to demolition or other reasons, the fact that there is no building must also be reflected in the new map.

5. While these instructions may be generally followed, Directors may decide whether the maps prepared during houselisting will or will not be made available to the enumerators who are appointed for the enumeration phase. This decision will depend on the assessment regarding quality of the maps, their neatness, whether they are quite clear etc.

I(xxii)

D.O. Lr. No. 9/5/80-CD(CEN) dt. 8-10-80 from Shri P. Padmanabha, Registrar General, India, addressed to Shri A.P. Muthuswami, Director of Census Operations, Madras.

SUBJECT :—*Instructions to enumerators for filling up the Household Schedule and Individual Slip—Some clarifications.*

My dear Muthuswami,

During the discussions at the Zonal meeting of the Directors of Census Operations, held at Panaji certain doubts were raised regarding filling up of the Household Schedule and Individual Slip and clarifications were given. These are being circulated for the information of all Directors.

Household Schedule

Q. 9(a) of Part I—Clarification was sought how to treat the case where the water is pumped out from a tube-well and then supplied to different households through taps. The doubt was whether the source is to be treated as tube-well or tap. It was clarified that the source will be tap and not tube-well.

Q. 9(b) of Part I—In para 9 of my demi-official letter of even number dated 29 August, 1980, it was clarified that the simplest way to identify whether electricity is available to the household or not would be to say that if an electrical line runs into the census house in which a household resides then it can be considered that electricity is available to the household irrespective of the fact whether the household has got its own connection or not. A point was raised regarding the treatment of cases where some houses in which households reside have electric fittings but the electricity line has not yet reached the village. It was clarified that though the household has got the electric fittings done in their house since electricity has not reached the village, it should be considered that electricity is not available to the household irrespective of the fact that the census house has electric fittings.

Q. 9(c) of Part I—There are certain housing board colonies which have flats in blocks of 2 or 4 and the toilet is built adjacent to the block of flats and used by the households living in these flats. The question was raised whether toilet facility in such cases should be treated as within or outside the premises. It was decided that in such cases it should be treated as within the premises.

Q. 11 of Part I—The question was whether in arriving at the number of couples usually living in the household, visitors should be accounted for or not. It was clarified that temporary visitors should be excluded as they will be counted at the place where they usually live. This has nothing to do with the actual enumeration as will be clear from Para 37 of the instructions.

Individual Slip

Q. 5 (Universal).—Clarification was sought to how to record the marital status of a person who refuses

to disclose the same. It was decided that in such cases he should be treated as 'Never Married' and 'NM' should be recorded against Q. 5.

Location Code on the Slip

A general issue was raised regarding the stamping of the location code on the Individual Slips. It was clarified that at the charge level sufficient number of rubber stamps should be got ready and the slips stamped by group D staff or other staff. This is an essential step.

Numbering of Household Schedule books and Individual Slip pads

A point was raised whether the numbering of Household Schedule books of 25 and 10 forms should be in one sequence within the charge or within the block. It was clarified that the numbering should be in one sequence *within the charge*, books with 25 forms being numbered first followed by books with the 10 forms. Similarly, it was clarified that the Black Individual Slip pads of 50 slips should be numbered first in one sequence *within the charge*, followed by Black Individual Slip pads of 25 each, followed thereafter by Blue Pads of 50 and 25 each in that order The enumerator should copy this number from the outer cover on each form/slip, as the case may be.

Receipt of this letter may please be acknowledged.

I(xxiii)

D.O. Lr. No. 9/5/80-CD(CEN) dt. 21-10-80 from Shri P. Padmanabha, Registrar General, India, addressed to Shri A.P. Muthuswami, Director of Census Operations, Madras.

SUBJECT:—*Instructions to enumerators for filling up the Household Schedules and Individual Slip—Clarification.*

My dear Muthuswami,

In the instructions to the enumerator it has been mentioned that the growing of certain crops will not be considered as cultivation. This has been clarified while defining cultivator and agricultural labourer with reference to question 15A. In this connection reference is invited to the instructions relating to question 15A(ii) and question 15A(iii) which deals with distribution of work and nature of industry, trade or service respectively. In the instructions relating to question 15A(iii), nature of industry, trade or service, it will be noticed that it has been stipulated that the sector of the economy in which the person works must be indicated fully and that this includes plantation, forestry, fishing, livestock, etc. and illustrative economic activities have been indicated in appendix IV which in turn refers to growing of tea, coffee, tobacco, ganja, betelnuts etc. If these instructions are read together, it will be clear that the enumerator would have to indicate in question 15A(ii) and 15A(iii) the specific facts of what a worker does in case he is involved in the growing of any of the crops which do not entitle him to be classified as a cultivator or agricultural labourer. It would, therefore, be necessary to clearly mention in our training classes that enumerators should write such descriptions in detail in all cases where a person has been categorised as 'OW' because he is concerned with the growing of certain crops which are not considered as cultivation. Thus, if a person grows coconuts or bananas the enumerator would classify him as 'OW' and, therefore, would necessarily have to describe the work he does in 15A(ii) which may be labourer or supervisor or even owner and in 15A(iii) he would clearly have to say growing of coconuts or bananas etc., as the case may be. He must also fill up 15A(iv).

It is desirable that these instructions are conveyed clearly down the line to the enumerators because this is a sector of the economy which must be caught fully. It is felt these instructions must be emphasised because an impression may have been gathered that question 15A(i) to (iv) mainly relates to activities which may be classified as trade or profession or manufacturing or servicing. In other words these questions are not limited to what might be called industrial activity or office activity as such, but also cover the activity relating to crops outside the purview of the definition of cultivation.

These instructions would also apply to Question 15B.

Receipt of this letter may please be acknowledged.

I (xxiv)

D.O. No. 1/72-80-Ad-I dated 23-10-80 from Shri P. Padmanabha, Registrar General, India addressed to Shri A.P. Muthuswami, Director of Census Operations, Madras.

My dear Muthuswami,

We have separately indicated that it is proposed to carry out the PEC for which necessary instructions and forms are being forwarded shortly. On the basis of the number of blocks selected for the PEC/CES and assuming that an enumerator does the work in two blocks and that a supervisor will supervise four enumerators, the staff requirements have been worked out as indicated in Statement I, enclosed with this letter. It will be noticed that the number of enumerators and the number of supervisors are quite high in a few cases but at the same time it would be necessary for us to consider how best or to what extent this staff need could be met out of the existing staff in the levels of Assistant Compilers, Computors etc. Various posts of Investigator, Statistical Assistant, Computor and Assistant Compiler have been sanctioned under non-plan and plan schemes. I am enclosing a statement which gives the staffing position under these categories (Statement II). I would like

you to consider how many of the Investigators, Tabulation Officers, Statistical Assistants, Computors and Assistant Compilers can be drawn from the existing staff for PEC/CES work and after assessing this position, it should be possible for you to determine how many posts of enumerators and supervisors you would need to be created specifically for PEC/CES.

I must mention at this stage that normally the PEC/CES enumerator will be the Assistant Compiler, and, in a few cases, the Computor, while the supervisor can be the Investigator or Tabulation Officer or Statistical Assistant, or in some cases the Computor. Therefore, in working out the number of posts of enumerators and supervisors to be created for the PEC/CES exclusively, please take the staffing strength in all the categories mentioned here, namely Investigators down to Assistant Compilers, into consideration.

Having worked out these details, please indicate urgently the posts of enumerator and supervisor on consolidated pay that have to be created in connection with the PEC/CES. On hearing from you, the necessary posts of enumerator and supervisor on consolidated pay of the levels of Checker and Supervisor will be created for this work in your office. I might mention here that ultimately the idea is that this staff will get merged with the Editing and Coding Cells which are being organised in the Directorates. On the latter matter I shall be writing separately.

Please treat this as urgent.

STATEMENT I

Statement showing the staff requirement for P.E.C. and C.E.S.

Sl. No.	Name of State/ Union Territory	Number of blocks			Number of Enumerators	Number of Supervisors
		PEC	CES	Total		
1	2	3	4	5	6	7
1.	Kerala	160	75	235	118	30
2.	Tamil Nadu	290	75	365	183	46
3.	Karnataka	220	75	295	148	37
4.	Andhra Pradesh	310	75	385	192	48
5.	Bihar	410	75	485	243	61
6.	West Bengal	340	75	415	208	52
7.	Assam	130	75	205	103	26
8.	Orissa	170	75	245	123	31
9.	Maharashtra	370	75	445	223	56
10.	Gujarat	200	75	275	138	35
11.	Madhya Pradesh	330	75	405	203	51
12.	Rajasthan	200	75	275	138	35
13.	Haryana	120	75	195	98	25
14.	Punjab	130	75	205	103	26
15.	Delhi	120	75	195	98	25
16.	Uttar Pradesh	500	75	575	288	72

NORM: *One* Enumerator for *two* Blocks, and *One* Supervisor for *four* Enumerators.

STATEMENT II

Statement showing the sanctioned strength in the grades of Investigator/Tabulation Officer, Statistical Assistant, Computor and Assistant Compiler in the States/Union Territories in which PEC and CES are to be carried out

Sl. No.	Name of State/Union Territory	Designation/Number of posts															
		Investigator				Statistical Assistant				Computor				Assistant Compiler			
		Non-Plan Census	Non-Plan SRS	Plan SRS & MRS	Total	Non-Plan Census	Non-Plan SRS	Plan SRS & MRS	Total	Non-Plan Census	Non-Plan SRS	Plan SRS & MRS	Total	Non-Plan Census	Non-Plan SRS	Plan SRS & MRS	Total
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
1.	Kerala	7	1	2	10	11	1	2	14	20	18	3	41	54	1	..	55
2.	Tamil Nadu	9	1	2	12	19	2	1	22*	42	28	..	70	94	3	..	97
3.	Karnataka	9	..	3	12	17	..	2	19	14	19	6	39	47	..	..	47
4.	Andhar Pradesh	7	1	2	10	19	1	2	22	29	20	12	61	43	..	..	43
5.	Bihar	12	..	3	15	40	..	2	42	34	17	28	79	33	9	..	42
6.	West Bengal	11	2	2	15	18	1	2	21	40	24	20	84	69	4	..	73
7.	Assam	5	1	2	8	9	1	1	11	8	12	6	26	16	4	1	21
8.	Orissa	8	..	3	11	15	..	2	17	36	19	10	65	51	..	1	52
9.	Maharashtra	6	1	2	9	19	..	3	22	16	22	9	47	11	4	1	16
10.	Gujarat	3	1	2	6	10	1	2	13	24	24	6	54	6	2	..	8
11.	Madhya Pradesh	11	1	3	15	24	1	3	28	16	18	19	53	82	..	1	83
12.	Rajasthan	7	..	3	10	17	2	2	21	19	18	17	54	20	1	..	21
13.	Haryana	3	1	2	6	9	1	1	11	21	11	..	32	13	1	..	14
14.	Punjab	6	..	1	7	6	..	1	7	13	13	1	27	34	..	..	34
15.	Delhi	3	1	..	4	7	3	2	12	11	10	1	22	10	4	1	15
16.	Uttar Pradesh	17	1	5	23	25	1	6	32	35	23	47	105	184	1	1	186

*excludes Regional Offices.

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D.O. Lr. No. 9/66/80-CD(CEN) dt. 17-11-80 from Shri P. Padmanabha, Registrar General, India addressed to Shri R.S. Chhaya, Director of Census Operations, Gujarat and copied to all State Directors of Census Operations.

Dear Shri Chhaya,

Kindly refer to your Demi-official letter No. CEN-1981/19013/2/80-DCO(Guj.) dated 25th October, 1980 regarding enumeration of foreign nationals.

All foreign nationals should be enumerated in the normal course. Diplomats and their families will, however, will not be enumerated. Foreigners who are visitors and may be moving from place to place between 9th and 28th February, 1981 will be enumerated as visitors wherever they are found by any enumerator. In case they escape enumeration during the enumeration period the enumerators will catch them in the revisional round at the place where they may be staying, provided they are in the country on 1st March, 1981. The enumerator, in his revisional round, will have to enquire about all visitors in the household. If any visitor, including a foreigner, has not been enumerated elsewhere, the enumerator should enumerate him/her in that household as visitor.

I (xxvi)

CIRCULAR NO 27—ISSUED BY REGISTRAR GENERAL, INDIA

SUBJECT.—*Preparation of Standard Urban Area Maps*—1981 *Census.*

My dear

In Circular No. 15 of 21st April, 1980, the concept of Standard Urban Area adopted for the first time in 1971 has been explained. The need for delineation of additional 28 SUAs for the first time in 1981 Census has also been indicated. I believe that by this time you have been able to delineate the areas and also identify the rural and urban constituents of each SUA. The present circular outlines the procedure for the depiction of these areas on maps for subsequent inclusion in the Part II-A volume along with the A-V table.

2. Since this exercise relates to urban and rural settlements forming a definite areal spread, the approach to mapping should lay emphasis on physical environs of the concerned SUA. The elements of a given environs would project a mosaic of landscape indicating the internal structure of the rural and urban settlements and their neighbourhood in the light of the administrative set up.

3. On the SUA maps, village boundaries are to be marked alongwith the administrative boundary of towns and census boundary of the urban agglomerations. Code numbers as adopted in 1981 for villages are to be indicated alongwith the actual habitation site (*abadi* area). Similarly, boundary of the urban areas comprising a town and its Outgrowth(s) if any, is to be marked on the SUA map alongwith the code number in roman numerals. If more than one town constitute the urban components of the SUA, their administrative identification should be clearly brought out on the map with added emphasis on the core town. The actual built-up area within the boundary of the urban areas is to be shown by a definite symbol to indicate the settlement sprawl. It is also desirable to show the nature of the remaining areas such as areas under arable use and open space put to other uses, which may be distinguished by shading by specific symbols. This system will not only portray the nature of land use pattern within the boundary of an urban area but will also reflect the nature of urbanisation trend within the SUA boundary. It is possible that in a few SUAs there may be significant areas under plantations and orchards and in some cases the SUA boundary may end at the margin of a forest (reserved or unreserved). These should also be reflected in the maps. There may be areas under scrub, small or large in extent, within SUA limits which needs identification with characteristic symbols. Water bodies, such as rivers, tributaries and tanks, etc., which are encompassed by the SUA are to be shown with definite design on the SUA maps.

4. For compilation of SUA maps in the above perspective it is felt that a scale map of 1 : 50,000 (1 cm = 500m or approximately 1″=1′ mile) may be helpful to initially work out the details at the compilation stage which could be conveniently reproduced in an appropriate manner in the demi-quarto size of the publication. In processing such maps, the boundary symbology of international, State/Union Territories/districts is to be given as specified in the standard legend of SUA (Annexure I). However, the standard urban area boundary is to be given prominence. The boundary of the core town, other municipal town areas and the boundary of the urban agglomeration is to be given by pen No. 2, dash-double dot symbol. The boundaries of other subsidiary towns, which form component units of the SUA are to be indicated by pen No. 2, dash lines, with code numbers in roman numerals. Villages with boundary and location code number are to be depicted by pen No. 0 by dash lines. A distinct symbol is to be used for built-up areas in towns. Transportation net-work may be shown by the specified symbols of railways, national highways, state highways and other roads by specified pen Nos. Other areas, such as arable/open land, forests, scrubs, plantations, orchards are to be shown by the symbol as specified in the annexure. Similarly water bodies classified into main rivers, tributaries, tanks, etc., within the SUA are to be shown appropriately.

5. It will facilitate coordination with the State Town Planning Department, with whose collaboration the SUA project is being implemented, for determining the SUA boundaries and their components—rural as well as urban—if an outline map in 1 : 50,000 scale, as referred to above, serves as an appropriate base map. This map can be used for plotting the rural components, urban built up, trans-

portation net-work and habitation sites including the Census location code numbers. Such outline maps may be forwarded to the Assistant Registrar General (Map) in my office so that the other details, such as alignments of forest, scrub, plantations, etc. could be compiled quickly from the latest maps and serial photographs as far as possible and transmitted to the Directorates of Census Operations for fair drawing as per the standard legend. A sample map of Karaikudi SUA (Annexure 2) is attached for ready reference in this context.

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

I (xxvii)

D.O. Lr. No. 9/24/80-CD(CEN) dt. 26-11-80 from Shri P. Padmanabha, Registrar General, India, addressed to Shri A.P. Muthuswami, Director of Census Operations, Madras.

SUBJECT.—*Instructions to enumerators—Training classes for Deputy Directors and Assistant Directors within each State/Union Territory.*

My dear Muthuswami,

At the recent Conference we all shared the common view that between now and the actual enumeration the one single factor that makes for quality and coverage excellence in the census would be training. I am absolutely confident that you have taken all possible measures to ensure the intensity of training but I thought I should share a few points with regard to this matter with you.

2. The basic intention of training is to equip the enumerator to ask the type of questions that have to be put in order to get correct information. This can be achieved in the training classes by asking him to indicate how he would go about the business of asking questions to get information. This is an essential aspect of training.

In the training classes we must emphasise that the enumerator should avoid controversion and that he should follow the instructions scrupulously.

The other important points that have to be made during training are the following:—

(a) The economic questions are of vital interest —they should be canvassed altogether before entries are made against any one of the questions. Unless the enumerator runs through these together he will not get full informations, and is likely to miss secondary work or will have to go back and make corrections.

(b) The work should not be allowed to fall into arrears.

(c) The provisional results and the final results depend on the accuracy of the entries in Part II of the Household Schedule from column 1 to column 35.

(d) Columns 1 to 7 of Part II of the Household Schedule have to be filled at the beginning— it must be indicated why we are insisting on this.

(e) The enumerators should be asked to get doubts cleared at any stage of enumeration work and not feel shy about this.

3. It would be a good idea for us to pay particular attention to the smaller towns where the Charge Officers may not be too well equipped. Also, it would be worthwhile asking the District Census Officers and our own Regional Deputy Directors to identify these Charge Officers who are weak in training, ability or generally need better and more intensive supervision and to concentrate on them to a greater degree.

4. Charge Officers would doubtless check on attendance at the training classes and ensure that all the rounds specified by you are adhere to. At this point, It would be again worthwhile emphasising the need for practical training.

5. As I said earlier, much of what has been mentioned here is well known and I am sure that it has all been built into your training programmes. I would like to conclude with again emphasising that the greater attention paid to training, the matter would be the census itself.

With best wishes.

I (xxviii)

Calendar for Field work of PEC and CES communicated in R.G., India D.O. letter No. 1-5-/80 DD dt. 2-12-1980.

Sl. No.	Item of work	Period
1.	Communication of the Census frame i.e. the number of blocks by size class in rural areas and the total number of blocks in urban areas to the headquarters at New Delhi.	Before 1-1-1981.
2.	First training of supervisors, enumerators, investigators.	December, 1980.
	Second training	January, 1981.
3.	Copying of the Form 10 of the SRS for selected blocks.	From now on and to be completed before 15th March, 1981.
4.	Assembling of abridged houlselist notional map and sketch maps for the sample blocks and adjoining blocks selection of a sub-sample of households, collection of population record for the sample blocks.	To be completed before the 17th March, 1981.
5.	Communication of the information on control sheet to the headquarters at New Delhi for the selected blocks.	Before 22nd March, 1981.
6.	Field work i.e. listing, desk match and F. R. at the rate of two blocks per person.	18th March to 11th April, 1981.
7.	Edit of the filled-in schedules.	12th April to 18th April, 1981.
8.	Despatch of the edited schedules to the punching centres.	20th April, 1981.
9.	Punching of the schedules and transferring to tape.	May-June, 1981.

I (xxix)

D.O. Lr. No. 9/27/80-CD(CEN) dt. 27-12-80 from Shri P. Padmanabha, Registrar General, India, addressed to Shri A.P. Muthuswami, Director of Census Operations, Madras.

My dear Muthuswami,

The census count is just four weeks ahead of us and (with the beginning of the new year) we would have less than six weeks to go for the census day. Please accept from all of us here our best wishes for the new year and our best wishes for the smooth conduct of the census itself and please convey our good wishes to all our colleagues.

I have been touring rather intensively and this is more to get a feed back for myself regarding the organisation of the count and also. I hope, serves the purpose of what might be called "Showing the Flag". I thought I should share some aspects which have come to my notice with you so that you may also like to keep these in mind.

I need hardly mention how important it is for you and the Deputy Directors under you to tour constantly so that the pressure is kept up all the time. Apart from this, I would particularly feel that the regional Deputy Directors must visit every single charge under their jurisdition and while doing so should meet the Charge Officers and others concerned so that, in turn, the pressure is kept up at the regional levels. I would suggest that special attention should be paid to the following:—

(a) Small towns and municipalities where, as I have mentioned earlier in my letters the efficiency of the system may be rather poor.

(b) Surprise checks by Charge Officers, our Deputy Directors and others with regard to the holding of training classes.

(c) The identification of new colonies and slums in towns from now on so that there is no last minute rush of work.

During touring it may be worthwhile inspecting some of the basic documents such as AHL, Charge Registers, the Sampling Control Sheets, etc. since I have found that sometimes we do find certain mistakes being committed. In some of the AHLs there has been a tendency to leave out vacant houses or unoccupied houses which would be incorrect and other mistakes such as the unnecessarily copying out of economic activities, etc. have also been noticed. In the Charge Registers, the identification and circling of the sample block and the checking of the sample itself would bear some scrutiny. One can no doubt keep adding to the checks that one can apply and I am absolutely confident that in your touring and that of the Deputy Directors the necessary checks are being applied. You may like to ensure that the Deputy Directors carry out this type of touring effectively.

It would be useful for us to identify week personnel and ensure their training to that results are upto the level of confidence that we expect. I have found that it would add tremendously to morale if Collectors, Sub-Divisional Officers and senior officers involved in the census drop in at training classes, even though they do not participate for a long time and merely talk about the census. This itself imparts a sense of urgency to the hierarchy. You may like to request Collectors and others to do so in the few weeks ahead.

I would also suggest a review of all arrangements for collection of records, compilation and communication of provisional results and publication of the Provisional results so that no loose ends are left.

To the best of our ability we have been able to obtain orders of Government at various levels and it must be admitted that many of these orders have been of great assistants in organising the work. Given the fact that these orders are helpful, it is up to us now to ensure that the system is fully geared for the task ahead. I am confident that with the abundant goodwill that we have always enjoyed and the personal working relationship established by you with all those in the Government there should be absolutely no concern. I would like to once again wish you all the best in the weeks ahead before the census count.

With best wishes.

I (xxx)

D.O. Lr. No. 9/20/80-CD(CEN) dt. 20-1-81 from Shri P. Padmanabha, Registrar General, India addressed to Shri V. Karthikeyan, Chief Secretary to the Government of Tamil Nadu.

Dear Shri Karthikeyan,

The census count is just a few weeks ahead of us and will commence on the 9th February, 1981. Intensive training programmes of the Enumerators and Supervisors have already commenced and all the Charge Officers and others are fully involved in taking these training classes and in organising the census work. Given the anxiety of the Government to ensure that the census operations are thorough and that coverage and content are fully ensured, I am sure you will agree with me that the morale of the census hierarchy and its efficiency will be considerably improved if the Collectors, Deputy Commissioners, Divisional Commissioners and Municipal Commissioners took review meetings with regard to the work. They are even now taking great interest in the work and I do appreciate that they are quite busy. However, given the importance of the census itself, their further involvement would certainly ensure that the operations are conducted with peak efficiency. I would request you, therefore, to be so good as to request them to review the work every fortnight till the middle of March 1981 so that the census hierachy is fully aware of the importance that your

Government attaches to the work. I would also suggest that Collectors, Deputy Commissioners, Divisional Commissioners and Municipal Commissioners be requested to participate in the training classes for a few minutes during their tours so that this anxiety is fully reflected.

With regards,

I (xxxi)

D.O. Lr. No. 9/20/80-CD(CEN) dt. 20-1-81 from Shri P. Padmanabha, Registrar General, India, addressed to Shri A.P. Muthuswami, Director of Census Operations, Madras.

My dear Muthuswami,

I am writing to you about certain special precautions that may have to be taken with regard to the enumeration of Jains in view of a major religious occasion that falls right within the enumeration period. The Mahamastabhishekha of Lord Gomateshwara is being celebrated in Karnataka State during the enumeration period and this is an extremely important occasion for Jains. Discussions with the Director of Census Operations, Karnataka indicate that during this period this small but important place of pilgrimage will have an influx of about 10 to 12 lakhs of Jains. Shri B. K. Das is trying to ensure that the population of Sravanabelagola is correctly obtained and also that the enumeration of Jains is not lost. It is with regard to the letter that I am writing to you.

In connection with this major festival, it is understood that a large number of pilgrim specials will be on the move from about the beginning of February till about the 20th February 1981. Normally, as our instructions stand, if a jain family leaves the place of normal residence after the 9th February, it will probably not be covered by the Enumerator of the area concerned because he will not find anybody there and it cannot be enumerated in Karnataka because for a part of the period this household would have stayed at their place of normal residence. It is such cases that need special care. In areas where there are large concentration of Jains, it is desirable that the Enumerators and Supervisors are told about this and specially instructed to elicit information of Jain households during the revisional round in case such households have stayed at their place of usual residence for a part of the period of enumeration. Also you would have to make special arrangements for enumeration of pilgrim specials with a clear indication to other Directors through whose states these specials are likely to pass that these specials have been enumerated.

We would have a fairly firm indication of the districts in which Jains are fairly large in numbers from Paper 2 of 1972 in which the data on religion, based on the 1971 census have been presented. In particular, I would invite your attention to pages 23 and 24 of this report.

I have separately written to you regarding the authorities from whom details of pilgrim specials will be obtained and doubtless you would ensure that these details are available to you well in time.

Please acknowledge receipt of this letter.

I (xxxii)

D.O. Lr. No. 9/27/81-CD (CEN) dt. 20-1-81 from Shri P. Padmanabha, Registrar General, India, addressed to Shri A.P. Muthuswami, Director of Census Operations, Madras.

My dear Muthuswami,

I have been sharing with you some of the more important points which have been noticed during the recent review meetings that we have been taking. I am again writing to you indicating some points which it would be desirable for us to keep in view.

One important point would be that we should ensure that the appropriate pads are given to the Enumerators handling the sample blocks. In other words, it must be ensured that the blue pads are assigned to such Enumerators so that there is no confusion later. It would also be desirable that the Supervisors who have such Enumerators working under them are clearly instructed to check on this matter and to ensure that any deficiencies are made up and replacements made if necessary.

I have found that in a few cases the Enumerators and Supervisors did not seem to know each other. It is particularly important that the Supervisor and his team of Enumerators know each other well so that the Supervisor is able to function effectively and exercise suitable control etc. This is particularly important when it comes to the sample blocks and with regard to collection of records in all cases.

It is necessary for us to ensure intensive supervision between the 9th February and the 5th of March this year and we should ensure that the Charge Officers and our Deputy Directors are fully mobile during this period. Intensive supervision, particularly of identified areas where the Charge Officers are weak would be essential.

Closely connected with the above is the need for us to identify all inaccessible areas, villages which are remotely placed, etc. and reviewing arrangements for supervision during the operations and also the arrangements for the collection of records during the extremely short period left after the enumeration. This would ensure that small pockets do not create problems with regard to availability of records and ultimate reporting of provisional results.

While doubtless in our training classes we have been telling the Enumerators that households which they have not been able to cover should be revisited, in fact in such cases the Enumerator would do well to make a suitable mark in the abridged houselist

which may be later cancelled when the household is actually enumerated. Otherwise he is likely to forget to do so.

Our suggestion which was made was that District Magistrates or competent authorities may be requested to prohibit the late cinema shows on the 28th when the houseless are counted. For facilitating the counting of the houseless suggestion made was that the 28th February 1981 should be declared as dry day by the competent authorities. I am not quite sure whether either of these is necessary but though I should mention this and leave it to you to decide whether you would like to take this up with the authorities concerned.

It may be a good idea for us to publicise the letter which is being issued to public sector and other organisations requesting that details of work be conveyed to members of the family. You may like to think about this also.

The Directors of Maharashtra, West Bengal, Delhi, Tamil Nadu, Andhra Pradesh, Assam and Uttar Pradesh have been requested to collect particulars regarding special trains and pilgrim specials from the Chief Passenger Traffic Superintendents of the railways concerned and forward these to other Directors for information. I am enclosing a copy of D.O. letter No. 9/29/79-CD(CEN) dated 14th January 1981 from Shri K. K. Chakravorty addressed to the Chief Passenger Traffic Superintendents concerned along with its enclosures as also a copy of the D.O. of the same number and date addressed to the Directors mentioned. It would be useful if this can be followed up.

I have separately written to those of us who have large concentrations of Jains with regard to the need to ensure careful supervision of the enumeration of Jains in view of the Mahamastabhishekha at Sravanabelagola in Karnataka State. This is an occasion of major importance for the Jains and it would appear that the pilgrims may be of the order of 10 to 12 lakhs during this period. In connection with this festival, pilgrim specials are doubtless going to be organised and it is essential that these specials are enumerated. This would also need some careful planning.

Not connected with the enumeration as such but of human interest would be our obtaining short profiles of those Enumerators and Supervisors who might have functioned in at least the previous three censuses, namely, 1951, 1961 and 1971. By and large there may be very few such persons but even those who have functioned over 1961 and 1971 and would function in 1981 should deserve special mention. I wonder whether we could have some information on such persons so that we could give them due publicity. You may even like to do this now itself if you have such information.

I am sure much of what I have said here will have already received your attention but, as I said at the beginning, it is useful for all of us to share common experience.

Please acknowledge receipt.

I (xxxiii)

D.O. Lr. No. 14011/4/80-*AD. II dt.* 2-2-81 *from Shri P. Padmanabha, Registrar General, India, addressed to Shri A.P. Muthuswami, Director of Census Operations, Madras.*

My dear Muthuswami,

We have been attempting to ensure coverage to the extent possible and one of the ways in which we are trying to do this is to request our own staff and other Government departments to help out. So far as our own staff is concerned and that of the Bureau of Economics and Statistics here we are making out lists of the staff with their addresses and requesting each one of them to indicate between the 20th and 25th of February whether the enumerator has or has not visited their house. Some of the staff members will also be requested to check with regard to the enumeration of the households listed out, namely that of Ministers, MPs, MLAs, journalists other prominent people etc. You may like to consider similar measures.

I have also written to the Ministries of the Government of India and the Chief Secretary, Delhi Administration requesting him to issue instructions on similar lines. What we have suggested is that all officers and staff members of these offices may please indicate to specified members of the staff of the Directorate whether they have or have not been enumerated by about the 25th of February. We have indicated the postal address and the telephone numbers with a request that they may write or ring up giving this information. For this purpose the Director of Census Operations, Delhi UT is maintaining registers at each of these telephone points for noting down such intimation and for follow up action.

Another suggestion which was made was that in the case of large metropolitan areas the enumerators may be given a few cyclostyled slips with necessary particulars which he could leave behind indicating when he is going to call again in cases where there is nobody in the household who can give information at the time of first visit. I leave this to you to consider.

You must have already prepared lists of prominent people as I had suggested very much earlier. These lists would include MPs, MLAs, leaders of the opposition, journalists, prominent officials, other public figures etc. It would be essential that somebody is assigned this specific task of going round designated localities to find out whether these people have been enumerated and whether their households have been covered. These lists would, therefore, have to be usefully adopted by arranging them by localities and assigning the work to specific people. You may like to consider this also.

Between now and the actual count there is very little time and even after the count begins you could consider adopting some of these measures.

With best wishes,

I (xxxiv)

CIRCULAR NO. 35—ISSUED BY REGISTRAR GENERAL, INDIA

SUBJECT :—*Presentation of Standard Urban Area data*—1981 *Census.*

My dear

I am writing this in continuation of my circular No. 30 dated the 23rd December, 1980, which provides guidelines regarding delineation of the Standard Urban Areas and presentation of the relevant data in Table A-5. We have now received the A-5 Table along with other tables for inclusion in Part II-A from a few states for approval.

2. I find that data have not always been presented according to the guidelines provided. Contrary to the specific instructions contained in Para 3 of the aforesaid circular, it is noticed that population data relating to 1961 and 1971 appearing under column Nos. 16 and 17 of the table have been adjusted on the basis of 1981 set up. This should not be done. The reasons for not adjusting the data as per the 1981 Census have already been detailed in the circular referred to above, I may, however, reiterate that for 1981 Census publication this procedure is being deliberately adopted for studying the urbanisation trend within the SUA frame.

3. It is also observed that the urban/rural component units shown under column 2 do not always tally with the list of component units of SUAs approved by me earlier. In some cases the approved units figure in the maps but not in the table.

4. I am spelling out the following guidelines for presentation of relevant data in this regard in an appropriate manner under different circumstances in order to avoid errors in presentation:—

(i) In all such cases where the urban/rural components are appearing in 1981 frame without change their 1961 as well as 1971 population may be reproduced in Column Nos. 16 & 17 from the corresponding Table A-V of 1971 without making any adjustment.

(ii) Wherever the town(s)/OG(s) which were included in the 1971 SUA frame have now been merged with some other component town(s) (say to form a corporation or municipality) the 1961 and 1971 population in the columns 17 and 18 appearing in Table A-5 of 1971 may be added to the respective towns to which the town(s) and OG(s) have since been merged before 1981 Census. Per contra, if any, town/OG appearing in the 1971 urban frame of the SUA has been dropped from the urban frame of 1981 the same should automatically appear as a rural component in the 1981 SUA frame. The urban population recorded for 1961 and 1971 in respect of such units need not be reflected now in the rural frame as these no longer enjoy the urban status in 1981. The position can be suitably explained either in the fly-leaf of the table or by giving a foot-note at an appropriate place in the table.

(iii) If a rural component of 1971 SUA frame is now covered under urban component as a town or an OG in the 1981 SUA frame, its 1961 and 1971 population appearing in A-V table of 1971 need not be reflected now in the urban frame against these units since these were not enjoying urban status earlier. This would enable the readers to see the data on components of 1981 Census in relation to the components of the 1971 SUA table. This aspect can be explained in an appropriate manner explaining that the relevant units treated as rural components with such and such population in 1961 and 1971 are now covered by the urban components of the SUA of 1981.

(iv) It will be appropriate that in those cases where certain urban components (town(s)/OG(s)) of 1971 SUA frame have now been partly merged with some other town which was already figuring as a component unit in the 1971 SUA frame and partly appear as such in the truncated form in 1981, an attempt should be made to provide the population figures of 1961 and 1971 of the portion merged along with the population of the respective town. The population of the unmerged portion may be shown against the unit (town/OG) concerned. However, in case where the population of the merged portion for the previous decades is not readily available the entire 1961 and 1971 population of such units may be shown against the truncated unit which is already appearing as an urban component in 1981. Likewise, in case of those rural components of 1971 which have now partly merged with some towns or now appear as an OG in the SUA frame of 1981 their relevant population for 1961 and 1971 may be shown against the truncated rural units which have not merged and continue in the rural frame for 1981 in the truncated form. This may also be explained appropriately either in the fly-leaf or by giving a foot-note.

(v) In those cases where the new urban/rural components of 1981, not covered by the 1971 SUA frame, the urban population of the new urban component units may be shown under the column Nos. 16 and 17 on the basis of the population of the town recorded in the earlier censuses though lying outside the SUA frame. Similarly, the rural population of the newly added units in 1981 frame may also be shown for 1961 and 1971 in the rural frame. This may again be suitably explained in the fly-leaf or by giving a foot-note.

(vi) Further, there may be certain special cases where a portion of a village was covered as an urban component town or OG in the 1971 SUA frame but its remaining portion was lying outside the 1971 SUA frame and now the entire village is included in the relevant urban component. In these cases the population of

such units for 1961 and 1971 need not be adjusted. The urban population as published in 1971 Table A-V may now be shown under columns 16 & 17 in the 1981 SUA frame. However, in cases of rural components if a portion of the village was lying outside and another portion was treated as a rural component of 1971 SUA and now in 1981 SUA the entire village has become a rural component its 1961 and 1971 population in respect of both the portion may be shown in columns 16 and 17 of 1981 SUA.

5. Further, while presenting the urban component units under column 2 of the table, the independent towns may be indicated by numerical numbers like (1), (2), (3)..... and the outgrowths may be shown with Roman Nos. (i), (ii), (iii)..... *under the respective towns to which they belong.*

6. In order to maintain uniformity of data which are common to Part II-A Tables viz., A-1, A-4, A-5 and PCA it is desirable to ensure the comparability aspect. Therefore, the component units shown in the final table may be tallied with the component units approved for SUA frame as well as with the relevant maps before the final A-5 table is sent to this office for approval.

7. I would like you to give your full attention to these aspects and ensure that the Table A-5 is compiled accurately and expeditiously.

8. Kindly acknowledge receipt.

LIST OF CENSUS CIRCULARS ISSUED BY REGISTRAR GENERAL, INDIA

Circular Number	Description
1	2
1.	Classification of Rural and Urban Units 1981 Census.
2.	Organisation of Census of India 1981—General Instructions.
3.	Appointment of Census Officers—Issue of notification.
4.	Village and Town Directory—Compilation of.
5.	Location Code
6.	Classification of Rural and Urban Units 1981 Census—Circular No. 1—Clarifications thereon.
7.	Formation of Urban Agglomerations
8.	Village Directory for 1981 Census Clarifications thereon.
9.	Location Code Amendment to Circular No. 5.
10.	Formation of Enumeration Blocks and preparation of the Abridged Houselist.
11.	Preparation of the Abridged Houselist amendment to circular No. 10.
12.	Houselisting Operations Handling and processing of Forms.
13.	Houselisting Operations—Handling and processing of Forms—further instructions regarding Supplement to Census circular No. 12.
14.	Instructions for selection of 20% sample of enumeration blocks.
15.	Delineation of standard Urban Areas 1981 Census.
16.	Management of records relating to Individual slips and Household Schedules at various levels.
17.	Compilation of District Census Handbooks of 1981 Series—Clarifications thereon.
18.	Management of records relating to Individual slips and Household Schedules at various levels—Supplement to Circular No. 16.
19.	Preparation of District and Tahsil/Police Station/CD Block/Circle Maps for District Census Hand Books 1981 Census.
20.	Drafting of the Administration Report.
21.	Instructions to enumerators for filling up the Household Schedule and Individual Slips—Clarification.
22.	Reporting of Provisional results and commencement of PEC/CES.
23.	Provisional Population Totals.
24.	Instructions for selection of 20% sample of enumeration blocks—Clarification.
25.	Management of records relating to Individual slip and Household Schedule at various levels—Second Supplement to Circular No. 16.
26.	Instructions for selection of 20% sample of enumerator blocks—Clarification regarding treatment of urban agglomeration.
27.	Preparation of Standard Urban Area Maps—1981 Census.
28.	State level Town Directory, 1981 Census.
29.	Compilation of Village Directory (DCH 1981) Circular No. 4—Clarification.
30.	Presentation of Standard Urban Area Data—1981 Census.
31.	Provisional Population Totals—Supplement to Paper 1 of 1981.
32.	District Census Handbook—Parts A&B—Coverage and Presentation of data.
33.	Instruction on the preparations of the landuse and other maps for the State level Town Directory.
34.	Management of records—Notional maps and Layout sketches Regarding third Supplement to Circular No. 16.
35.	Presentation of Standard Urban Area data 1981 Census.

ANNEXE II
CIRCULARS ISSUED BY
THE CENSUS DIRECTORATE, MADRAS

II(i)

CIRCULAR NO. 1 DATED 4-10-79.

SUB:—*Census* 1981

You are generally aware that the preliminary work for the 1981 census is already under way. The Government of India, Ministry of Home Affairs, have already notified that the next census will be taken in February-March, 1981. The reference date for the census will be the "sunrise" of 1st March, 1981. The Census Operations are conducted mainly through the hierarchy of the State Government and in this context, the District Collectors and the Commissioners of Corporations have a key role to play. In all previous censuses, the census operations have been conducted under your direct supervision and control and the same practice will be followed this time also. I wish to place before you, from time to time, through circulars, the various stages of work that have to be accomplished for the successful conduct of the 1981 census. I commence with this first circular which gives you the background and the various steps to be taken for the accomplishment of the tasks before you.

2. India has built up a rich tradition in the conduct of population censuses and has been compiling valuable data on population and its varied characteristics. Beginning from 1871, when the first systematic census count on an all-India basis was attempted, our country has the distinction of being in the galaxy of those few countries which have had an unbroken series of decennial censuses over the last hundred years. Though census, as an institution, goes to the remote past, its scope and content have widened in the recent decades, particularly after the beginning of the planning era and it is no longer considered a mere head count. With the passage of each census, a good degree of sophistication has been introduced in the census enumeration and tabulation. The Census of India has now come to be universily acknowledged as the single authentic and comprehensive source of information about our country and its population. Besides furnishing these invaluable data, census plays a vital role in the determination of many of our administrative policies. Census is also the basis for the delimitation of parliamentary and assembly constituencies.

Twelfth Census

3. The 1981 census will be the twelfth of the series and the fourth since Independence. The usual personal canvassing method, i.e., canvassing the prescribed schedules by house to house visits by part-time enumerators is proposed to be adopted in this census also. As in the past censuses, there will be two phases in the operation—the first being Houselisting to be held during July-August of 1980 and the second, the main Enumeration which will be for 20 days from 9th February to 28th February of 1981. There will be a revisional round from the 1st to the 5th March, 1981 during which the census data would be brought uptodate as at the reference day, viz., sunrise of 1st March, 1981, by taking into consideration births and deaths which might have occurred upto the reference date since the last visit of the enumerator. Houseless persons and pavement-dwellers will also be systematically covered on the night of 28th February, 1981.

The Census Act

4. The census operations are conducted under the authority of the Census Act (Central Act XXXVII) of 1948. I will arrange to send you soon a copy of this Act for your reference. I would like you to kindly get yourself thoroughly acquainted with the various provisions of the Act.

5. I have requested the Tamil Nadu Government to appoint you and other officials as Census Officers under Section 4 of the above Act and confer necessary delegation of powers as are provided for in the Act for the successful conduct of the census enumeration. The above appointments would shortly be notified by the Government in the Tamil Nadu Government Gazette. The Census Act empowers the authorities notified by the State Government to requisition the services of necessary personnel for census enumeration and to ask of all the persons living in his jurisdiction such questions as are decided upon by the Government and to expect truthful replies. The Census Act also guarantees the confidential nature of census records and these will not be open for inspection by others or even admissible as evidence in any judicial proceedings.

Two Broad phases of Census Operations

6. I have already indicated to you the two broad phases of census operations—the houselisting and the census enumeration. During the houselisting done in earlier censuses of 1961 and 1971, some housing particulars were collected; but at the 1981 census, it is proposed to confine the houselist (to be held in July-August, 1980) to basic items on houses/households with a view to prepare the requisite frame needed for the main population census. Particulars to be collected through the houselist relate to the purpose for which the census house is used, number of persons residing in the household and the particulars of physically handicapped persons, if any. An abridged houselist will also be prepared to be used during the main enumeration. It is also proposed to canvass a separate enterprise list along with houselisting. It is on the basis of the houselist data, you may have to carve out the enumerator blocks for the census enumeration.

7. In the main census, the schedules to be canvassed are the individual slip and the household schedule. The individual slip is the basic census schedule

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through which all important demographic data are collected. A first pre-test of census schedules was made in a few sample blocks in September, 1978 and a modified schedule was tested in the second pre-test in June, 1979 in some sample blocks. The results of these tests are under close scrutiny and consideration of the Registrar General and Census Commissioner of India. The final questionnaires and instructions in this regard will be conveyed to you soon after finalisation. At this census, questions on migration and fertility will be canvassed in sample blocks, thus breaking a new ground.

Census hierarchy

8. The Census Organisation has at its apex, the Registrar General and the Census Commissioner of India under the Ministry of Home Affairs of the Government of India. Each State/Union Territory is placed under the charge of a Director of Census Operations who is vested with the responsibility of coordinating the entire work of enumeration and then arrange to process the data and bring out the various census tables/reports in accordance with an agreed publication programme. A few regional offices would be set up shortly to oversee the census operations and the tabulation programme.

Charge Officers

9. The Collector, as the District Census Officer, will have the assistance of the various divisional officers: The Tahsildars/Deputy Tahsildars in charge of taluks/independent sub-taluks, are the Census Charge Officers for their taluks, independent sub-taluks excluding the municipalities and municipal townships. For the municipalities and municipal townships, the respective Commissioners/Special Officers or Executive Officers will be the Census Charge Officers. For the Corporations of Madras and Madurai, the Commissioner will be the Census Officer who will make necessary arrangements for taking the census.

Supervisors and Enumerators

10. Each charge is to be sub-divided into a number of circles, each circle consisting generally of five enumerator blocks. One supervisor of the rank of Revenue Inspector will be put in charge of each circle. A part-time enumerator is appointed for the enumerator block, which generally consists of 125-150 households or 600-750 individuals. The enumerator block should be formed in such a way that it does not cross village or panchayat boundaries in the case of rural areas and boundaries of ward/division/locality/house numbering block etc. in the case of urban areas. Strictly military areas will form special charges under the officer in charge of the administration of such establishments. As in the last two censuses, suitable honoraria for all the personnel engaged in census work (including the District Census Officer and the Charge Officers) as may be ultimately decided upon by the Government of India, will be paid as remuneration in token of the services rendered by them for the 1981 census.

Additional staff for census work

11. To cope with the increased quantum of work on 1981 Census which have to be discharged by the Census Officers at various levels, the Tamil Nadu Government have issued orders in G.O.Ms. No. 1629, Public (Elections-II) Department, dated 1-8-1979, at our instance, to provide certain supporting staff in district/taluk/municipal offices.

Fixity in the administrative boundaries

12. For the efficient conduct of the Census Operations, it is necessary to ensure that the boundaries of the administrative units are not disturbed until the census enumeration is completed. The Government of India, have, therefore, addressed the State Governments to ensure that as far as possible the boundaries of the administrative units remain undisturbed during the census period commencing from 1st October, 1979. The State Government, in their G.O. Ms. No. 2095, Public (Elections-II) Department, dated 29-9-79, have ordered that—

(i) only in exceptionally unavoidable cases, proposals regarding bifurcation or revision (inclusion and exclusion of areas) of Districts, Revenue Divisions, Taluks, Sub-taluks or Villages on the Revenue side and of Municipalities, Panchayats and Panchayat Unions and constitution of Municipalities on the Local Administration side should be finalised and settled from 1-10-79 to 31-12-79; and

(ii) that no proposals involving changes of any kind in the above mentioned administrative units should be made from 1-1-80 upto 30-6-1981.

Items of work in brief

13. Briefly, the important items of work involved in the entire census are:

(i) Classification of the entire area as rural and urban (villages and towns).

(ii) Listing of all villages or parts of villages included in different panchayats as also forests and other areas.

(iii) Preparation of location code statements for each charge (taluk/municipality).

(iv) Preparation of charge lists showing the enumerator blocks and supervisor circles and appointment of part-time enumerators and supervisors for houselisting.

(v) Holding training classes for houselisting, distribution of necessary schedules for the same and conduct of houselisting in July-August, 1980.

(vi) Revision of charge list for the census, wherever necessary, and appointment of enumerators and supervisors for census enumeration.

(vii) Distribution of census slips, holding training classes and conducting the 1981 Census in February-March, 1981—collection and despatch of census records.

I will be sending shortly a *census calendar* detailing the work to be done with dates which may kindly be strictly adhered to.

Census towns

14. A list of urban areas has to be decided upon for every census. We have made a review of the urban areas recognised for the earlier 1971 Census. A list of new places which may be given recognition as urban in the coming 1981 Census (with reference to certain demographic criteria) was prepared and forwarded to all Collectors for their comments. Suggestions of other places on account of their special characteristics, if any, have also been invited from the Collectors. The final list of urban areas will be prepared shortly and communicated which will form the basis of rural-urban classification in the 1981 census.

Enumeration staff

15. There is one aspect which I would like to emphasise even at this stage, viz., the training of the persons enaged in the actual enumeration and supervision. In our State, mostly, the enumerators will be drawn from primary school teachers and the supervisory staff from among State Government/Municipal service at the level of Revenue Officials/Assistants. For the State as a whole, we might be involving a lakh of people in this endeavour. It is very necessary that the people who are appointed for census enumeration and supervision are thoroughly made familiar with the formats and instructions and it is here that training is of vital importance and should, therefore, be intense and clear. As the first step, we may have to make the District/Taluk/Municipal Officers fully acquainted with this work. The Tahsildars and the Municipal Commissioners who will be the Charge Officers have to be trained fully so that they may take up the training of the enumerators and the supervisory staff themselves.

House-numbering

16. An essential pre-requisite of census is a good house-numbering system by which every habitation, building and house can be easily located. There is a permanent house numbering system in vogue in Tamil Nadu. But it is possible that house numbers are not properly maintained and kept uptodate especially in rural areas. Where the original numbering has been defective and where new colonies/streets/houses have not been assigned proper numbers, in accordance with the prevailing system, we have to rectify the defects. The State Government have also been requested to issue necessary instructions in this matter and this work has to be taken up on a priority basis.

17. I will be sending detailed letters/circulars on the various items of work connected with the census from time to time. I would suggest you designate one of your officers at Head-quarters, preferably the Personal Assistant (General) to the Collector, to deal with census matters from now on, so that proper maintenance of all census circulars and instructions could be ensured and systematic follow-up action taken.

Kindly acknowledge receipt of this circular.

II (ii)

CIRCULAR NO. 2 DATED 3-11-79.

SUB:—*Census* 1981 — *Census Act* 1948, *Census Calendar etc.—Communicated.*

As mentioned in paragraphs 4 and 13 of my first circular dated October 4, 1979, I enclose copies of the Census Act, 1948 and the calendar of census operations to be followed in Tamil Nadu for the 1981 Census. I am also enclosing a copy of G.O. Ms. No. 2059, Public (Elections-II) Department, dated September 26, 1979, published in the Tamil Nadu Government Gazette dated October 31, 1979 which contains the Notification appointing Collectors and other officers as census officers in their respective jurisdictions.

2. The Census Act lays down, *inter alia*, the authority and responsibility of the census officers. Under sub-section (2) of Section 4 of the Census Act, census officers have been appointed by the Tamil Nadu Government in the G.O. mentioned in paragraph 1. Under sub-section (4) of Section 4 of the Census Act, the officers mentioned in the Table in this G.O. have also been delegated with the powers of appointing census officers within their jurisdiction. Sections 6 and 7 of the Act empower the Collectors and the Commissioners of Madras and Madurai Corporations to call certain officers/persons for performing the duties connected with the census taking.

3. Section 8(1) of the Act is rather important. It empowers the census officer to ask of all persons living in his jurisdiction, the questions as he may be directed to ask and under Section 8(2), every person of whom such questions are asked shall be legally bound to answer to the best of his knowledge. I may also draw your attention to Section 11 which provides certain penalties for non-compliance of directions issued in connection with census taking. It is however to be noted that this provision has to be resorted to very sparingly in extreme cases only.

4. The confidentiality of the census records is guaranteed by Section 15 and census records will not be open to inspection nor are they admissible as evidence in any judicial proceedings except where a prosecution is for an offence under the Census Act itself.

5. The calendar of operations gives the different stages of the census work which have to be put through according to a time schedule. I request that necessary instructions may kindly be issued to the concerned officers under your control to attend promptly to the instructions that will be issued from time to time by this office, so that the census calendar could be strictly adhered to.

Kindly acknowledge receipt of this circular.

THE CENSUS ACT, 1948

Act No. XXXVII of 1948

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

[*3rd September*, 1948]

WHEREAS it is expedient to provide for the taking of census in [1]* * * India or any part thereof whenever necessary or disirable and to provide for certain matters in connection with the taking of such census;

It is hereby enacted as follows:—

Short title and extent.

1. (1) This Act may be called the Census Act, 1948.

[2][(2) It extends to the whole of India [3]* * *].

Rule of construction respecting enactments not extending to Jammu and Kashmir.

[4][2. Any reference in this Act to the Indian Penal Code or the Indian Evidence Act, 1872, (45 of 1860, 1 of 1872) shall, in relation to the State of Jammu and Kashmir, be construed as a reference to the corresponding enactment in force in that State].

Central Government to take census.

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

Appointment of census staff.

4. (1) The Central Government may appoint a Census Commissioner to supervise the taking of the census throughout the area in which the census is intended to be taken, and Directors of Census Operations[5] to supervise the taking of the census within the several States.

(2) The State Government may appoint persons as census officers to take, or aid in, or supervise the taking of, the census within any specified local area and such persons, when 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 any person has been duly appointed a census officer for any local area shall be conclusive proof of such appointment.

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

Status of census authorities as public servants.

5. The Census Commissioner, all Directors of Census Operations[5] and all Census Officers shall be deemed to be public servants within the meaning of the Indian Penal Code. (45 of 1860).

Discharge of duties of census officers in certain cases.

6. (1) Where the District Magistrate or such authority as the State Government may appoint in this behalf, by a written order so directs—

(a) Every officer in command of any body of men belonging to the naval, military or air force, or of any vessel of war, of India,

(b) every person (except a pilot or harbourmaster) having charge or control of a vessel,

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1. The words "the Provinces and Acceding States" were rep. by the A. O. 1950.

2. Substituted *ibid.*, for the former sub-section.

3. The words "except the State of Jammu and Kashmir" omitted by Act 22 of 1959, S. 2.

4. Inserted by s. 3, *ibid.* The original s. 2 was omitted by Act 36 of 1957, s. 2 and sch.

5. Substituted for the words "Superintendents of Census Operations" by Sec. 3 of the Repealing and Amending Act, 1974. (Act No. 56 of 1974)

(c) every person in charge of a lunatic asylum, hospital, workhouse, prison, reformatory or lock-out or of any public, charitable, religious or educational institution,

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

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

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

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

(2) All the provisions of this Act relating to census officers shall apply, so far as may be, to all persons while performing such duties under this section, and any person refusing or neglecting to perform any duty which under this section he is directed to perform shall be deemed to have committed an offence under section 187 of the Indian Penal Code. (45 of 1860).

Power to call upon certain persons to give assistance.

7. The District Magistrate, or such authority as the State Government may appoint in this behalf for any local area, may, by written order which shall have effect throughout the extent of his strict or of such local area, as the case may be, call upon—

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

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

(c) all officers and members of staff of any factory, firm or establishment, to give such assistance as shall be specified in the order towards the taking of a census of the persons who are, at the time of the taking of the census, on the lands of such owners, occupiers, tenure-holders, farmers and assignees, or in the premises of factories, firms and other establishments, or within the areas for which such local authorities are established, as the case may be, and the persons to whom an order under this section is directed shall be bound to obey it and shall, while acting in pursuance of such order, be deemed to be public servants within the meaning of the Indian Penal Code. (45 of 1860).

Asking of questions and obligation to answer.

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

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

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

Occupier to permit access and fixing of numbers.

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

Occupier or manager to fill up schedule.

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

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

Penalties.

11. (1) (a) Any census officer or any person lawfully required to give assistance towards the taking of a census who refuses or neglects to use reasonable diligence in performing any duty imposed upon him or in obeying any order issued to him in accordance

with this Act or any rule made thereunder, or any person who hinders or obstructs another person in performing any such duty or in obeying any such order, or

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

(c) any sorter, compiler or other member of the census staff who removes, secretes, damages or destroys any census 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 sub-section (1) shall be punishable with fine which may extend to one thousand rupees.

Sanction required for prosecution.

12. No prosecution under this Act shall be instituted except with the previous sanction of the State Government or of an authority authorised in this behalf by the State Government.

Operation of other laws not barred.

13. Nothing in this Act shall be deemed to prevent any person from being prosecuted under any other law for any act or omission which constitutes an offence under this Act:

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

Jurisdiction.

14. No Court inferior to that of a Presidency Magistrate or a Magistrate of the second class [1] * * *, shall try whether under this Act or under any other law, any act or omission which constitutes an offence under this Act.

Records of census not open to inspection nor admissible in evidence.

15. No person shall have a right to inspect any book, register or record made by a census officer in the discharge of his duty as such, or any schedule delivered under section 10, and notwithstanding anything to the contrary in the Indian Evidence Act, 1872, (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.

Temporary suspension of other laws as to mode of taking census in municipalities.

16. Notwithstanding anything in any enactment or rule with respect to the mode in which a census is to be taken in any municipality, the municipal authority, in consultation with the Director of Census Operations[2] or with such other authority as the State Government may authorise in this behalf, shall, at the time appointed for the taking of any census cause the census of the municipality to be taken wholly or in part by any method authorised by or under this Act.

Grant of statistical abstracts.

17. The Census Commissioner or any Director of Census Operations[3] 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 [4][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.

Powers to make rules.

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

(2) In particular, and without prejudice to the generality of the foregoing power, the Central Government may make rules providing for 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.

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1. The words "or in a Part B State, A Magistrate corresponding to a Magistrate of the second class" ins. by Act 51 of 1950, S. 4 omitted by the Adaption of Laws (No. 3) Order, 1956.
2. Substituted for the words "Superintendent of Census Operations" by Sec. 3 of the Repealing and Amending Act, 1974. (Act No. 56 of 1974).
3. Substituted for the words "Superintendent of Census Operations' by Sec. 3 of the Repealing and Amending Act, 1974 (Act No. 56 of 1974).
4. Substituted by the A.O. 1950, for "the Provinces of India or the Province".

CALENDAR OF CENSUS OPERATIONS, 1981
TAMIL NADU

September, 1979

(i) Appointment of Census Officers under Section 4 of Census Act, 1948—Notification to be made in the State Gazette.

(ii) Consideration of new towns for declaration as SUAs for 1981 Census. (SUA = Standard Urban Area)

(iii) Commence collection of data for Part I of the District Census Hand Book—Village and Town Directory.

(iv) Issue of instructions through State Government on updating of house-numbering by all local bodies and removal of defects in the same.

October. 1979

(i) Finalisation of urban areas for 1981—recognition of new towns and declassification of existing ones, wherever necessary.

(ii) Finalisation of talukwise lists of villages.

November, 1979

(i) Commence collection of area figures for districts/ taluks/corporations/ municipalities/other census urban areas/villages.

(ii) Issue of instructions on the preparation of location code statements for all charges.

(iii) Delineation of new Standard Urban Areas and their urban/rural constituent units.

December. 1979

(i) Finalisation of location code statements.

(ii) Notification of the final census schedules in the Gazette.

(iii) Finalisation of taluk maps and comparison of village and town lists with maps.

January—March, 1980.

(i) Completion report on updating of house-numbering in all areas to be received.

(ii) Formation of enumerator blocks/supervisor circles in all charges like taluks, municipalities, etc.-preparation of charge list.

(iii) Issue of instructions to charge officers on preparation of notional maps, houselists, enterprise slip schedules, abridged houselists etc.

(iv) Assessment of the requirements of house-listing forms for the Districts/charges.

(v) Review of the work relating to collection of area figures and take steps for completion of the work.

April-May, 1980

(i) Finalisation of charge lists in all charges including special charges i.e. Military/Defence charges.

(ii) Appointment of enumerators and supervisors for blocks and circles for houselisting and canvassing of enterprise list.

(iii) Despatch of instruction booklets and necessary forms on houselisting, enterprise list etc. to all charge officers for training purposes.

(iv) Publicity for houselisting to commence.

(v) Training of district officials, charge officers and other supervisory staff on houselisting.

(vi) Review of the progress in the compilation of village and town directory.

(vii) Commence despatch of forms relating to houselisting.

June 1—15, 1980.

(i) Completion report on receipt of forms to the districts relating to houselisting.

(ii) Distribution to all charge officers.

(iii) Intensive publicity for houselisting.

June 16—July 15, 1980.

Training classes for all enumerators/supervisors.

July 16—July 20, 1980.

Visiting the block.

Checking up of house numbers and preparation of notional map.

July 21 August 10, 1980.

Houselisting and canvassing of Enterprise List.

August 11—15, 1980.

Preparation of Houselist Abstract.

August 16—20, 1980.

Scrutiny of all records by supervisor and handing over to charge officer.

August 21—31, 1980.

Arrangement of filled-in schedules and despatch of all houselist records to the processing centres, after scrutiny by charge officers.

September—October, 1980.

(i) Compilation of Provisional Houselist Population and analysis of growth rate in the Districts/Taluks during 1971-80.

(ii) Revision of the Houselist Enumeration blocks and delineation of blocks wherever necessary.

(iii) Finalisation of location code statements and charge-lists (E.Bs.) for census enumeration with alterations wherever necessary.

(iv) Preparation of Abridged Houselist.

(v) Preparation of block registers for sample frame and selection of sample blocks.

(vi) Preparation of data for 'A' series tables.

(vii) Finalisation of data for village/town directory (District Census Handbook).

(viii) Coding and punching of houselist schedules/ records.

(ix) Issue of instructions for the preparation of calendar of outstanding occurrence.

(x) Issue of instructions for the preparation of standardised notional maps of enumerator blocks.

(xi) Working out the requirements of individual slips for districts/charges.

November—December, 1980.

(i) Selection and appointment of census enumerators and supervisors in all charges for census. Special attention to ensure enumeration arrangements in railway colonies, port areas, forests, islands etc.

(ii) Appointment of enumerators/supervisors in military/defence charges for enumeration.

(iii) Despatch of instructions on census and training of district officers, charge officers and other supervisory staff.

(iv) Despatch of slips etc. for training to charge officers.

(v) Training programme for enumerating personnel to be finalised.

(vi) Intensive publicity measures for census.

(vii) Re-assessment of enumerator blocks and supervisor blocks and final alteration if any. Final charge lists.

(viii) Intensive training of all enumerators/supervisors. First round.

(ix) Finalisation of the calendar of outstanding occurrences and printing them.

(x) Supply of Census schedules to the Districts and Charge Officers.

January, 1981.

(i) Intensive training of all enumerators/supervisors including model filling of slips—second and third rounds.

(ii) Issue of forms/schedules, instruction, booklets etc. connected with census to enumerators and supervisors by charge officers.

(iii) Wide publicity on census.

February—9th to 28th, 1981

1981 Census enumeration.

Appeal to public through T.V., Radio and the Press for co-operation.

28th night, 1981.

Enumeration of Houseless Population.

March 1—5, 1981.

Revisional round, to take note of births and deaths from date of enumeration upto sunrise of 1st March, 1981 in all households.

March 6, 1981.

Compilation and reporting of Provisional Totals by District Census Officers/Charge Officers.

March 8, 1981.

Compilation of State/District Provisional Totals and reporting to Registrar General, India.

March 15, 1981.

(i) Despatch of the records and their receipt at Regional Tabulation Offices.

(ii) Disbursement of honorarium to supervisors and enumerators.

March 31, 1981.

Receipt of reports on the entire census operations from District census officers and taluk/ municipal charge officers.

April, 1981.

Post-Enumeration Check.

II (iii)

CIRCULAR NO. 3 DATED 7-1-80.

SUB:—*Census* 1981—*Assignment of codes—village/ town—Preparation of location Code Statements for taluk charges.*

With a view to avoid scriptory work involved in recording fully the names of the States, districts, taluks and towns in the census schedule, it has been the practice at every census to assign code for each such unit in a prescribed manner. These codes when used together will correctly identify the village or town.

In the 1971 census, a code structure having four elements was used. It has now been decided to adopt a code system having five elements. The first element will denote the State. The code assigned to Tamil Nadu is 20. District is denoted by the second element of the code structure. Codes have been assigned to the districts by this office in a contiguous order. All the taluks and independent sub-taluks within a district will be identified by the third element of the location code system (vide Annexure I). In the case of urban areas, the third element will be

the code assigned to the town instead of the taluk. The list of urban areas with their codes as finalised is enclosed (Annexure II). As may be seen from the list, separate codes have been assigned to all the towns within a district in Roman numbers. The revenue villages in the case of rural and wards in the case of urban areas will be indicated by the fourth element of the location code. The fifth element of the code will represent the enumerator's block. Thus the five elements of the location code for denoting an area in the census will be as follows:

Rural/ Urban	Location Code					Examples
	First element	Second element	Third element	Fourth element	Fifth element	
Rural	State (Arab'c) No. 20)	District No. (Arab'c)	Taluk No. (Arab'c)	Village No. (Arab'c)	Enumerator block No. (Arab'c in brackets)	No. 20/2/12/87 (130)
Urban	State (Arab'c) No. 20)	District No. (Arab'c)	Town No. (Roman)	Ward No. (Arab'c)	Enumerator block No. (Arab'c in brackets)	No. 20/4/VIII/9 (109)

To illustrate, the location code 20/2/12/87(130) will indicate the 130th enumerator block in the 87th village of the 12th taluk of the second district in Tamil Nadu State. 20/4/VIII/9(109) will denote the 109th block in the 9th ward of the 8th town in the 4th district of Tamil Nadu State.

Assignment of location code to villages

As stated above, the first three elements of the location code have already been finalised in this office and furnished in Annexures I and II. The fourth element stands for the revenue village in rural areas and ward, block or division in urban areas.

The assignment of location codes to all villages (i.e. whole villages, parts of villages not included in census towns and forests) without any omission is the most important task to be performed at this stage by all Tahsildars/independent Deputy Tahsildars who are Taluk Charge Officers. The procedure for giving the location codes in outlined in the enclosed instructions (Annexure III). The important point to be noted in this context is that villages are given location code in a serpentine order within a taluk, as such numbering is required for sampling purposes. It is seen that in most of the taluks the existing survey numbering is not in that order.

Location Code Statements

After assigning the location codes for all the villages in each taluk, the Tahsildar will have to prepare the location code statement. The format of the location code statement and the instructions to fill it up are also given in Annexure III. It will be seen that the location code statement has two parts—Part A and Part B. Part A relates to all rural areas in each taluk and Part B relates to all urban areas (including municipalities) in each taluk. The purpose of the statement is not only to exhibit the location codes of the villages but also to ensure that all areas in each taluk jurisdiction are accounted for in the statement. This will ensure that no area is omitted or accounted twice.

The statement has to be prepared in such a way that the smallest segments that constitute the panchayat (municipality) and village are kept separate so that the data will be available for the smallest unit and when required for the village or panchayat as a whole, it can be obtained easily by adding the data relating to the concerned segments. For this purpose, alphabetical serial numbers are to be given whenever necessary as explained in the instructions for filling up the Location Code Statement.

It is requested that all Tahsildars may please be instructed to take up this work immediately and complete the same in about a fortnight's time. It is important that the location code statement which forms the basis for complete coverage of the 1981 census enumeration is prepared with utmost care. Three copies of the location code statements and taluk maps have to be prepared and of these, one is to be retained by the Tahsildar. The remaining two will have to be sent to the Collector and after Collector's scrutiny and approval, one copy will be retained at the Collectorate and the other forwarded to this office. The Commissioners of Corporations and Municipalities, Executive Officers of Municipal Townships and Cantonments need not prepare the location code statement. (In their areas, the fourth element of the location code, viz. the ward/block/division number, will be recorded by them with reference to their own records). As regards the fifth element, viz. enumerator block, in all areas—rural and urban, separate instructions will issue from this office at the appropriate time.

I request that priority may be given to this important item of work and the location code statements and maps for all the taluks of your district sent to us by the 31st of January 1980.

The receipt of this letter may please be acknowledged.

ANNEXURE I

CENSUS OF INDIA 1981

Location Code Numbers for Districts and Taluks

STATE : TAMIL NADU — CODE NO. 20

District	Taluk/Independent Sub-Taluk	Location code number
1	2	3
MADRAS	..	20/1
CHENGALPATTU	..	20/2
	Gummidipundi	20/2/1
	Ponneri	20/2/2
	Pennalurpet Sub-Taluk	20/2/3
	Tiruvallur	20/2/4
	Pallipattu Sub-Taluk	20/2/5
	Tiruttani	20/2/6
	Sriperumbudur	20/2/7
	Saidapet	20/2/8
	Chengalpattu	20/2/9
	Kanchipuram	20/2/10
	Uttiramerur	20/2/11
	Madurantakam	20/2/12
NORTH ARCOT		20/3
	Arkkonam	20/3/1
	Walajapet	20/3/2
	Gudiyattam	20/3/3
	Vaniyambadi	20/3/4
	Vellore	20/3/5
	Arani	20/3/6
	Arcot	20/3/7
	Cheyyar	20/3/8
	Vandavasi	20/3/9
	Polur	20/3/10
	Tiruppattur	20/3/11
	Chengam	20/3/12
	Tiruvannamalai	20/3/13
SOUTH ARCOT		20/4
	Gingee	20/4/1
	Tindivanam	20/4/2
	Villupuram	20/4/3
	Tirukkoilur	20/4/4
	Kallakkurichchi	20/4/5
	Ulundurpettai	20/4/6
	Panruti	20/4/7
	Cuddalore	20/4/8
	Vriddhachalam	20/4/9
	Tittakudi	20/4/10
	Chidambaram	20/4/11
	Kattumannarkoil	20/4/12
DHARMAPURI	..	20/5
	Hosur	20/5/1
	Denkanikota	20/5/2
	Krishnagiri	20/5/3
	Uttangarai	20/5/4
	Palakkodu	20/5/5
	Pennagaram	20/5/6
	Dharmapuri	20/5/7
	Harur	20/5/8
SALEM	..	20/6
	Mettur	20/6/1
	Omalur	20/6/2
	Yercaud	20/6/3
	Salem	20/6/4
	Attur	20/6/5
	Rasipuram	20/6/6
	Sankari]	20/6/7
	Tiruchengodu	20/6/8
	Namakkal	20/6/9
PERIYAR	..	20/7
	Satyamangalam	20/7/1
	Gopichettipalaiyam	20/7/2
	Bhavani	20/7/3
	Erode	20/7/4
	Perundurai	20/7/5
	Dharapuram	20/7/6
COIMBATORE	..	20/8
	Mettuppalaiyam	20/8/1
	Avanashi	20/8/2
	Palladam	20/8/3
	Coimbatore	20/8/4
	Pollachi	20/8/5
	Udumalaippettai	20/8/6
NILGIRI	..	20/9
	Gudalur	20/9/1
	Ootacamand	20/9/2
	Kotagiri	20/9/3
	Coonoor	20/9/4
MADURAI	..	20/10
	Palani	20/10/1
	Vedasandur	20/10/2
	Nattam	20/10/3
	Dindigul	20/10/4
	Kodaikanal	20/10/5
	Uttamapalaiyam	20/10/6
	Periyakulam	20/10/7
	Nilakkottai	20/10/8
	Melur	20/10/9
	Madurai North	20/10/10
	Madurai South	20/10/11
	Usilampatti	20/10/12
	Tirumangalam	20/10/13
TIRUCHCHIRAPPALLI	..	20/11
	Turaiyur	20/11/1
	Perambalur	20/11/2
	Ariyalur	20/11/3
	Udayarpalayam	20/11/4
	Lalgudi	20/11/5
	Musiri	20/11/6
	Karur	20/11/7
	Kulittalai	20/11/8
	Tiruchchirappalli	20/11/9
	Manapparai	20/11/10

1	2	3
THANJAVUR	..	20/12
	Srikazhi	20/12/1
	Mayuram	20/12/2
	Tiruvidaimarudur	20/12/3
	Kumbakonam	20/12/4
	Nannilam	20/12/5
	Papanasam	20/12/6
	Thiruvaiyaru	20/12/7
	Thanjavur	20/12/8
	Orattanadu	20/12/9
	Mannargudi	20/12/10
	Thiruvarur	20/12/11
	Nagappattinam	20/12/12
	Tirutturaippundi	20/12/13
	Vedaranniyam	20/12/14
	Pattukkottai	20/12/15
	Peravurani	20/12/16
PUDUKKOTTAI		20/13
	Kulattur	20/13/1
	Pudukkottai	20/13/2
	Alangudi	20/13/3
	Tirumayam	20/13/4
	Arantangi	20/13/5
	Avadaiyarkovil	20/13/6
RAMANATHA-PURAM		20/14
	Tiruppattur	20/14/1
	Karaikkudi	20/14/2
	Devakottai	20/14/3
	Tiruvadanai	20/14/4
	Sivaganga	20/14/5
	Manamadurai Sub-Taluk	20/14/6
	Ilaiyankudi Sub-Taluk	20/14/7
RAMANATHA-PURAM—*Contd.*	Paramakkudi	20/14/8
	Tiruchchuli	20/14/9
	Aruppukkottai	20/14/10
	Virudunagar	20/14/11
	Srivilliputtur	20/14/12
	Rajapalaiyam	20/14/13
	Sattur	20/14/14
	Kamudi	20/14/15
	Mudukulattur	20/14/16
	Ramanathapuram	20/14/17
	Rameswaram Sub-Taluk	20/14/18
TIRUNELVELI	..	20/15
	Sivagiri Sub-Taluk	20/15/1
	Sankarankovil	20/15/2
	Kovilpatti	20/15/3
	Vilattikulam	20/15/4
	Ottappidaram	20/15/5
	Tuticorin	20/15/6
	Srivaikuntam	20/15/7
	Tirunelveli	20/15/8
	Tenkasi	20/15/9
	Shencottah	20/15/10
	Ambasamudram	20/15/11
	Nunguneri	20/15/12
	Sattankulam	20/15/13
	Tiruchchendur	20/15/14
KANNIYAKUMARI	..	20/16
	Vilavankod	20/16/1
	Kalkulam	20/16/2
	Thovala	20/16/3
	Agastiswaram	20/16/4

ANNEXURE II

CENSUS OF INDIA, 1981

Location Code Numbers for Census Towns (Urban Units)

STATE : TAMIL NADU — CODE NO : 20

District/Taluk	Census Town	Civic Status	Location Code Number
1	2	3	4
1. MADRAS DISTRICT	Madras	Municipal Corporation	20/1/I
2. **CHENGALPATTU DISTRICT**			
1. Gummidipundi	Nil		
2. Ponneri	Ponneri	Panchayat	20/2/I
	Arani	Panchayat	20/2/II
	Pulicat	Panchayat	20/2/III
3. Uttukkottai Sub-taluk	Nil		
4. Tiruvallur	Tiruvallur	Municipality	20/2/IV
5. Pallipattu Sub-Taluk	Poddatturupeta	Panchayat	20/2/V
	Ammavarikuppam	Panchayat	20/2/VI
6. Tiruttani	Tiruttani	Panchayat	20/2/VII
7. Sriperumbudur	Sriperumbudur	Panchayat	20/2/VIII
	Tiruverkadu	Township	20/2/IX
	Avadi	Township	20/2/X
	Soranjeri	Panchayat	20/2/XI
	Kannapalaiyam	Panchayat	20/2/XII
	Nemilicheri	Panchayat	20/2/XIII
	Nadukkuthagai	Panchayat	20/2/XIV
	Tinnanur	Panchayat	20/2/XV
	Melmanambedu	Panchayat	20/2/XVI
	Tirumahishai	Panchayat	20/2/XVII
	Nazarethpettai	Panchayat	20/2/XVIII
	Varadharajapuram	Panchayat	20/2/XIX
	Poonamallee	Panchayat	20/2/XX
	Kattupakkam	Panchayat	20/2/XXI
	Sennirkuppam	Panchayat	20/2/XXII
	Kunnattur	Panchayat	20/2/XXIII
	Chembarambakkam	Panchayat	20/2/XXIV
8. Saidapet	Kattivakkam	Township	20/2/XXV
	Tiruvottiyur	Municipality	20/2/XXVI
	Sadayankuppam	Panchayat	20/2/XXVII
	Naravarikuppam	Panchayat	20/2/XXVIII
	Madavaram	Township	20/2/XXIX
	Mattur	Panchayat	20/2/XXX
	Pulal	Panchayat	20/2/XXXI
	Vellanur	Panchayat	20/2/XXXII
	Kathirvedu	Panchayat	20/2/XXXIII
	Ambattur	Township	20/2/XXXIV
	Nerkunram	Panchayat	20/2/XXXV
	Maduravoyal	Panchayat	20/2/XXXVI
	Nandambakkam	Panchayat	20/2/XXXVII
	St. Thomas Mount-cum-Pallavaram	Cantonment	20/2/XXXVIII
	Minambakkam	Panchayat	20/2/XXXIX
	Polichalur	Panchayat	20/2/XL
	Anakaputtur	Panchayat	20/2/XLI
	Pammal	Panchayat	20/2/XLII

District/Taluk	Census Town	Civic Status	Location Code Number
1	2	3	4
2. CHENGALPATTU DISTRICT (Contd.)			
8. Saidapet (*Contd.*)	Tirusulam	Panchayat	20/2/XLIII
	Alandur	Municipality	20/2/XLIV
	Kottivakkam	Panchayat	20/2/XLV
	Perungudi	Panchayat	20/2/XLVI
	Pallikkaranai	Panchayat	20/2/XLVII
	Madippakkam	Panchayat	20/2/XLVIII
	Pallavaram	Municipality	20/2/XLIX
	Sittalapakkam	Panchayat	20/2/L
	Tirunirmalai	Panchayat	20/2/LI
	Tambaram	Municipality	20/2/LII
	Perungalattur	Panchayat	20/2/LIII
	Mudichchur	Panchayat	20/2/LIV
	Peerkankaranai	Panchayat	20/2/LV
	Vengavasal	Panchayat	20/2/LVI
9. Chengalpattu	Chengalpattu	Municipality	20/2/LVII
	Tirukkalukkunram	Panchayat	20/2/LVIII
10. Kanchipuram	Kanchipuram	Municipality	20/2/LIX
	Putteri	Panchayat	20/2/LX
	Sevilimedu	Panchayat	20/2/LXI
	Nattapettai	Panchayat	20/2/LXII
	Walajabad	Panchayat	20/2/LXIII
11. Uttiramerur	Uttiramerur	Panchayat	20/2/LXIV
12. Madurantakam	Madurantakam	Municipality	20/2/LXV
	Cheyur	Panchayat	20/2/LXVI
3. NORTH ARCOT DISTRICT			
1. Arakkonam	Kaveripakkam	Panchayat	30/3/I
	Panapakkam	Panchayat	20/3/II
	Arakkonam	Municipality	20/3/III
2. Walajapet	Sholinghur	Panchayat	20/3/IV
	Ranippettai	Municipality	20/3/V
	Walajapet	Municipality	20/3/VI
	Melvisharam	Panchayat	20/3/VII
3. Gudiyattam	Peranambattu	Panchayat	20/3/VIII
	Gudiyattam	Municipality	20/3/IX
	Seevur	Panchayat	20/3/X
	Cheruvanki	Panchayat	20/3/XI
	Darapadavedu	Panchayat	20/3/XII
	Katpadi Extension	Panchayat	20/3/XIII
	Virudambattu	Panchayat	20/3/XIV
4. Vaniyambadi	Vaniyambadi	Municipality	20/3/XV
	Jaffrabad	Panchayat	20/3/XVI
	Devasthanam	Panchayat	20/3/XVII
	Udayendram	Panchayat	20/3/XVIII
	Ambur	Municipality	20/3/XIX
5. Vellore	Vellore	Municipality	20/3/XX
	Konavattam	Panchayat	20/3/XXI
	Shembakkam	Panchayat	20/3/XXII
	Allapuram	Panchayat	20/3/XXIII
	Sattuvacheri	Panchayat	20/3/XXIV
	Torappadi	Panchayat	20/3/XXV
	Pallikondai	Panchayat	20/3/XXVI

District/Taluk	Census Town	Civic Status	Location Code Number
1	2	3	4
3. NORTH ARCOT DISTRICT (Contd.)			
6. Arani	Arani	Municipality	20/3/XXVII
7. Arcot	Arcot	Municipality	20/3/XXVIII
8. Cheyyar	Tiruvettipuram	Municipality	20/3/XXIX
9. Vandavasi	Vandavasi	Panchayat	20/3/XXX
10. Polur	Polur	Panchayat	20/3/XXXI
11. Tiruppattur	Jolarpettai	Panchayat	20/3/XXXII
	Tiruppattur	Municipality	20/3/XXXIII
12. Chengam	Nil		
13. Tiruvannamalai	Tiruvannamalai	Municipality	20/3/XXXIV
4. SOUTH ARCOT DISTRICT			
1. Gingee	Nil		
2. Tindivanam	Tindivanam	Municipality	20/4/I
3. Villupuram	Villupuram	Municipality	20/4/II
4. Tirukkoyilur	Tirukkoyilur	Panchayat	20/4/III
5. Kallakkurichchi	Kallakkurichchi	Panchayat	20/4/IV
6. Ulundurpettai	Nil		
7. Panruti	Panruti	Municipality	20/4/V
	Thorapadi	Panchayat	20/4/VI
	Nellikuppam	Municipality	20/4/VII
	Neyveli	Township	20/4/VIII
8. Cuddalore	Cuddalore	Municipality	20/4/IX
	Kurinjipadi	Panchayat	20/4/X
9. Vriddhachalam	Vriddhachalam	Municipality	20/4/XI
	Gengaikondan	Panchayat	20/4/XII
	Melpathi	Panchayat	20/4/XIII
10. Tittakudi	Nil		
11. Chidambaram	Chidambaram	Municipality	20/4/XIV
	Annamalai Nagar	Township	20/4/XV
	Bhuvanagiri	Panchayat	20/4/XVI
	Portonovo	Panchayat	20/4/XVII
12. Kattumannarkoil	Nil		
5. DHARMAPURI DISTRICT			
1. Hosur	Hosur	Panchayat	20/5/I
2. Denkanikota	Denkanikota	Panchayat	20/5/II
3. Krishnagiri	Krishnagiri	Municipality	20/5/III
	Kaveripattinam	Panchayat	20/5/IV
4. Uttangarai	Nil		
5. Palakkodu	Palakkodu	Panchayat	20/5/V
6. Pennagaram	Nil		
7. Dharmapuri	Dharmapuri	Municipality	20/5/VI
8. Harur	Harur	Panchayat	20/5/VII
6. SALEM DISTRICT			
1. Mettur	Jalakandapuram	Panchayat	20/6/I
	Mettur	Township	20/6/II
	Veerakkalputtur	Panchayat	20/6/III

District/Taluk	Census Town	Civic Status	Location Code Number
1	2	3	4
6. **SALEM DISTRICT** (Contd.)			
2. Omalur	Omalur	Panchayat	20/6/IV
	Taramangalam	Panchayat	20/6/V
3. Yercaud	Nil		
4. Salem	Salem	Municipality	20/6/VI
	Seelanayakkanpatti	Panchayat	20/6/VII
	Reddipatti	Panchayat	20/6/VIII
	Ammapalaiyam	Panchayat	20/6/IX
	Narasojipatti	Panchayat	20/6/X
	Alagapuram	Panchayat	20/6/XI
	Thadampatti	Panchayat	20/6/XII
	Ammapettai	Panchayat	20/6/XIII
	Komarasamipatti	Panchayat	20/6/XIV
	Annadanapatti	Panchayat	20/6/XV
	Pallapatti	Panchayat	20/6/XVI
	Meyyanur	Panchayat	20/6/XVII
	Suramangalam	Municipality	20/6/XVIII
	Sivadapuram	Panchayat	20/6/XIX
	Kandampatti	Panchayat	20/6/XX
	Jarikondalampatti	Panchayat	20/6/XXI
	Puttur	Panchayat	20/6/XXII
	Neykkarappatti	Panchayat	20/6/XXIII
	Kondalampatti	Panchayat	20/6/XXIV
	Ilampillai	Panchayat	20/6/XXV
	Vembaditalam	Panchayat	20/6/XXVI
	Senaipalaiyam	Panchayat	20/6/XXVII
	Mallur	Panchayat	20/6/XXVIII
	Attayyampatti	Panchayat	20/6/XXIX
	Marulayampalaiyam	Panchayat	20/6/XXX
	Papparapatti	Panchayat	20/6/XXXI
5. Attur	Attur	Municipality	20/6/XXXII
6. Rasipuram	Kumarapalaiyam	Panchayat	20/6/XXXIII
	Vennandur	Panchayat	20/6/XXXIV
	Rasipuram	Municipality	20/6/XXXV
	Pillanallur	Panchayat	20/6/XXXVI
7. Sankari	Idappadi	Municipality	20/6/XXXVII
8. Tiruchengodu	Tiruchengodu	Municioality	20/6/XXXVIII
	Mallasamudram	Panchayat	20/6/XXXIX
	Seppaiyapuram	Panchayat	20/6/XL
	Kumarapalaiyam	Municipality	20/6/XLI
	Pallipalaiyam	Panchayat	20/6/XLII
	Alampalaiyam	Panchayat	20/6/XLIII
9. Namakkal	Namakkal	Municipality	20/6/XLIV
7. **PERIYAR DISTRICT**			
1. Satyamangalam	Satyamangalam	Municipality	20/7/I
	Punjaipuliyampatti	Panchayat	20/7/II
	Bhavanisagar	Township	20/7/III
2. Gopichettipalaiyam	Gopichettipalaiyam	Municipality	20/7/IV
3. Bhavani	Bhavani	Municipality	20/7/V
	Urachchikkottai	Panchayat	20/7/VI
	Andiyur	Panchayat	20/7/VII

District/Taluk	Census Town	Civic Status	Location Code Number
1	2	3	4
7. **PERIYAR DISTRICT** (Contd.)			
4. Erode	Erode	Municipality	20/7/VIII
	Veerappanchattiram	Panchayat	20/7/IX
	Brahmana Periya Agraharam	Panchayat	20/7/X
	Surampatti	Panchayat	20/7/XI
	Chithode	Panchayat	20/7/XII
	Kasipalaiyam	Panchayat	20/7/XVIII
5. Perundurai	Kunnattur	Panchayat	20/7/XIII
	Ottapparai	Panchayat	20/7/XIV
	Chennimalai	Panchayat	20/7/XV
6. Dharapuram	Kangayam	Panchayat	20/7/XVI
	Dharapuram	Municipality	20/7/XVII
8. **COIMBATORE DISTRICT**			
1. Mettuppalaiyam	Karamadai	Panchayat	20/8/I
	Mettuppalaiyam	Municipality	20/8/II
2. Avanashi	Avanashi	Panchayat	20/8/III
	Tirumuruganpundi	Panchayat	20/8/IV
	Annur	Panchayat	20/8/V
3. Palladam	Palladam	Panchayat	20/8/VI
	Tiruppur	Municipality	20/8/VII
	Chettipalaiyam	Panchayat	20/8/VIII
	Velampalaiyam	Panchayat	20/8/IX
	Veerapandi	Panchayat	20/8/X
	Muthugounden Pudur Railway Colony	Southern Railway Administration	20/8/XI
	Sulur	Panchayat	20/8/XII
	Pallapalaiyam	Panchayat	20/8/XIII
4. Coimbatore	Coimbatore	Municipality	20/8/XIV
	Vilankurichchi	Panchayat	20/8/XV
	Periyanayakkanpalaiyam	Panchayat	20/8/XVI
	Narasimhanayakkanpalaiyam	Panchayat	20/8/XVII
	Kurudampalaiyam	Panchayat	20/8/XVIII
	Veerakeralam	Panchayat	20/8/XIX
	Perur Chettipalaiyam	Panchayat	20/8/XX
	Kuniyamuttur	Panchayat	20/8/XXI
	Kavundampalaiyam	Panchayat	20/8/XXII
	Chinnavedampatti	Panchayat	20/8/XXIII
	Kurichchi	Panchayat	20/8/XXIV
	Madukkarai	Township	20/8/XXV
	Vellalore	Panchayat	20/8/XXVI
	Perur	Panchayat	20/8/XXVII
5. Pollachi	Pollachi	Municipality	20/8/XXVIII
	Puliyampatti	Panchayat	20/8/XXIX
	Uttukkuli	Panchayat	20/8/XXX
	Suleeswarampatti	Panchayat	20/8/XXXI
	Makkinampatti	Panchayat	20/8/XXXII
	Chinnampalaiyam	Panchayat	20/8/XXXIII
	Valparai	Township	20/8/XXXIV
	Anamalai	Panchayat	20/8/XXXV
6. Udumalaippettai	Udumalaippettai	Municipality	20/8/XXXVI

District/Taluk	Census Town	Civic Status	Location Code Number
1	2	3	4
9. NILGIRI DISTRICT			
1. Gudalur	Gudalur	Panchayat	20/9/I
	Devarshola	Panchayat	20/9/II
	Nelliyalam	Panchayat	20/9/III
	O'valley	Panchayat	20/9/IV
2. Ootacamund	Naduvattam	Panchayat	20/9/V
	Masinigudi	Panchayat	20/9/VI
	Ootacamund	Municipality	20/9/VII
3. Kotagiri	Kotagiri	Panchayat	20/9/VIII
	Konakkarai	Panchayat	20/9/IX
	Jagathala	Panchayat	20/9/X
4. Coonoor	Coonoor	Municipality	20/9/XI
	Berhatty	Panchayat	20/9/XII
	Wellington	Cantonment	20/9/XIII
	Hubbathala	Panchayat	20/9/XIV
	Aravankad	Township	20/9/XV
10. MADURAI DISTRICT			
1. Palani	Palani	Municipality	20/10/I
	Sivagiripatti	Panchayat	20/10/II
	Kiranur	Panchayat	20/10/III
2. Vedasandur	Vedasandur	Panchayat	20/10/IV
3. Nattam	Nattam	Panchayat	20/10/V
4. Dindigul	Dindigul	Municipality	20/10/VI
	Chinnalapatti	Panchayat	20/10/VII
5. Kodaikanal	Kodaikanal	Township	20/10/VIII
6. Uttamapalaiyam	Bodinayakkanur	Municipality	20/10/IX
	Gudalur	Panchayat	20/10/X
	Kambam	Municipality	20/10/XI
	Uttamapalaiyam	Panchayat	20/10/XII
	Chinnamanur	Municipality	20/10/XIII
7. Periyakulam	Teni Allinagaram	Municipality	20/10/XIV
	Andippatti-Jakkampatti	Panchayat	20/10/XV
	Periyakulam	Municipality	20/10/XVI
8. Nilakkottai	Vattalkundu	Panchayat	20/10/XVII
	Nilakkottai	Panchayat	20/10/XVIII
9. Melur	Melur	Municipality	20/10/XIX
10. Madurai North	Samayanallur	Panchayat	20/10/XX
	Paravai	Panchayat	20/10/XXI
	Vilangudi	Panchayat	20/10/XXII
	Thathaneri	Panchayat	20/10/XXIII
11. Madurai South	Madurai	Municipal Corporation	20/10/XXIV
	Avaniapuram	Panchayat	20/10/XXV
	Thiagarajar Colony	Panchayat	20/10/XXVI
	Tirunagar	Panchayat	20/10/XXVII
	Harveypatti	Township	20/10/XXVIII
	Tirupparangunram	Panchayat	20/10/XXIX
12. Usilampatti	Usilampatti	Panchayat	20/10/XXX
13. Tirumangalam	Tirumangalam	Municipality	20/10/XXXI
	Peraiyur	Panchayat	20/10/XXXII

District/Taluk	Census Town	Civic Status	Location Code Number
1	2	3	4
11. TIRUCHCHIRAPPALLI DISTRICT			
1. Turaiyur	Turaiyur	Municipality	20/11/I
2. Perambalur	Perambalur	Panchayat	20/11/II
3. Ariyalur	Ariyalur	Panchayat	20/11/III
4. Udayarpalayam	Nil		
5. Lalgudi	Lalgudi	Panchayat	20/11/IV
	Puvalur	Panchayat	20/11/V
	Kallakkudi	Panchayat	20/11/VI
	Manachchanellur	Panchayat	20/11/VII
6. Musiri	Mettupalaiyam	Panchayat	20/11/VIII
	Tattayyangarpettai	Panchayat	20/11/IX
	Kattupputtur	Panchayat	20/11/X
	Musiri	Panchayat	20/11/XI
7. Karur	Karur	Municipality	20/11/XII
	Inam Karur	Panchayat	20/11/XIII
	Punjai Pugalur	Panchayat	20/11/XIV
	Pallappatti	Panchayat	20/11/XV
8. Kulittalai	Kulittalai	Panchayat	20/11/XVI
9. Tiruchchirappalli	Tiruchchirappalli	Municipality	20/11/XVII
	Srirangam	Municipality	20/11/XVIII
	Pirattiyur	Panchayat	20/11/XIX
	Abishekapuram	Panchayat	20/11/XX
	Alathur	Panchayat	20/11/XXI
	Tiruverambur	Panchayat	20/11/XXII
	Navalpattu	Panchayat	20/11/XXIII
	Tuvagudi	Panchayat	20/11/XXIV
	Ariyamangalam	Panchayat	20/11/XXV
	Ulkadai Ariyamangalam	Panchayat	20/11/XXVI
	Golden Rock Railway Colony	Southern Railway Administration	20/11/XXVII
	Ponmalai	Municipality	20/11/XXVIII
10. Manapparai	Manapparai	Municipality	20/11/XXIX
12. THANJAVUR DISTRICT			
1. Sirkazhi	Tirumullaivasal	Panchayat	20/12/I
	Sirkazhi	Municipality	20/12/II
	Vaitheeswaran Koil	Panchayat	20/12/III
2. Mayuram	Mayuram	Municipality	20/12/IV
	Kuttalam	Panchayat	20/12/V
3. Tiruvidaimarudur	Tranquebar	Panchayat	20/12/VI
	Aduthurai alias Maruthuvakudi	Panchayat	20/12/VII
	Tiruvidaimarudur	Panchayat	20/12/VIII
	Tirubuvanam	Panchayat	20/12/IX
4. Kumbakonam	Tirunageswaram	Panchayat	20/12/X
	Kumbakonam	Municipality	20/12/XI
	Dharasuram	Panchayat	20/12/XII
5. Nannilam	Nil		
6. Papanasam	Papanasam	Panchayat	20/12/XIII
	Valangiman	Panchayat	20/12/XIV
	Ammapettai	Panchayat	20/12/XV
	Ayyampettai	Panchayat	20/12/XVI

District/Taluk	Census Town	Civic Status	Location Code Number
1	2	3	4
12. THANJAVUR DISTRICT (Contd.)			
7. Thiruvaiyaru	Tirukkattuppalli	Panchayat	20/12/XVII
	Thiruvaiyaru	Panchayat	20/12/XVIII
8. Thanjavur	Thanjavur	Municipality	20/12/XIX
9. Orattanadu	Orattanadu (Mukthambalpuram)	Panchayat	20/12/XX
10. Mannargudi	Nidamangalam	Panchayat	20/12/XXI
	Kuttanallur	Panchayat	20/12/XXII
	Mannargudi	Municipality	20/12/XXIII
11. Thiruvarur	Thiruvarur	Municipality	20/12/XXIV
12. Nagappattinam	Nagappattinam	Municipality	20/12/XXV
	Andanappettai	Panchayat	20/12/XXVI
	Akkaraipettai	Panchayat	20/12/XXVII
13. Tirutturaippundi	Tirutturaippundi	Panchayat	20/12/XXVIII
	Muttupet	Panchayat	20/12/XXIX
14. Vedaranniyam	Vedaranniyam	Panchayat	20/12/XXX
15. Pattukkottai	Pattukkottai	Municipality	20/12/XXXI
	Adirampattinam	Panchayat	20/12/XXXII
16. Peravurani	Nil		
13 PUDUKKOTTAI DISTRICT			
1. Kulattur	Iluppur	Panchayat	20/13/I
	Kiranur	Panchayat	20/13/II
2. Pudukkottai	Pudukkottai	Municipality	20/13/III
3. Alangudi	Alangudi	Panchayat	20/13/IV
4. Tirumayam	Ponnamaravati	Panchayat	20/13/V
	Kadiapatti	Panchayat	20/13/VI
	Alagapuri	Panchayat	20/13/VII
5. Arantangi	Arantangi	Municipality	20/13/VIII
6. Avadaiyarkovil	Nil		
14. RAMANATHAPURAM DISTRICT			
1. Tiruppattur	Singampunari	Panchayat	20/14/I
	Tiruppattur	Panchayat	20/14/II
2. Karaikkudi	Karaikkudi	Municipality	20/14/III
	Kanadukattan	Panchayat	20/14/IV
	Pallattur	Panchayat	20/14/V
	Kottaiyur	Panchayat	20/14/VI
	Sankarapuram	Panchayat	20/14/VII
	Kandanur	Panchayat	20/14/VIII
	Puduvayal	Panchayat	20/14/IX
3. Devakottai	Devakottai	Municipality	20/14/X
4. Tiruvadanai	Tondi	Panchayat	20/14/XI
	Nambutalai	Panchayat	20/14/XII

District/Taluk	Census Town	Civic Status	Location Code Number
1	2	3	4
14. **RAMANATHAPURAM DISTRICT** (Contd.)			
5. Sivaganga	Sivaganga	Municipality	20/14/XIII
	Nattarasankottai	Panchayat	20/14/XIV
6. Manamadurai Sub-Taluk	Tiruppuvanam	Panchayat	20/14/XV
	Manamadurai	Panchayat	20/14/XVI
7. Ilaiyankudi Sub-Taluk	Ilaiyankudi	Panchayat	20/14/XVII
8. Paramakkudi	Paramakkudi	Municipality	20/14/XVIII
9. Tiruchchuli	Nil		
10. Aruppukkottai	Aruppukkottai	Municipality	20/14/XIX
11. Virudunagar	Virudunagar	Municipality	20/14/XX
	Rosalpatti	Panchayat	20/14/XXI
12. Srivilliputtur	Srivilliputtur	Municipality	20/14/XXII
13. Rajapalaiyam	Rajapalaiyam	Municipality	20/14/XXIII
	Chatrapatti	Panchayat	20/14/XXIV
	Chettiarpatti	Panchayat	20/14/XXV
	Dhalavoipuram	Panchayat	20/14/XXVI
14. Sattur	Sivakasi	Municipality	20/14/XXVII
	Anaiyur	Panchayat	20/14/XXVIII
	Tiruttangal	Panchayat	20/14/XXIX
	Pallapatti	Panchayat	20/14/XXX
	Viswanattam	Panchayat	20/14/XXXI
	Sattur	Municipality	20/14/XXXII
15. Kamudi	Kamudi	Panchayat	20/14/XXXIII
16. Mudukulattur	Mudukulattur	Panchayat	20/14/XXXIV
17. Ramanathapuram	Ramanathapuram	Municipality	20/14/XXXV
	Kilakkarai	Panchayat	20/14/XXXVI
	Mandapam	Panchayat	20/14/XXXVII
18. Rameswaram Sub-Taluk	Rameswaram	Township	20/14/XXXVIII
15. **TIRUNELVELI DISTRICT**			
1. Sivagiri Sub Taluk	Puliyangudi	Municipality	20/15/I
2. Sankarankovil	Sankarankovil	Municipality	20/15/II
3. Kovilpatti	Kayattar	Panchayat	20/15/III
	Kovilpatti	Municipality	20/15/IV
	Kalugumalai	Panchayat	20/15/V
	Ettaiyapuram	Panchayat	20/15/VI
4. Vilattikulam	Vilattikulam	Panchayat	20/15/VII
5. Ottappidaram	Nill		
6. Tuticorin	Tuticorin	Municipality	20/15/VIII
	Mullakkadu	Panchayat	20/15/IX
	Muttayyapuram	Panchayat	20/15/X
	Milavittan	Panchayat	20/15/XI
	Tuticorin	Panchayat	20/15/XII
	Korampallam	Panchayat	20/15/XIII
	Attimarappatti	Panchayat	20/15/XIV
	Ayanadaippu	Panchayat	20/15/XV
	Mappilaiurani	Panchayat	20/15/XVI
7. Srivaikuntam	Palayakayal	Panchayat	20/15/XVII
	Srivaikuntam	Panchayat	20/15/XVIII
	Eral	Panchayat	20/15/XIX
	Sawyerpuram	Panchayat	20/15/XX

District/Taluk	Census Town	Civic Status	Location Code Number
1	2	3	4
15. TIRUNELVELI DISTRICT (Contd.)			
8. Tirunelveli	Tirunelveli	Municipality	20/15/XXI
	Talaiyuttu	Panchayat	20/15/XXII
	Pettai	Panchayat	20/15/XXIII
	Tachchanallur	Panchayat	20/15/XXIV
	Alaganeri	Panchayat	20/15/XXV
	Naranammalpuram	Panchayat	20/15/XXVI
	Sankarnagar	Township	20/15/XXVII
	Melappalaiyam	Municipality	20/15/XXVIII
	Melanattam	Panchayat	20/15/XXIX
	Palayankottai	Panchayat	20/15/XXX
	Palayankottai	Municipality	20/15/XXXI
9. Tenkasi	Kadaiyanallur	Municipality	20/15/XXXII
	Tenkasi	Municipality	20/15/XXXIII
	Kuttalam	Township	20/15/XXXIV
10. Shencottah	Shencottah	Municipality	20/15/XXXV
11. Ambasamudram	Vikramasingapuram	Panchayat	20/15/XXXVI
	Sivanthipuram	Panchayat	20/15/XXXVII
	Ambasamudram	Panchayat	20/15/XXXVIII
	Kallidaikurichchi	Panchayat	20/15/XXXIX
	Viravanallur	Panchayat	20/15/XL
12. Nanguneri	Tisaiyanvilai	Panchayat	20/15/XLI
	Eruvadi	Panchayat	20/15/XLII
13. Sattankulam	Mudalur	Panchayat	20/15/XLIII
	Sattankulam	Panchayat	20/15/XLIV
14. Turuchchendur	Tiruchchendur	Panchayat	20/15/XLV
	Kayalpattinam	Panchayat	20/15/XLVI
	Arumuganeri	Panchayat	20/15/XLVII
	Paramankurichchi	Panchayat	20/15/XLVIII
	Udangudi	Panchayat	20/15/XLIX
	Kulasekarappattinam	Panchayat	20/15/L
	Alwartirunagarai	Panchayat	20/15/LI
	Nazareth	Panchayat	20/15/LII
16. KANNIYAKUMARI DISTRICT			
1. Vilavankod	Kuzhittura	Municipality	20/16/I
2. Kalkulam	Padmanabhapuram	Municipality	20/16/II
	Kolachel	Municipality	20/16/III
3. Thovala	Nil		
4. Agastiswaram	Nagercoil	Municipality	20/16/IV
	Kanniyakumari	Township	20/16/V

ANNEXURE III

Location Code Statement

Name of District :
Code No. :

Name of Taluk :
Code No.:

Revenue Survey No.	Name of village/ reserve forest	L. C. No. (with alphabetical Sub-Nos. for Segments)	Area in Hectares	Name of Panchayat/ Municipality in which included (with alphabetical sub-nos. for segments in the panchayat)	Cross reference for the other segments of panchayat	Remarks
1	2	3	4	5	6	7

ANNEXURE III

Instructions for assignment of Location Codes to Villages and preparation of Location Code Statements

The different steps in the work are described below:

Step 1: All revenue villages and forest units as also parts of revenue villages lying outside the territorial limits of Census towns/urban areas may first be listed in a working sheet according to survey numbers to ensure that all such areas are covered.

Step 2: A taluk map drawn to scale may be taken. All the villages as listed above may be marked by giving name and survey number.

Step 3: The Census towns (if any) in the taluk as per Annexure II may be identified and shown by different hatchings or colours. The name of the town and its number (Roman number) should be indicated on the map.

Step 4: All the villages portions of villages not included in any Census town and forests (as arrived at in Step 2) may now be numbered in a serpentine order in the map in red ink. The numbering has to be started from the village in the extreme north-west corner and by proceeding in the serpentine fashion, the villages and forests as they are encountered in this process have to be numbered in one continous series till the last village or forest in the extreme south-east corner is reached. It may be noted, in this connection, that in many taluks, the village survey numbers are not assigned in this manner and they may not be continuous and may run in a zig-zag manner. The map thus completed is called the location Code map or L. C. Map of the taluk. It may thus be seen that this may contains the location code of all towns, villages and forests. in the taluk.

Step 5: The L. C. Statement may be written up in the order of L. C. numbers. This statement should be prepared in two parts—Part A comprising rural areas and part B—comprising all urban areas in the taluk.

Columns of the Location Code Statements:

The various columns of the Location Code Statement are explained below:

Column No. 1: Part A: The revenue survey number of the village may be entered here.

Part B: The survey numbers of the component revenue villages may be given under column 1.

Column No. 2: Name of village/forest area.

The name of the revenue village or the forest, whether inhabited or uninhabited, should be entered in Part A. For Part B, the name of the revenue village or part of the revenue village which is included in the municipal towns/panchayats (Census towns) will be entered against this column.

Column No. 3: Part A: The number assigned in serpentine order viz., L. C. No. will be indicated in this column. The statement will therefore begin with L. C. No. 1 and end with the last L. C. number of the taluk, serially. The examples given in the Location Code Statement enclosed are self-explanatory. However they are explained below briefly.

(1) Chettichavadi village is itself a panchayat of the same name.

(2) Ayyamperumanpatty village is divided into two segments—one is a panchayat called Mittayyamperumapatty and the other is in Salem Municipality.

(3) Kanjamalai is a Reserve Forest wholly.

(4) Veernam has two segments—one consisting of Japathi Verrnam Panchayat and the other forming Jari Veernam panchayat.

Part-B: In the case of Census towns in the taluk mentioned in Annexure II, the corresponding Roman number will be given in Column 3. The examples may please be seen for guidance.

Column No. 4: Part-A: The area of the village may be given in hectares against this column. For village segments also the area figures may be given separtely, for each segment (see examples).

Part-B: The area figures may be given for the component villages and total for the town within brackets.

Column No. 5: In the examples given (Revenue Survey No. 174 and 175) Anuppur Panchayat has been formed by Vilampatty and Anuppur villages. To indicate this a/b and b/b are given along with panchayat name. 'b' denotes that there are two parts, a/b denoting the first part and b/b the second part.

Column No. 6: In this column, the cross-reference for the other segments of the panchayat in appropriate cases are given through L. C. Numbers (Please see examples).

Column No. 7: Remarks if any, which need be recorded can be made in this column.

II (iv)

(CIRCULAR No. 4 DATED 7-4-80)

SUB:—*Census* 1981—*Houselisting—Formation of Enumerator's Blocks and preparation of Charge Registers.*

In our Circular No. 3 dated 7-1-1980, we have explained the location code system followed in this

State. After the location code statements are prepared, the next important step is to prepare the charge register. The charge register, as the name implies, is prepared for each census charge and it shows the area of the enumerator and the supervisor's areas of control viz., the supervisor's circles. The preparation of the charge register involves two stages: (1) Formation of enumerator's blocks and (2) The appointment of enumerators and supervisors. The enumerator's block is the primary unit for census operations. It is also the jurisdiction of the enumerator. Great care has therefore to be taken in forming the enumerator's blocks.

Formation of Enumerator's Blocks (EBs) for houselisting.

2. Houselisting will be carried on in this State from 21st July to 20th August, 1980. In delineating the enumerator's blocks for houselisting, the first point which the charge officer has to take into account is the size of population expected to be covered by the enumerator at the actual enumeration in February, 1981. Based on his local knowledge and after discussion with field officers like Revenue Inspectors actual enumeration in February, 1981. Based on his local knowledge and after discussion with field officers like Revenue Inspectors (Health Inspectors/Bill Collectors in the case of municipalities), the Charge Officers can carve out suitable blocks for houselisting operations. He should refer to the records relating to 1971 census for preparing the charge register. Normally, enumerator's blocks can be formed for 120 households for urban areas (600 population) and 150 households for rural areas (750 population). The most important thing to be kept in mind is that an enumerator's block should not cut across the boundary of a village. In the case of municipal and other census towns, which have been assigned Roman Numbers, enumerator's blocks should not cut across the ward boundaries or house-numbering block boundaries. Please note that the ward boundaries will be the revised ward boundaries, in the case of those which have been notified, pending elections. In respect of those for which writ petitions are pending disposal, the existing ward boundaries may be retained for this purpose.

3. In case the workload of an enumerator is light because of the smallness of the block, the Charge Officer may allocate two or more small blocks to an enumerator. But, it must be ensured that the records of each block are kept separately. The next important point to be noted is that the enumerator's blocks should be contiguous to each other without any gap in between. In other words, if all the enumerator's blocks in a charge are plotted on a map, they should cover the entire charge fully without any overlapping. The enumerator's blocks formed now for houselisting will form the basis for delineation of enumerator's blocks for the final count.

Enumerator's Blocks in Taluk Charges.

4. In forming the Enumerator's Blocks in villages, care may be taken to ensure that no enumerator's block cuts across the boundary of a segment of a village, where such segments have been made (The Location Code statement may be referred to). All settlements in the forests should be covered in one or more Enumerator's Blocks and not a single building/house should be left out, however isolated it may be. Even an uninhabited village should be formed into a separate block. The numbering of EBs will start with the first EB in Location Code No. 1 in the taluk and end with the last Location Code number in the taluk. In the case of urban areas within a taluk, the EB nuumbers should run continuously after completing the rural areas, in the ascending order of town Location Codes.

Enumerator's Blocks in municipal, municipal township and cantonment charges

5. The numebring of EBs will be continuous, starting with the first ward and ending with the last ward. It will be helpful if the EBs are plotted on a ward map. Boundaries of EBs should be easily identifiable by clear landmarks such as streets, lanes, railway lines, channels etc.

Blocks under Sample Registration Scheme.

6. This Directorate has been implementing a Sample Registration Scheme (SRS) in some blocks in the rural and urban areas in the various districts. It has been decided to keep these SRS blocks in tact for purposes of census evaluation studies. It is therefore necessary to keep these SRS blocks separately. If SRS blocks are too big in terms of population, it may be divided into two or more manageable EBs. Under no circumstances, any portion of the EB of SRS area should be brought under or mixed with any other EBs which are to be formed presently.

7. It is possible that some urban SRS blocks may be spread over two wards. In such cases, each portion of the SRS block in each ward should be formed into a separate EB for houselisting purposes, irrespective of its population size. These SRS blocks are being regularly enumerated by an enumerator, who is a teacher of the municipality or a local body. The full details of SRS blocks along with the names of the concerned enumerators has already been intimated to the Tahsildar/Municipal Commissioner. The concerned enumerators have also been instructed to meet the Tahsildars/Municipal Commissioners to furnish all the relevant particulars about their blocks. The Tahsildars/Municipal Commissioners should identify the SRS blocks with the help of these enumerators and keep them in tact, as instructed above, while delineating the EBs.

Co-ordination of the taluk and municipal charge officers

8. It is necessary that the Tahsildar (Charge Officer of the taluk) and the Municipal Commissioner (Charge Officer of the Municipality) should get in touch with each other and satisfy themselves that

there is neither overlapping nor omission in the areas falling under their respective jurisdictions.

Special areas.

9. In regard to special areas under the control of the defence authorities, a separate communication will be issued to such of those Charge Officers, where such special areas exist.

Supervisor's circle

10. Whether in rural or urban areas, there has to be generally one supervisor for supervision of work of five enumerators. In some cases, it may become necessary to slightly deviate from the above norm, at the Charge Officer's discretion. Where the villages are found to be spread over a wide area or separated by difficult terrain, one supervisor may have to be entrusted with the supervison work of less than five enumerators. The supervisors and enumerators appointed for rural areas should not be entrusted with work relating to urban areas and vice versa.

Appointment of enumerators and supervisors

11. The persons to be appointed by the Taluk/Municipal Census charge officers as enumerators and supervisors for houselisting work should be made with great care. Wherever possible, school teachers may be appointed as enumerators, as in the past censuses. Where this is not possible, village officials or other officials of the local bodies or State or Central Government may be appointed. The higher category of staff in the revenue, municipal, educational service etc. who will be able to command the respect and confidence of the enumerators may be appointed as supervisors. A reserve list of ten per cent each, over and above the number of enumerators and supervisors appointed, should also be appointed, to be utilised if necessary. Excepting the officers of the Police Department, staff of the Tamil Nadu Electricity Board, Medical Officers, officers and staff engaged in the operation of essential and public utility services, officers and staff of the State Transport undertakings, officers and staff of Pay and Accounts Office in Madras, staff of the Legislative Assembly and Council Departments at Madras and staff of the Post and Telegraphs Department, no other category need be exempted from Census duty.

Format of charge register

12. A proforma of the charge register to be prepared is enclosed (Annexure I for Taluk charges and Annexure II for Municipal, etc. charges) and the diffrent columns in the register are explained in Annexures III and IV.

13. The charge register has to be prepared by each charge officer. Four copies of the charge register have to be prepared and two copies have to be sent to this office immediately. Since the charge register formats are not being printed, the same may be prepared in registers of the size of about 43×61 cm. The charge register should be completed after the selection of enumerators and supervisors. The charge register should be prepared and sent to this office before the 30th April, 1980.

14. Printed forms of appointment order are being sent separately.

Receipt of this letter may please be ackonwledged.

ANNEXURE 1

CENSUS OF INDIA, 1981—TAMIL NADU—CHARGE REGISTER FOR HOUSELISTING

(for Taluk Charges)

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

Name of Taluk/Independent Sub-taluk ..... Location Code No. .....

S N.o.	Location Code No.	Name of Village/ Forest/Census Town	Name of Village/ Town Panchayat in which included with alphabetical indication for the segment(s)	Cross reference for the segment(s) of Panchayat	House-numbering Ward/Block		
					Serial No. of House-numbering Block/Ward/ Street No. and name	Door No. of buildings in the House-numbering Block/Ward/ Street	Estimated No. of houses in the House-numbering Block/Ward/ Street
1	2	3	4	5	6	7	8
PART A—RURAL							
PART B—URBAN							

Note:—

1. Each of the entries in columns (6), (7), (9) and (15) should be made in separate lines appropriately.
2. (i) In column (6), enter only block number where the block system of numbering has been adopted. Where locality or ward-street system of numbering has been adopted, each street should be treated as sa separate Block. Thus, if Locality or Ward No. 3 has six streets, the blocks to be entered in column (6) will be 3-1, 3-2.....3-6, each in a separate line.

   (ii) If a local area in column (2) has not been divided into blocks for house-numbering, write 'O' in clolumn (6) to indicate that there are no blocks and enter in Column (7) the numbers of all the buildings or houses in the local area (e.g.) 1 to 50 or 1 to 75 as the case may be.

Enumerator's Block						Supervisor's Circle		
Serial No. of the Enumerator's Block	Enumerator's name, designation and office address	Door Nos. of buildings allotted to the enumerator	Estimated No. of houses allotted to the enumerator	Estimated No. of Houselist form required	Estimated population in the Enumerator's Block	Serial No. of Supervisor's circle	Supervisor's name, designation and office address	Remarks
9	10	11	12	13	14	15	16	17

CERTIFICATE

Certified that all areas and all buildings within my charge have been included in the enumerator's blocks and no area or building has been left out and that there is no overlapping of the jurisdiction of enumerators and supervisors.

Station:
Date:

SIGNATURE OF THE CHARGE OFFICER

ANNEXURE II

CENSUS OF INDIA, 1981—TAMIL NADU—CHARGE REGISTER FOR HOUSELISTING
(for Corporation/Municipal/Municipal Township/Cantonment Charges)

Name of District ..... Location code No. .....

Name of Corporation/Municipality/Municipal Township/
Cantonment ..... Location Code No. .....

House-numbering Ward/Block				Enumerator's Block		
Electroral/Housenumbering Ward/Block No.	Street name and number	Door numbers From—To	Estimated no. of houses in the Block/Ward/Street	Serial no. of Enumerator's Block	Enumerator's name, designation and office address	Door numbers of buildings allotted to the enumerator
1	2	3	4	5	6	7

Note: (1) Each of the entries in columns (1), (5) and (11) should be made in separate lines appropriately.

(2) In column (1), enter only the block number where the block system of numbering has been adopted. Where locality or Ward-street system of numbering has been adopted each street should be treated as a separate Block. Thus, if Locality or Ward No. 3 has six streets, the blocks to be entered in column (1) will be 3-1, 3-2 .....3-6, each in a separate line.

Enumerator's Block			Supervisor's Circle		
Estimated no. of houses allotted to the enumerator	Estimated no. of Houselist form required	Estimated population in the Enumerator's Block	Serial no. of Supervisor's Circle	Supervisor's name, designation and office address	Remarks
8	9	10	11	12	13

CERTIFICATE

Certified that all areas and all buildings within my charge have been included in the Enumerator's Blocks and no area or no building has been left out and that there is no overlapping of the jurisdiction of enumerators and supervisors.

Station:
Date:

SIGNATURE OF THE CHARGE OFFICER

17—2 RGI/ND/85

ANNEXURE III

INSTRUCTIONS FOR THE PREPARATION OF CHARGE REGISTER—TALUK CHARGES

The name of the district and taluk along with their Location Code Numbers have to be given at the top of the charge register. The villages or rural areas have to be given first in the charge register (Part A) and this should be followed by Census towns (Part B), if any, coming under the taluk charge. The pattern should be similar to the one adopted for Location Code Statement (Parts A and B), the only change being that Municipal Corporations, Municipalities, Municipal Townships and Cantonments have to be excluded from the Taluk charge registers as the charge officers for these places will be preparing separate charge registers for these areas.

Column 1: This column is for entering the serial number which should be given for every Location Code number in Column 2, including segment numbers.

Column 2: Here, the Location Code number of the village/segment village/forest or census town will have to be given (vide Location Code numbers in Column 3 of Location Code Statement) either under Part A for rural or Part B for urban. Please check up the Location Code Statement to ensure that all Location Codes given in Column 3 of the Location Code Statement are covered in the charge register serially. The Roman Location Code numbers, if any for the census towns in the taluk will figure at the end of the village codes.

Column 3: Name of the village/segment village/forest or census town for the Location Code number given in Column 2 should be noted here. For rural areas (Part A), the names will be as in Column 2 and for urban areas (Part B) as in Column 5 of the Location Code Statement.

Column 4: Name of village or town panchayat in which the unit mentioned in Column 3 falls is to be noted here. (Here enter the names of Panchayats given in Column 5 of Location Code Statement for rural areas—Part A). For urban areas, (Part B), there will be no entry in this column.

Column 5: Give the cross reference as given in Column 6 of Part A of Location Code Statement for rural areas. For urban areas (Part B), there will be no entries in this column.

Column 6: For every Location Code given in Column No. 2, give all the serial numbers of the house-numbering blocks or wards and street numbers and names, one after the other, in the serial order. This will apply for villages as well as census towns under the taluk charge.

Column 7: For every house-numbering block, etc. mentioned in column 6, give the door numbers of the buildings/houses in the house-numbering blocks/wards/streets as for e.g. (1) against HB 1 in column 6—1-57, (2) against Ward No. II Street No. 3 with name in column—6, Door Nos. 1-20 etc.

Column 8: Give the estimated number of houses in the house-numbering block/ward/street in this column, specified in columns 6 and 7.

Column 9: After grouping the houses indicated in column 8 and forming them into suitable enumerator's blocks, in accordance with the instructions for delineation of enumerator's blocks, give a bracket and show the E. B. numbers in column 9. The serial number of the EB should be assigned in an ascending order and should run in one series for the entire charge. The number in this column may be noted in red ink, as this will be used as the identification number for all E.Bs.

Column 10 : The enumerator's name, designation and official address may be shown against the enumerator's block given in column 9.

Column 11: Give here the door numbers of the buildings/houses allotted to the enumerator.

Column 12: Give the estimated number of houses allotted to the enumerator.

Column 13: The estimated number of the houselist form that would be required to cover this block may be given here. While making an esimate, please remember that the houselist has got two pages and each page has provision for ten entries.

Note: In an EB having 150 households, the enumerator will have to fill up 150 lines. He may have to prepare some more lines in the case of enterprises entered through columns 4 and 7 of the houselist. So, roughly about 200 lines may be required for the enumerator, which means he will require about 10 sheets. One more sheet representing an addition of 10% may be given for any emergency. As two copies of the houselist have to be prepared, the enumerator has to be given 22 sheets.

Column 14: A rough estimate of population of the EB carved out in column 9 may be given here. The population as in 1971, given in the 1971 District Census Hand Book may please be referred to, if necessary and an estimate may be made for the population as on date. The charge officer may be able to estimate the population on the basis of his local knowledge also.

Column 15: As already instructed, five blocks or so have to be assigned to a supervisor and so the EBs

mentioned in column 9 may be bracketed to form the supervisor's circle as per this norm. The Supervisor's circle number may run serially throughout the charges. So, the first supervisor's circle number which is 'one' may be made first in column 15 and this will run serially for the entire taluk charge (for both rural and urban areas falling under the charge).

Column 16: Against every supervisor's circle number given in column 15, designation and official address of the supervisor may be given in column 16.

Column 17: The remarks column may be used for recording special information, if any. When an Enumerator's Block relates to SRS, the words 'SRS Block" may be noted in this column.

ANNEXURE IV

INSTRUCTION FOR THE PREPARATION OF CHARGE REGISTERS—CORPORATION/ MUNICIPAL/MUNICIPAL TOWNSHIP/CANTONMENT CHARGES

The name of the district and the Municipality (as also Municipal Corporation), Municipal Township or Cantonment along with their Location Code numbers have to be given at the top of the charge register.

Column 1: The Divisions, the Electoral Wards, House-numbering wards or House-numbering Blocks, as the case may be, have to be given in this column in the ascending order of the numbers (from the arabic numeral 1 or the Roman number I as the case may be) followed for electoral and/or revenue purposes in the concerned town. If the Division/Ward/House-numbering Wards/House-numbering Blocks have names, the same may also be included here. Please note that the revised Ward/Block numbers, as notified, to take effect from next local elections, are to be used for this purpose, wherever such notifications have been issued.

Column 2: The names of streets in each Division/ Ward/Block mentioned in column 1 along with the numbers, assigned to them should be indicated in this column. It should be ensured by the Charge Officer that no street or place or colony is omitted to be indicated in this column.

Column 3: The door numbers of buildings/houses of each street or place-name indicated in column 2 must be given here. The door numbers from 'one' to the last number must be mentioned as 1-57 or 1-120, etc., against the concerned street and ward/ block in column 2.

Column 4: The total estimated number of houses for each block/ward/street (in columns 1-3) has to be furnished in this column.

Column 5: After grouping the houses indicated in column 4 and forming them into suitable enumerators' blocks, in accordance with the earlier instructions for delineation of enumerators' blocks, the E. B. numbers may be given here. The serial number of the E. B. should be assigned in an ascending order commencing from one and should run in one series for the entire charge. The number in this column may be noted in red ink as this will be used as the identification number for all E. Bs.

Column 6: The enumerator's name, designation and official address may be shown against the enumerator's block given in column 5.

Column 7: Give here the door numbers of the buildings/houses allotted to the enumerator.

Column 8: Give the estimated number of houses allotted to the enumerator.

Column 9 : Estimated number of the houselist form that would be required to cover this block may be given here. While making an estimate, please remember that the houselist has got two pages and each page has provision for ten entries.

Note: In an E. B. having 120 households, the enumerator will have to fill up 120 lines. He may have to prepare some more lines in the case of enterprises entered through columns 4 and 7 of the houselist. So, roughly about 170 lines may be required for the enumerator, which means he will require about 9 sheets. One more sheet, representing an addition of about 10 per cent, may be given towards any emergency. As two copies of houselists have to be prepared, the enumerator has to be given about 20 sheets.

Column 10: A rough estimate of the population of the Enumerator's block carved out in column 5 may be given here. The population of each E. B. delineated for the purpose, may be estimated by the charge officer on the basis of his local knowledge of the area.

Column 11: As already instructed, five blocks or so have to be assigned to a supervisor and so the enumerator's blocks mentioned in column 5 may be bracketed to form the Supervisor's circle as per this norm. The Supervisor's circle numbers may run serially throughout the charge. So, the first supervisor's circle number which is 'one' may be made first in column 11 and this will run serially for all the divisions/wards/blocks falling under the entire Census charge.

Column 12: Against every Supervisor's circle number given in column 11, the name, designation and

official address of the Supervisor may be given in column 12.

Column 13: The remarks column may be used for recording special information if any. When an Enumerator's Block relates to SRS, the words "SRS Block" may be noted in this column.

II (V)

CIRCULAR No. 5 DATED 14-5-80

Sub: *Census 1981 - Houselisting Operations in July-August, 1980 - Training Session.*

As you are aware, the Houselisting Operations which involve the canvassing of the Houselist and Enterprise lists will take place in Tamil Nadu during July 16 to August 20, 1980. Between July 16 and July 20, the enumerators have to visit the Enumerator Blocks allotted to them and check up house numbers and prepare a rough sketch map for their block called notional map and lay out sketch. From July 21 to August 10, the enumerators will visit house to house and canvass houselist and enterprise list. For this, the Charge Officers, Enumerators and Supervisors have to be thorougly trained. The training sessions in the districts are proposed to be organised in two stages. In the first stage, the district officials, the Census Charge Officers and their assistants would be imparted training at the district headquarters. In the second stage, the Census Charge Officers will have to conduct training classes at convenient centres within their jurisdiction to the enumerators and supervisors (including reserve personnel).

District level training (First stage)

2. The district level training may be organised at the Collectorate or in a convenient building at the district headquarters and this may be presided over by the Collectors of the concerned districts. The Regional Deputy Director of Census Operations and Personal Assistant (General) as also the Assistant Director of Statistics in charge of the district will participate in this training. Officers from the Directorate of Census Operations will also be attending these training sessions for giving such guidance and clarification as may be necessary. This training may be conducted for 2 days and may be held *between 9th June and 14th June*, 1980. This training session may be attended by Revenue Divisional Officers and other district officials as may be decided upon by the Collector besides the Census Charge Officers in the district. Arrangements for conducting Jamabandhi may kindly be made taking this training into account so as to enable the Tahsildars to attend the training without fail. After introductory remarks reading the background of 'Census' taking, the instruction booklets for filling up houselist and enterprise list must be read through para by para in the class. There should be facilities for black board in the training hall, which will help in explaining certain points in detail. Instruction Booklets for the filling up of houselist and enterpirse list should be distributed to all the officers called for the above training, one week before the date of training.

3. On the first day of training, the houselist instructions may be dealt with in detail while on the second day the instruction for enterprise list may be given. On the second day, the participants should be given practical training. Red notional map sheets and red forms of house list and enterprise list as well as their abstracts intended for training have already been distributed to the District Collectors and one form of each may be utilised for this purpose. The trainees may be encouraged to discuss any doubt/clarification freely and frankly. The training programme may please be fixed immediately and a copy of the programme of training sent to this office, so as to enable us to send officers from head quarters to participate in this session.

4. It is essential that the training of Charge Officers is done in as detailed a manner as possible. The salient features of the houselist and enterprise list with examples are brought out in the enclosure which may be used to advantage during training. The charge officers will subsequently conduct the training classes for the enumerating staff and there should therefore be no doubt regarding the various process of houselisting in the minds of the Census Charge Officers. Under no circumstances should the practical training classes be avoided. *It is essential to conduct this* practical training utilising the red forms at all levels of training.

Training for enumerators and supervisors (Second stage)

5. The Charge Officers will be responsible for conducting training classes to the enumerators and supervisors *including the reserve personnel.* This training of the enumerating personnel will be conducted in two rounds. The first round of training class of *two-day duration* may take place between 16th June and 30th June, 1980. The Charge Officers must ensure that the training classes are small and controllable so that the training is effective. It would be preferable to arrange one class for 50 persons (combining enumerators and supervisors). In the case of taluk charges, it will be difficult to conduct all the training classes at one particular centre. They may therefore organise the classes in different centres preferably in Panchayat Union Offices, firka headquarters etc. so that the enumerators and supervisors may not have to travel long distances for attending the classes. During these training classes, one essential point that should be brought out is that houselist and enterprise schedules are not separate, but they constitute a single operation, connected with 1981 Census.

6. Enumerators must be given practical training on the second day of the first round of training classes by using red forms. The filled-in-red slips of Houselist, Houselist Abstract, Enterprise List, Enterprise List Abstract as also Notional Map/Lay out Sketch should also be scrutinised and discussed.

7. The location codes of State, districts, taluks or towns, villages or wards along with the E. B. Numbers (Enumerator Block Numbers) should be clearly told to all field staff. For filling up the Location

particulars in Enterprice list, the Charge Officers must in addition inform the enumerators/supervisors of the name of the Community Development Block (Panchayat Union) along with their code in which their E. B. lies. Whether the area assigned to each enumerator is rural or urban (bearing Roman Code) should also be informed without fail.

8. Enumerators must be informed in the classes that they should go round the enumerators block (E. B.) assigned to them, conduct local leaders such as Panchayat Presidents, Village Officers etc., and other local dignitaries so that local contact is established and the work gets known amount the people of the village. In the urban areas, of course, such contacts will be rather difficult but in the rural areas it will be very helpful during the field operations. Having gone round the block, the enumerator should start the drawing up the notional map, lay out sketch, etc. They must be informed that they should not accumulate the work at the end and should start the field work on the stipulated day and carry it out until the work is over in the prescribed period.

9. From the operational point of view, columns 8-10 and 11-13 of the Houselist are very important. In fact column 8-10 will be essential for the main Census Enumeration purpose with reference to formation of E. Bs. It should be emphasised during training that none is omitted for the purpose of these columns and great care is exercised in determining the total number of persons in each house.

10. The second round of training for the enumerating staff may be conducted in the first fortnight of July 1980. The general instructions for filling up Schedules may be gone through rapidly once again in this class, the duration of which may be one day. The various forms which are to be canvassed may also be distributed to the enumerators during this class. The programme of training (first round) for supervisors and enumerators may please be finalised positively by the first week of June and copies of the programme may be sent to this office, Collectorate, office of the Assistant Director of Statistics and Regional Deputy Directors. These classes must be conducted by the Charge Officers themselves.

The receipt of this letter may please be acknowledged.

HOUSELISTING OPERATIONS

Instructions in brief

HOUSELIST :

1. The following Schedules/maps will be canvassed/prepared by the enumerators in urban/rural areas of the State during houselisting between July and August, 1980.

(i) Notional map and lay out sketch

(ii) Houselist (in duplicate)

(iii) Houselist Abstract

(iv) Enterprise List

(v) Enterprise List Abstract

2. You must familiarise yourself with the block assigned to you and clearly identify it on the ground.

3. Please check up all buildings/houses in your block and see whether they have got numbers. Otherwise, contact your charge officer immediately to rectify the position.

4. If house numbers are found omitted in only a few houses during houselisting, it should be rectified by the enumerator himself. For example, if a building, which has come up between building No. 10 and 11, does not have a number, allot its number as 10/1 and so on. Very small structures/buildings where not even one person can live and where no enterprises are carried on need not be numbered and houselisted.

5. Prepare a notional map of your village and town/ward of a town as per the instructions in paragraphs 7—9 and 18—19 of the Houselist instructions.

6. Prepare a lay out sketch of your block as per instructions in paragraphs 10 and 11 of the Houselist Instructions.

7. The Notional map and the lay out sketch should be prepared only in the printed sheets supplied, using the symbols given in the legend on the map.

8. The notional map and the lay out sketch of each Enumerator Block should be ready with the enumerator before he starts houselisting.

9. Before starting the houselisting, please see for rural areas that the name of the state, district, taluk and village with their codes, name of the hamlet and the enumerator block number are recorded on the top of every houselist form. This is very important.

10. In the case of hamlet, there is no code number. The hamlet's name and the ward or house numbering block number if any may be noted. In the case of urban areas, the name of the state, the name of the district, the name of the town with their code numbers, the name of the ward if any with the code number and enumerator block number should be given at the top in every houselist.

11. Please remember the following definitions:—

A building is defined as a single structure on the ground and having a roof and may be with or without walls depending on the nature of the construction. It may be big or small.

Census House is a building or part of building having a separate main entrance from the road or a common court-yard or a staircase etc. used or recognised as a separate unit. It may be occupied or vacant and it may be used for residential or non-residential purposes or both. In considering a particular building or part of it as a Census House, singleness of use is the basic criterion which has to be remembered.

Census Household—A household is a group of persons who commonly live together and would take their meals from a common kitchen unless the exigencies of work prevented any of them from doing so. There may be a household of persons related by blood or a household of unrelated persons or mixture of both. Such households may consist of one member, two members or more. Boarding houses, messes, hostels, residential hotels, rescue homes, jails, ashrams etc. are examples of unrelated households which are called "institutional households".

12. The houselist form has ten lines in each page and has been printed on both sides. On each sheet both sides should be used. You have to record the page number on the right hand top corner of the form without omission. The page numbers may be numbered continuously as 1, 2, 3 starting from the first page of the first sheet.

13. The line numbers have been printed. You have to convert them into two digits wherever necessary. Thus on the first page you will have to number the last line as 10, on the second page you will number the lines as 11 to 20 and so on. Rules have been provided in the form. While recording entries in the Houselist form, the enumerator should start with the first building according to its number and proceed recording entries for other buildings in the order of their numbers, painted or marked. There should not be jumping of entries relating to buildings and census houses and these are to be entered in serial order of their numbers.

It is necessary that each entry in respect of a census house or household or an enterprise is made in a separate line and not more than one line should be used for any one entry. Even if the description in Col. 4 or the name to be entered in Col. 6 is fairly long, it should be compressed within the space provided between the two lines.

In the Houselist, it is necessary, to record the entries in respect of each census house separately. If a Census House is being used wholly for a single non-residential purpose it will be entered only in one line. When a Census House is being used for residential as well as non-residential purposes, entries in separate lines will have to be made in the houselist in respect of each residential or non-residential purpose. For example, if in one census house, there are two separate households and 3 enterprises. This census house will use 5 lines of the houselist—2 for recording entries in respect of two households and 3 for recording the entries in respect of 3 enterprises.

14. In the case of every census house used for residential purpose, whether wholly or partly, it is necessary to highlight this in col. 4 of the houselist by describing it specifically as residence, shop-cum-residence, workshop-cum-residence etc. This will apply in the case of institutional households also.

15. If a census house is being used for non-residential purpose also, the description of purpose in col. 4 should give a clear indication as to the activity being carried thereon. If the Census house is being used partly for residential purpose and partly for non-residential purpose, the entire combination of use should be described as shop-cum-residence in the first line in col. 4. In cols. 5 to 13 in the same line, entries regarding the first household residing in the census house will be recorded. If there are additional households residing in the same census house, then will be detailed in as many subsequent lines. Further lines will then be used for the description in col. 4 of the activity of each enterprise being run within the census house. Remember to use one line for one enterprise. Each one of the enterprise will be numbered in the respective lines in one continuous series for the entire enumerator block so far as col. 4 of the houselist is concerned. In each line in which the activity of the enterprise is described in col. 4, *no entries will be made in cols.* 5 *to* 13 i.e. only dashes will be put in these columns.

16. The question in col. 7 of the houselist is necessarily to be asked of every household residing in the census house. If one or more members of the household are carrying on enterprises in the open (i.e. without any premises) or by moving from place to place, the answer 'yes' is to be recorded in col. 7 against that household. A separate serial number in column 7 is to be assigned to such enterprises without premises, within brackets, in one continuous series for the block but different from the series given in col. 4 for enterprise within premises. Please note that cols. 8 to 13, relating to population will be blank in the line in which the enterprise is numbered in col. 4. It need not be so in the case of an enterprise numbered in col. 7 unless it is the second or subsequent enterprise being carried on in the open by one and the same household.

17. If a census house is found to be accommodating a household, a few items will be required to be entered in the houselist in respect of this household. These are to be recorded in cols. 5 to 13 of the houselist. In cols. 8 to 10, the number of male, female and total persons normally residing in the household are to be entered. Please see paragraph 85 of the Houselist Instructions. Please remember that a visitor who has stayed with the household for a period of three months or more at the time of your visit should only be included in the houselist. Casual visitors should not be included. Normal residents are to be recorded even though some of them may be absent on the day of the visit. But normal residents who are absent for three months or more should not be included.

18. In cols. 11 to 13, the number of persons if any, in the household who are suffering from certain types of physical handicaps, who are included in the population recorded in col. 10 are to be specified. This is a sensitive question and the enumerator should be very careful in ascertaining the answers for this question. No physical handicap, other than the three indicated in cols. 11 to 13, namely, *totally* blind, *totally* crippled, and *totally* dumb should be included here.

The last column in the houselist, namely, col. 14, is for important remarks. If in the case of census house, the entry in col. 4 happens to be 'vacant', the enumerator will have to record in col. 14 without fail the reason for that Census house remaining vacant. Please remember that all locked houses are not to be treated as vacant (vide para 57). Column 14 can also be used to indicate the existence of any houseless population in the vicinity of the census building or house for reference purposes.

In respect of every block, after the completion of the canvassing of all questions in the houselist schedule, a duplicate copy of the entire houselist with all the entries on pages duly copied out, has to be prepared by the enumerator.

In case of Houselist, if the entire line is to be scored off, the serial numbers in col. 1 should not be altered.

The Houselist Abstract has to be prepared for each enumerator block, in accordance with the instructions in the paras 95 and 96 of the Houselist Instructions.

19. One copy of the Houselist Abstract should be prepared. The enumerator should remember that an institutional household (which will be described with the addition of "(I)" after name of the head of the household in col. 6 of the houselist) is also to be taken as a residential census house, while preparing houselist abstract. Where more than one page of the houselist abstract is used, the totals of the first page should be struck at the last line for the various columns and carried over to the first line of the next page before entering further page totals from houselist.

20. Whenever the enumerator nets enterprises through the medium of the questions in col. 4 and col. 7 of the houselist, he will enter the details of the enterprise in the Enterprise list in the manner prescribed in the Instructions to Enumerators for filling up the Enterprise list. After completing the Enterprise list, the enumerator will have to prepare an Enterprise list Abstract also.

Instructions in brief

Enterprise List:

An enterprise is an undertaking engaged in production and/or distribution of goods and/or services not for the sole purpose of own consumption. The enterprise might be run with the help of the members of the household or hired workers or both. Similarly, the activities of the enterprise may also be carried on at one or more locations. It is possible that the activity of the enterprise may be carried on only for a part of a year but on a fairly regular basis. Such seasonal activities are also to be listed as enterprises. An enterprise may be owned or operated by a single household or by several households jointly (on partnership basis) or by an institutional body.

2. Enterprises can be broadly categorised into agricultural and non-agricultural. In so far as the filling up of the Enterprise list is concerned, the scope of agricultural enterprise is restricted to those engaged in livestock production, agricultural services, hunting, trapping, game propagation, forestry and logging and fishing. Agricultural activities like agricultural production i.e. raising of the cross, vegetables, etc. and plantations will not be covered in the Enterprise List. All other activities will be non-agricultural enterprises. A detailed list of such agricultural and non-agricultural enterprises may be seen at Annexure J of the "Instructions to the Enumerators for filling up of the House List". However, processing of primary products of agricultural and allied activities are to be treated as enterprises of non-agricultural nature. For example, manufacturing of copra from coconut, curing of tea, or tobacco leaves, baling and processing of wool, door to door collection of milk for sale, manufacturing of cream/butter, sale of milk and milk products, slaughtering, preparation and preservation of meat, processing and sale of fish are all non-agricultural activities. In short, what we are trying to emphasize here is that the scope of agricultural enterprises in the present economic census for the purposes of the enterprise list is restricted as mentioned above to certain types of activities only and should, under no circumstances, be extended to the primary production of agricultural commodities, raising of cash crops and plantation products. Thus, the production of sugarcane by a farmer will not be listed as an enterprise but production of jaggery or raw sugar from sugarcane will be an enterprise because it involves a manufacturing process. Similarly coconut plantation as such as is not an enterprise while production of copra or curing of coconut fibre sale will be an enterprise.

3. Example of non-agricultural enterprises are offices, shops, dispensaries, hospitals, workshops, factories, post-offices, banks, L.I.C., schools, colleges, universities, running of tutorial classes, railways, hotels, restaurants, tea-stalls, canteens, road transport companies, temples, mines, warehouses, air and water transport, telephone exchanges, cinema theatres, stadia, etc.

4. The enterprises can also be classified as those which are conducted within the premises i.e. a census house, or without premises i.e. in the open. Examples of enterprises without premises are brick-making, exploitation of forest coupes for timber, taxi plying, hawker, street vendor, cobbler, shoe-shine, cycle repair in the open. An enterprise carried on within the premises will be recorded by the enumerator in whose block the enterprise premises are situated. They will first be shown in column 4 of the

House List and then taken to the Enterprise List with an appropriate entry in column 2 thereof. An enterprise which is conducted in the open will be recorded by the enumerator in whose block the residential census house of the operator is situated. Such an enterprise will be first entered in column 7 of the House List in the very line for the census house and then taken to the Enterprise List with an entry in column 3 thereof. This point has to be kept very carefully in mind in order to avoid mistakes and various other complications.

5. We often find in big cities that people who can be treated as houseless carry on enterprise of repair of shoes, shoe-shine, street pedlar, selling of pan and cigarettes. If these enterprises are without premises and are entirely in the open, it will not be possible to record them as we cannot establish a linkage of the operator with a residential census house. Such enterprises will inevitably be lost in our coverage. However, if such houseless people run enterprises within premises answering to the definition of a census house, they should, of course, be recorded with reference to the location of the premises.

6. A large number of enterprises are conducted for a season within or without the premises. Some of the examples of such enterprises are jaggery making, collection of forest produce for sale, coastal water transport, etc. All these activities have to be recorded and indications of their seasonal nature given in column 6 of the Enterprise List.

7. It must be remembered that persons working on wages or salary are not considered as operating an enterprise. A Government servant or an employee of the Semi-Government or private institution or individual will not be treated as engaged in enterprise. For example, a doctor who is an employee in a hospital will not be considered as having an enterprise but a doctor running a dispensary on his own will be considered as operating an enterprise. Persons running private tution classes will be treated as having an enterprise.

8. It is to be noted that the power used for running an enterprise is to be recorded. For example, electricity used for the purposes of lighting or heating the premises or gas for domestic cooking will be ignored and code number in such cases will be that for "without power". However, the source of power used for cooking in a hotel or electricity used for running X-ray clinic will be recorded under appropriate code. In short, we are interested here in knowing the source of power that actually runs the enterprise as motive power.

9. Recording of ownership of enterprises should not pose any problem. Here one clarification should suffice, namely, that ownership of Nationalised Banks, L.I.C., State Financial Corporations etc. should be shown as others and not as State/Central Government because they are separate and corporate undertakings.

10. In column 8 of the Enterprise List, the enumerator will have to record the social group of owner viz., Scheduled Caste, Scheduled Tribe or others. The Scheduled Castes and Scheduled Tribes which are relevant for the purpose in Tamil Nadu are those that have been notified by the Government of India. A list of the Scheduled Castes and Scheduled Tribes notified by the Government of India has been printed in the Tamil Instructions of the Enterprise List.

11. It may be noted that in the Enterprise List, the name of the Community Development Block (Panchayat Union) and its code number has to be specifically recorded. Incidentally, this is not required in the Houselist. Item 7 of the Enterprise List will show the name and location code number of the Community Development Block (Panchayat Union) in which the Enumerator's Block falls. Code numbers allotted to the C.D. Blocks (Panchayat Unions) have already been communicated to all the Taluk Charge Officers (vide Census Directorates Lr. No. 1/42/79-CEN/TN dated 25-4-80). The C.D. Block's (Panchayat Union) name and Code number have to be carefully recorded in item No. 7 of the Enterprise List.

12. In Item No. 8 of the Enterprise List, it is to be stated whether the enumerator's block is in the rural or urban area. If the enumerator's block falls in a Census town (with Roman Code Number), he will record No. 2 (urban). Otherwise, he will record No. 1 (rural). It must be noted that for Census towns Roman location code numbers have been given and for all other places, treated as rural, Arabic location code numbers.

13. In some Enumerator's blocks, there may not be any enterprise identified through the houselist of that block. Even in such cases, the enumerator may be instructed to submit an enterprise list and enterprise list abstract, marked with the word 'Nil' across the columns. This will facilitate the charge officer to cross-check the total number of Enumerator's blocks on the basis of the returns submitted for houselisting and economic census.

Illustrative examples of enterprises

A few illustrations of enterprises with examples are given below:

1. There are Government offices like Secretariat, Board of Revenue, Ezhilagam Office complex, Shastri Bhavan, etc. in Madras, the Collectorates at District headquarters and the like and there may be offices of different departments in the same building complex. In such cases, all the offices should be listed out separately by the enumerator and the information required in the enterprise list regarding number of employees in each department should be given. It is not correct to record the entire complex as one office. There are also big buildings which have a number of private establishments. All these establishments should be treated as separate enterprises and recorded in the enterprise list separately. Such

office complex will have separate enterprises, separate activities like canteen, provision store, milk booth, post offices, co-operative societies, cycle stand etc., which are run by separate individuals/establishments. They have to be listed as separate enterprises. If, however, a very huge building is occupied by one office which has its different departments also in the same building and the office declares it as one unit and gives the information of persons working etc. that may be recorded as one enterprise.

In the case of big offices like Secretariat, Divisional offices of the LIC, headquarters buildings of municipal corporations, etc. the Charge Officer may prepare a list of such offices and write to the officers dealing with personnel in such offices to indicate the total number of persons by sex, who are working there. This will facilitate the enumerator in noting in the enterprise list the number of persons working in each such big office without having to go from unit to unit asking for these details or listing out each functional unit separately as enterprise. This procedure will be convenient for the operations.

2. One will find a number of enterprises at the railway platforms and bus stands such as canteens, tea-stalls, book-stalls, pan-shops etc. apart from the railway offices. All these are to be treated as separate enterprises. Stalls run by one person at one place like Higginbothams book-stall, should be considered as one enterprise.

3. If the activities of an enterprise are spread beyond the premises of a single census house, that is to say, in a group of census houses which are contiguous to one another, then the entire group of census houses will be recorded as a single enterprise. For example, B&C Mills has contiguous buildings where it is running its factory and other offices. So it will be treated as one enterprise. There may be a chemical industry which occupies the first building as a factory and the next building as a store and the third building as an office (all the three buildings are contiguous to one another); then, it will be treated as one enterprise. If, however, an establishment having its activities spread in buildings located in different EBs, each activity will be treated as a separate enterprise. For example, if the chemical industries mentioned above has its administrative office in another E.B., that administrative office will be recorded as a separate enterprise.

4. If in a census house there are three different activities which are carried on, then each activity will be a separate enterprise provided the activities are distinguishable from one another. For example, in a census house there is a restaurant owned by "A", he has allowed "B" to sit within the premises of the restaurant and carry on the pan-shop. In such a case, there will be two activities. One is restaurant of "A" and the other pan-shop of "B". Similarly, there may be persons who carried on the activity of embossing names on vessels in a vessel shop. In that case also there are two enterprises, one is vessel shop and the other is activity of embossing names on vessels. If, however, the embossing is also done by the vessel shop itself, it will be part of the vessel shop and there will be only one enterprise.

5. Consider the case of a tailor running a tailoring unit and also conducting sale of cloth who does not keep separate accounts for tailoring and sale of cloth. In such a case, we will have to treat both these activities together as one enterprise and the activity of the enterprise will be determined by the activity which gives major proportion of income or provides more employment.

6. A producer of agricultural products, even if he sells his surplus grains after processing will not be treated as running an enterprise but the wholesaler or retailer who deals in buying and selling of agricultural products will be treated as having an enterprise.

7. Rearing of cows and selling of milk regularly should be treated as an enterprise. Please note that agricultural production and plantation which involve sowing of seeds and growing of plants are excluded from the purview of the enterprise list.

8. Livestock production, agricultural services like pest control, spraying, horticultural services, soil conservation etc. hunting, trapping and game propagation, forestry and logging and fishing are all enterprises coming under agricultural enterprises. All others are non-agricultural enterprises.

9. The office of the Director of Agricultural or an Agricultural office will come under public services and therefore it is an enterprise belonging to the Government and it is not an agricultural enterprise. But, a person rendering agricultural service like pest destroying, spraying, soil testing, soil conservation or similar agricultural services will be treated as an agricultural enterprise.

10. A household producing dairy products, bakery products or jaggery, merely for home consumption will not be treated as having an enterprise. But, if it produces and sells considerable quantity regularly, it will be treated as an enterprise.

11. Officers of all political parties, trade unions or associations having membership are treated as running enterprises. But the members are not to be treated as workers. Only the actual employees, say, managers, clerks, or peons etc. will be considered as workers in these enterprises.

12. Temples, churches, mosques with premises are all enterprises.

13. Milk booths will be considered as enterprises. Those run by the Government will be classified as owned by the State Government and private milk booths will of course come under private enterprise.

14. Cobblers, umbrella and lock repairers, purchasers of old newspapers and scraps and the like who have no definite premises for running an enterprise and who move about will be netted at the place

of their residence through Column 7 of the house-list.

15. A petition-writer or one who sells court fee stamps in an open space outside an office will be netted at the place of residence as running an enterprise without premises (through column 7 of the houselist).

16. A cycle-rickshaw man who hires a cycle-rickshaw on a contract basis regularly will be treated as running an enterprise. If he works for wages, he will not be treated as running an enterprise. Those who hire out the cycle-rickshaw or taxi will be treated as running an enterprise.

17. A barber who visits the residence of the customers to render service or sits in the open and does his work will be treated as one running an enterprise without premises and will be netted at the place of his residence (col. 7).

18. As in the case of rickshaw-man, any person like a newspaper-boy will be considered, as operating an enterprise without premises, if he is self-employed and not working on wages for anybody.

19. A cultivator who uses his bullock-cart to transport the produce from his farm to market place is not operating the transport enterprise. If, however, he uses his bullock-cart to transport goods of others as regular or seasonal activity, it will be treated as an enterprise.

20. A doctor who has consulting room will be considered to have an enterprise which will be listed at the place of his consulting room. However, a doctor who is merely employed in a hospital is an employee. He will not be treated as running an enterprise. He will be included as a worker of the hospital, which is, of course, an enterprise.

21. Clinics run by one doctor at different places will be counted as separate enterprises.

22. In big cities, a census house may have the clinics of different specialists which are independent enterprises. In such cases each one of the clinics will be treated as a separate enterprise. If, however, there is a combined clinic (poly clinic) which is one establishment, it will be treated as only one enterprise and all the doctors working there will be treated as workers in that enterprise.

23. If a company which has farm lands raises cotton seeds etc. on it and the seeds are old after processing and grading, the company should be treated as an enterprise. But mere production of seed crops which involves no processing will not qualify for being treated as an enterprise.

24. If an enterprise is run on a partnership basis by persons belonging to Scheduled Castes and Scheduled Tribes, the social group of the owner of the enterprise should be recorded as Scheduled Tribe (ST). If the partnership includes others and Scheduled Castes the social group of the owner of the enterprise is SC.

25. In markets we find shops which are supported by pillars of wood or concrete. Such places should be treated as a Census House. Enterprises carried on in this market place on regular basis will be treated as enterprises carried on within the premises.

26. Historical monuments run by the Government for which entries are through tickets should be treated as enterprises.

27. A working member of a co-operative society who often manages day to day work of the society and for which he may or may not be paid will be treated and listed as worker in the enterprise.

28. Servants working in different households, drivers engaged on monthly basis by owners of cars and the like will not be considered as conducting enterprises. A person who fetches milk bottles for a number of households should not be treated as engaged in enterprises, as he is like a domestic servant.

29. Those who are organising the business of transporting tiffin boxes to the office goers cannot be treated on par with domestic servants, but should be treated as running enterprises. But a person who is paid by a few persons to deliver tiffin boxes at their offices will not be treated as running an enterprise as he works for wages.

30. It is not necessary for a person to own an enterprise, for treatment as running an enterprise. An establishment run on lease or contract basis by anybody should be included in the enterprise list.

31. Enterprises carried on for a major part of the year may be treated as perennial and not seasonal. For example, a sugar factory may be idle after crushing is over, but since it is engaged throughout the year in some activity for maintaining the machinery, it should be treated as perennial. Same will be the case with schools. Sugar industry should not be confused with jaggery-making activity. The latter is a short term industry and is therefore seasonal.

32. Households depending on remittances, rent, interest, pension etc., will not be considered as running enterprises as they are not engaged in any economic activity.

33. Different offices of the municipality located in different places, like ward offices, sanitary inspector's offices etc. within premises should be treated as separate enterprises.

34. It may happen in certain households that different members of the household may be engaged in the same activity e.g. three cobblers in a household. They may go to different places for their work but at the end of the day they may come to the household and pool their daily earnings. In such cases, this will be considered only as a single enterprise and not

as three separate enterprises. If, however, the members of the household are engaged in different activities e.g. one as a tailor, the second as a cobbler and the third as a carpenter, then it will be considered as three different enterprises in that household.

35. Research institutions/experimental farms will be treated as enterprises. If different buildings in a research institution or experimental farm are given different census house numbers, all these numbers should be bracketed and counted as one enterprise.

36. In the case of persons engaged in professional services such as lawyers, the enumerator is requested to enquire whether the lawyer has got a separate office at his residence and also at the court where he practices fairly on a regular basis. In cases where he has offices at both the places, both the offices should be treated as separate enterprises which will be covered by the corresponding enumerator in the appropriate block. If the lawyer does not have a regular office at his residence he should be counted at the premises where he carries out his professional activity.

37. In the case of activities like brick-kilns run on partnership basis, the enumerator has to enquire from the household whether it is run on partnership basis. If yes, he has to enquire further, whether the partner is in the same enumerators block or elsewhere. If they are in the same enumerators block, it should be suitably recorded in the remarks column and the enterprise particulars are to be recorded against one of the households one. It however the partners are living in different enumeration blocks, then the enterprise particulars will be recorded against each of the households.

38. It may happen that some of the tractor owners hire out tractor services for considerable time in a year. A point has been raised whether such an activity should be considered as an enterprise. It is clarified that if a tractor owner hires out the tractor services regularly for considerable time in a year, such an activity should be considered as an enterprise. If the tractor owner hires out tractor services occasionally as a spare capacity, then the activity will not be treated as an enterprise.

39. In cities like Madras, Madurai etc., enterprises may be run by houseless and nomadic population which keep on moving from place to place and which camps either without shelter or make-shift shelter. At the houselisting stage, such houseless and nomadic population may not be listed. In view of the difficulties involved in identifying and collecting requisite information from enterprises of such population, it has been decided to exclude such persons/enterprises in the coverage of Economic Census. Such exclusion from the purview of Economic Census will also apply in respect of enterprises run by persons not residing in any census house such as rickshaw pullers, cartmen etc., who do not have any proper shelter.

40. In certain cases, it is possible that a person may stay regularly in an institutional household such as hotel and carry on an enterpreneurial activity without premises. It is clarified that in respect of such institutional households, the question in column 7 of the Houselist viz., "Is the household engaged in an enterprise outside the census house and without premises?" should be put to persons other than those who stay temporarily in such institutional households.

41. If a household is engaged as part of its regular activity in different seasonal enterprises in different parts of the year, the different activities will be listed as separate enterprises although at the time of enumeration the household may be engaged in one of the activities only. It is expected that not more than two or three enterprises would thus be listed.

42. For power/fuel used for the activity, the reference period would be one year. In other words the predominant power used during the last one year will be taken into account.

43. Persons engaged on regular basis in an entrepreneurial activity of the kind given below will be treated as enterprises and will be counted/identified in column 7/4 of the houselist as indicated below:

(i) Persons engaged in giving tuitions by going from place to place or in different houses (col. 7).

(ii) A person (Priest) going to different houses for performing religious duties and charging (col. 7).

(iii) Persons engaged in rolling bidi at home, getting the material from others and getting paid (col. 4).

(iv) Persons stitching garments at home getting raw-material from others and getting paid (col. 4).

44. In the enterprise list, under col. 7 (Type of ownership) Nationalised banks, LIC and Financial Corporation, non-financial Government institutions, public and joint sector undertakings should be included in the category of 'others' (Code 6) as these are autonomous organisations. Code 3 should be given to purely Government offices--e.g. Ministry of Finance and its attached and subordinate offices, Posts and Telegraph Offices, Railway Offices, etc. Similar offices under State Government must bear Code 4. Municipal Corporations, Municipalities, Townships, Town Panchayats, etc., will come under Code. 5.

Additional instructions in brief

(Houselist and Enterprise List)

1. Shandies : As far as weekly, etc. shandies are concerned, only those shops, etc. which have premises satisfying the definition of 'Census House' within the shandy will have to be included in the Enterprise list through column 4 of the Houselist by contacting the concerned shopkeepers. Those shops within the

shandy which have no premises (and are run in the open) will of course be treated as enterprises without premises and will be netted only through column 7 of the Houselist in the houses of these hawkers.

2. In the case of a Jail there could be an office, several wards and cells, the kitchen block and the workshed. The question is how the different blocks should be numbered and entries made in columns 3, 4, 5 & 6 of the houselist and corresponding entries in the enterprise list. It is clarified that it is best that these are numbered separately. It may be noted that the jail office and the workshed in the jail complex would be enterprises.

3. Sentry box or Telephone kiosk: There is no objection to these being numbered and their use being listed in the column 4 of the houselist, but these should not be treated as 'enterprise'. The sentry box, though manned, will be reflected in the enterprise of the institution as such. For example, the sentry in the jail will be counted in the number of workers of the jail. In the case of sentry box in front of Minister's house or similar situations, sentry will be counted in the barrack or tent in which he is housed. In this case there will be no enterprise. In the case of telephone kiosk there will be no entry in the enterprise list since telephone kiosks are generally unmanned. Even where a telephone kiosk is manned, it is invariably attached to the Post Office or other office which looks after the kiosk. The kiosk serves the purpose of an enclosure only and can hardly be called an enterprise. The person in the Post Office or other office who looks after the telephone kiosk will be counted in the former.

4. In the case of hostel complex, each block should be assigned separate house numbers. The hostel is not an enterprise. The kitchen block should also be assigned separate number.

II (vi)

CIRCULAR No. 6 DATED 9-7-80

SUB.—*Census 1981—Houselisting—Preparation of Supervisors, Charge Officers and District Houselist Abstracts—Regarding.*

The instructions given below for the preparation of Supervisors Circle Houselist Abstract by Supervisors, Charge Houselist Abstract by Charge Officers and the District Houselist Abstract by the District Census Officers may please be followed.

I. Supervisor's Circle Houselist Abstract

(To be prepared by the Supervisor)

As already instructed in the Tamil booklet for Supervisors, this has to be prepared by every supervisor. This should be prepared enumerator blockwise (as in column 1) for the blocks under the jurisdiction of each supervisor, from the Houselist Abstract prepared by each enumerator for each Enumerator's Block.

Taluk Charges:

Rural : Wherever a supervisor is in-charge of the enumerator blocks falling in more than one village, he should strike a sub-total for each village in all the concerned columns.

Urban : Some of the towns (bearing Roman Location Code Nos.) are under the charge of tahsildars. In case a supervisor is in charge of Enumerator's Blocks falling in more than one ward or housenumbering block, he should strike a sub-total for each ward/house-numbering block for all the concerned columns.

Corporation, Municipal, Municipal townships/Cantonment charges.

Wherever a supervisor is in charge of more than one ward or one division or house-numbering block, a sub-total has to be struck for all the concerned columns in the Supervisor's Circle Houselist Abstract for each division/ward or house-numbering block.

General : These instructions should be brought to the notice of the supervisors. The supervisor's Circle Houselist Abstract should be handed over to the Charge Officer along with the enumerator's records before 20-8-80.

II. Charge Houselist Abstract

(To be prepared by Charge Officer)

This has to be prepared at the office of the Charge Officer (Tahsildar/Municipal Commissioner etc.). Proforma is enclosed.

Taluk Charges: One Charge Houselist Abstract should be prepared for all the rural areas and another separate Charge Houselist Abstract should be prepared for the urban areas, if any, in the taluk bearing (Roman Location Code Nos.).

Rural : The Census clerk and the Charge Officer should completely check up the Supervisors Houselist Abstract for arithmetical accuracy and consistency. It is suggested that 25% of the Supervisor's Circle Houselist Abstracts, selected at random, may be checked with the Enumerator's Houselist Abstract to verify the accuracy in posting in the Supervisor's Circle Houselist Abstract.

The Charge Houselist Abstract should be posted from Supervisor's Circle Houselist Abstracts. The columns are self-explanatory. Column No. 2 showing

the 'total number of enumerator's block in the supervisor's circle' may be divided into two columns, viz., 2A and 2B. In 2A, village location code number may be written and in 2B the total number of enumerator's blocks may be written. Since the Supervisor's Circle Houselist Abstract contains totals for villages, there should be no difficulty in copying out the total for each village in the Charge Houselist Abstract. In case separate totals for each village have not been struck by the Supervisor in the Supervisor's Circle Houselist Abstract, the Charge Officers will have to arrive at village totals. The grand total for the Charge Houselist Abstract should be struck carrying forward carefully the page totals. All the location code details and other particulars required at the head of the Charge Houselist Abstract should also be furnished without fail.

Urban : For the towns (with Roman Location Code Nos.) in the taluk charge, a separate Charge Houselist Abstract must be prepared. The Roman Location Code Number and name of town should first be written across the Charge Houselist Abstract. In column 2A, the ward Number/House-numbering Block number should be entered from the Supervisor's Circle Houselist Abstract and in 2B the total number of enumerator's blocks may be written and all other columns copied appropriately. Having filled up the form for all the supervisor's circles in each town. the total must be struck separately for each town for columns 2—16. The particulars at the head of the Charge Houselist Abstract should be carefully filled in and a test check of 25% of Supervisor's Circle Houselist Abstract should be carried out with reference to Enumerators Houselist Abstract. The Charge Houselist Abstract will give supervisor's circle number-wise as well as ward-wise figures.

Corporation/Municipal/Municipal Township/Cantonment Charges.

The particulars at the head of the Charge Houselist Abstract should be carefully filled in and a test check of 25% of Supervisors Circle Houselist Abstract should be carried out with reference to Enumerators Houselist Abstract. The Charge Houselist Abstract should be posted from Supervisor's Circle Houselist Abstract. The columns are self-explanatory. Column No. 2 showing the 'total number of enumerator's block in the Supervisor's Circle' may be divided into two columns viz., 2A and 2B. In 2A, ward number should be written and in 2B, the total number of Enumerator's Blocks will be written. In case separate totals for each ward have not been struck by Supervisors in the Supervisor's Circle Houselist Abstract, the Charge Officer will have to strike the totals for each ward in that circle. The grand total for the entire charge should also be struck.

General : The Charge Houselist Abstract will be prepared in triplicate, one copy to be retained by the Charge Officer, another copy to be sent to the District Census Officer/Collector on or before 25-8-80 along with the enumerator's records and Supervisor's Circle Houselist Abstract and the third copy to be sent to this office on or before 25-8-80. It is again emphasised that there will be two Charge Houselist Abstracts in the case of taluks—one for rural areas and another for all urban areas within the taluk. In the case of urban Charges (Municipalities etc.), however, there will be only one Charge Houselist Abstract.

III. District Houselist Abstract

(To be prepared by District Census Officer, i.e. Collector)

A proforma of this abstract is enclosed. This will be filled up by the District Census Officer. The particulars in the head of abstract should be carefully filled.

The Charge Houselist Abstract should first be scrutinised for arithmetical accuracy and consistency.

Rural : Strike off "Urban" at the right hand top of the form. The total given in the Charge Houselist Abstract prepared by the tahsildar (taluk charge officer) for all the rural areas has to be posted charge wise, and the total struck for all the rural areas in the district.

Urban : Strike off "Rural" at the right hand top of the form. The totals given in the Charge Houselist Abstract prepared by the Commissioners and Executive Officers for Corporations, Municipalities, Municipal Townships/Cantonments and the totals of Charge Houselist Abstract given by the tahsildars for each town in their charge should be posted in the District Houselist Abstract-urban, in the ascending order of the Roman Numbers of Location Code. In column 2, i.e., 'name of charge', the name of the town, preceded by the Roman Location Code Number should be written. In the case of towns coming in taluk charge, the name of the taluk should be written within bracket after the town name. All the other columns are self-explanatory.

There should, thus, be one District Houselist Abstract for all the rural areas in the district and another District Houselist Abstract for all the urban areas in the district (written in the serial order of the Roman Location Codes).

District Houselist Abstract will be prepared in duplicate, one to be retained by the District Census Officer and another to be sent to this office by Registered Post on or before 31-8-80.

The receipt of this Circular may please be acknowledged.

CENSUS OF INDIA 1981

DISTRICT HOUSELIST ABSTRACT

Rural/Urban*

Name of State/Union Territory .....Code No ..... Page No. .....
Name of District ..... Code No. .....
Total number of charges .....

Serial No.	Name of charge	Total No. of census houses	Number of census houses					
			Occupied residential census houses			Vacant census houses	Total of Cols. 6 & 7	Census houses put to other uses (Col. 3 minus Col. 8)
			Wholly residential	Partly residential	Total			
1	2	3	4	5	6	7	8	9

Signature of District clerk .....Date.....
*Strike out whichever is inapplicable.

Total No. of households	Total population			Total No. of handicapped persons		
	Males	Females	Total	Totally blind	Totally crippled	Totally dumb
10	11	12	13	14	15	16

Checked and found correct
Signature of District Census Officer.....Date.....

CENSUS OF INDIA 1981

CHARGE HOUSELIST ABSTRACT

Rural/Urban* Charge Page No. .....
Name of State/Union Territory .....Code No. ..... Name of Tehsil/Taluka/P.S./Dev. Block/Circle .....
Code No. .....
Name of District .....Code No. ..... Name of Town .....Code No. .....
Number of Supervisor circles in the charge ..... Number of Enumerator blocks in the charge .....

Supervisor circle No.	Total No. of Enumerator's Block in the Supervisor's circle			Number of census houses					
	2A Ward No. or H N.B. No.	2B Total No. of E.Bs	Total No. of census houses	Occupied residential census houses			Vacant census houses	Total of Cols. 6 & 7	Census houses put to other uses (Col. 3 minus Col. 8)
				Wholly residential	Partly residential	Total			
1		2	3	4	5	6	7	8	9
Total									

Signature of District clerk..... Date.....
*Strike out whichever is inapplicable

Total No. of households	Total Population			Total No. of handicapped persons		
	Males	Females	Total	Totally blind	Totally crippled	Totally dumb
10	11	12	13	14	15	16

Checked and found correct
Signature of charge Officer.....Date.....

II (vii)

CIRCULAR NO. 7 DATED 16-7-80

SUB.—*Census* 1981—*Houselisting Operations—Despatch of records—Houselist, Enterprise List, etc.—Regarding.*

In the last para of the booklet on "Instructions to Enumerators for filling up houselist" (Para 100), the enumerators have been asked to hand over the various records specified below to their respective supervisors along with all other unfilled forms.

1.	Lay-out sketch ..	1 copy
2.	Notional Map ..	1 copy
3.	Houselist forms pinned together ..	2 sets
4.	Houselist Abstract ..	1 set
5.	Enterprise List pinned together ..	1 set
6.	Enterprise List Abstract ..	1 set

This handing over of records to Supervisors by enumerators should be done on or before 15-8-80.

2. You will please recall that as per the Calendar of Census Operations, 1981 (communicated to you in our Circular No. 2 dated 3 November 1979), the last date for the handing over of all the above records relating to the Houselisting Operations, after scrutiny, by the supervisors to the charge officers is fixed as 20th August, 1980.

3. Each supervisor will have to arrange the various forms referred to above separately according to the Enumerator's Block numbers falling in his circle and these in turn, kept as separate packets, will have to be given by him to his Charge Officer along with the Supervisor's Circle Houselist Abstract and acknowledgement obtained (as in the proforma enclosed).

4. In the Charge Office, each of the above documents will have to be separately arranged in a systematic manner according to the serial number of the Enumerator's Blocks and the ascending order of Location Codes (as given in Column 2 of the Charge Register for taluks and Column 1 of the Charge Register for Municipalities). Verification has also to be done as to whether all the pages noted in the Houselist Abstract or Enterprise List Abstract for each Enumerator's Block are actually available. The Charge Officers have to ensure this. Each page of the Houselist should also bear the number on the right hand top corner of the form. The Charge Officer will prepare the Charge Houselist Abstract with reference to Supervisor's Circle Houselist Abstract and if necessary with other records. (Vide circular No. 6).

5. The Charge Officer will retain the lay-out sketch, notional map and one copy of houselist of each Enumerator's Block, duly arranged as per para 4 and neatly bundled. One copy of the houselist, arranged Enumerator's Block-wise and Location Code-wise and the Enumerator's Houselist Abstracts arranged similarly and Supervisor's Circle Houselist Abstracts arranged circle-wise have to be handed over to the Collector by the Charge Officer along with the Charge Houselist Abstract and acknowledgement obtained in the proforma enclosed.

6. The enterprise list and the enterprise list abstract will have to be bundled separately, Block-wise and Location Code-wise, and will be handed over by the Taluk and Municipal Charge Officers to the concerned Taluk Statistical Inspectors of the Department of Statistics, Tamil Nadu, stationed in the taluk headquarters. In Madras City, the records have to be handed over to the Assistant Director of Statistics, Madras City. Necessary acknowledgement has to be obtained by the Charge Officer in the proforma enclosed.

7. While packing the records, each bundle of a Charge Officer may have a slip indicating the Location Code number and name of the district and the charge.

8. On receipt of records from the Charge Officer, the District Census Officer will please prepare the District Houselist Abstract in duplicate (vide circular No. 6). One copy of this abstract may be sent to this office by Registered Post on or before 31-8-80. As regards the bundles, the District Census Officers may please arrange to send them to the Census Directorate in lorries so as to reach Madras Office on or before 31-8-80. It is necessary that sufficient care is taken with a view to avoid any damage to schedules while packing or during transit. The concerned Census Assistant may also be asked to accompany the records which will be handed over by him to this office.

The blank/unused forms of lay-out sketch, notional map, houselist, houselist abtsract and red forms, if any, and instruction booklets may also be handed over to the District Census Officer. In the case of blank forms/unused forms of enterprise list, enterprise list abstract and instruction booklets on enterprises, etc., these have to be packed and sent to the Taluk Statistical Inspector.

Receipt of this circular may please be acknowledged.

ACKNOWLEDGEMENT

Received the following records/unused forms relating to Supervisor's Circle No ...../
Charge i.e. .....
Taluk (Municipality)/District from Supervisor of Circle No...../
Charge Officer concerned/District Officer.

Sl.No.	Name of record/unused forms or booklets	No. of pages/ No. of forms/ No. of booklets

Handed over Taken over

II (viii)

CIRCULAR NO. 8 DATED 8-8-80.

SUB.—*Census* 1981—*Houselisting and Enterprise list —payment of honorarium and travelling allowance.*

REF.—*G.O. Ms. No.* 1700, *Public (Elections) Department, dated* 23-7-80.

(2) *G.O. Ms. No.* 1847, *Public (Census) dated* 6-8-80.

In the G.O. first cited the Government have issued orders sanctioning a sum of Rs. 33,60,000 towards payment of honorarium to the Supervisors/Enumerators engaged in the Census Houselisting Operations and canvassing the Enterprise list. The above amount is being placed at the disposal of the Collectors (except Madras) and Commissioner, Corporation of Madras by the Board of Revenue. The Government have also emphasised that the honorarium should be paid to the Supervisors/Enumerators immediately after the Houselisting and the canvassing of Enterprise list operations which are presently in progress and will come to an end during the third week of August '80.

In the G.O. second cited, the Government have issued orders sanctioning a sum of Rs. 30,00,000 towards payment of a flat rate of allowance to the Supervisors/Enumerators for attending the training classes, depending upon the distance travelled by them to the training centres. Here again the allotment is being distributed among the Collectors (except Madras) and Commissioner, Corporation of Madras with instructions that they should be paid to the Supervisors/Enumerators immediately after the close of the present field operations.

I would therefore request you to streamline the system by which we could ensure that the honorarium and travelling allowance are paid to the Supervisors/Enumerators immediately after the conclusion of the operations, at select convenient centres so that they need not have to travel long distances nor do they have to wait for the payment. Any delay in making this payment will create difficulties in carrying out the further programme.

The Board of Revenue is separately issuing instructions outlining the accounting procedure for the drawal and disbursement of the amount and for rendering the final account.

In this letter, I am indicating the procedure which you may please follow in order to ensure that the honorarium and travelling allowance are drawn *in advance* by the Charge Officers and disbursed to the Supervisors/Enumerators at select convenient centres.

The Charge Officers in your jurisdiction may therefore please be requested to immediately prepare a statement as in the annexure to arrive at the total payment to individual Supervisor/Enumerator so that a common and single acquittance may be obtained for both honorarium and flat rate allowance.

The honorarium is payable only to such of the Supervisors/Enumerators who were actually involved in the houselisting operations and the canvassing of the Enterprise list. The honorarium is *not admissible for the Supervisors/Enumerators who were only in the reserve list and did not participate in the field operations.* But the travelling allowance (at flat rates) is admissible to all the Supervisors/Enumerators who attended the training classes including those who were only in the reserve list.

You would find from the statement in the annexure that col. (4) gives the distance travelled by individual Supervisor/Enumerator to work out the allowance admissible to him for attending the training classes. In order that there may be no delay in preparing this statement, the distance between the place of duty to the training class may be assessed accurately by the Charge Officer himself without entering into correspondence with the heads of offices of the Supervisors/Enumerators. With reference to the above statement the Charge Officer could prepare the acquittance.

Subject to local conditions, I would suggest that the disbursement centres could be held in the various Panchayat Union Offices or such other convenient centres, under the Supervision of an officer not lower in rank than that of a Deputy Tahsildar.

The exact dates and places of disbursement of the amount may please be finalised in advance for specified areas and intimated to the Supervisors and Enumerators well in time, probably at the time of collecting the Schedules so that on the notified date the Enumerators and Supervisors of that area may receive payment without fail.

In order to secure uniformity in drawal and disbursement and reporting throughout the State, the disbursement may commence on 25-8-80 and be completed on or before 30-8-80. The verification of the records received from supervisors and drawal of the amount *in advance* could be completed before 23-8-80.

You would of course be rendering accounts to the Controlling authority, namely, the Board of Revenue. But I would request you to let us have a districtwise completion report on the disbursement of the honorarium and allowances with a copy to the Regional Deputy Director of Census Operations having Jurisdiction over your district.

The allotments placed at your disposal were arrived at on a rough estimate and these may be more or less than the actual requirement worked out with reference to the exact number of Supervisors/Enumerators. Any shortfall in the allotment should not hold up the drawal and disbursement of the honorarium and allowance. The Charge Officers

may arrange to draw their exact requirement and report the actual amount drawn and disbursed, to the Board of Revenue.

I would also request you to advise the Charge Officers to draw up the centrewise/datewise programme of disbursement of the honorarium and allowance and give wide publicity among the Supervisors/Enumerators.

At your periodical press conference or by any other means as you may find suitable, you may please give wide publicity to the rates of honorarium and allowance paid to the Supervisors/Enumerators.

A list of Charge Officers of your district (with name and designation) may be given to all the Treasuries in order that there may be no problem of identification. It is presumed that all the Charge Officers are already drawing officers in the various treasuries and any snag in their drawing capacity in respect of the honorarium and allowance payable to Supervisors/Enumerators, may please be removed. If in any stray case any of the Charge Officers does not have (nor can be given) the drawing powers, he may be attached to the neighbouring Charge officer for drawing the amount.

The receipt of this letter may please be acknowledged.

ANNEXURE

Honorarium and travelling allowance payable to census Supervisors/Enumerators Houselisting/Enterprise List Operations

Name of District:..... Name of Charge: .....

Sl.No.	Name	Designation (Supervisor/ Enumerator)	Actual distance (between the place of duty to training class)	Rate of allowance	No. of training classes attended (Dates must be given within brackets)	Total allowances (Col. 5 X col. 6)	Honorarium		Grand total	Stamped and dated acquittance
							House-listing	Enterprise list		
1	2	3	4	5	6	7	8	9	10	11
				Rs.		Rs.	Rs.	Rs.	Rs.	

II (ix)

CIRCULAR NO. 9 DATED 28-8-80.

Sub: *Formation of Enumerator Blocks and Supervisor Circles for main Census and preparation of revised Charge Registers.*

We have collected in the 'Houselist', information on the number of persons in each household and using this, the Charge Officers are now in a position to carve out convenient Enumerator Blocks for the Census. It is very essential that the workload of enumerators in the final enumeration is kept within reasonable limits and does not exceed very much the prescribed size. This is necessary as the enumerator has to complete the census work fully in the area allotted to him within the stipulated dates.

Formation of Enumerator Blocks for Census

2. The normal enumerator block should consist of about 750 persons in rural areas and about 650 persons in urban areas. These would roughly correspond to 150 households in the rural areas and 130 households in the urban areas. The Charge Officers have more or less followed these norms while forming Enumerator Blocks for houselisting. Nevertheless a review is necessary. In those cases where there is a wide deviation from these norms as revealed by houselist figures it is necessary to split or modify the Enumerator Blocks of houselisting. While doing so, care should be taken to ensure that the demarcation of such blocks is definite. In other words, the Enumerator Blocks should be so formed that their limits can conveniently and definitely be identifiable on the field and are such as can be clearly indicated to the enumerator.

3. In paragraph 5 of Circular No. 7 dated 16-7-80 the Charge Officers have been asked to retain one copy of the Houselist of all Enumerator Blocks, duly arranged according to the Location Code order. They may review the population of each Enumerator Block from this and arrange to mark out Enumerator Blocks (in red ink by drawing a line) in the houselists conforming to the prescribed size for the main enumeration.

4. In forming the enumerator blocks large institutions such as jails, hospitals, etc. may be constituted into separate blocks if the population of such institutions is large enough. Otherwise, they may be included within the existing blocks. Railway colonies, transit camps for repatriates, labour camps in project areas etc. may also be constituted into separate blocks with well-defined boundaries. Such areas would normally have been formed into separate blocks during Houselisting. These may be retained or sub-divided but the identity of these special areas should be maintained.

Charge Registers to be rewritten

5. The number of enumerator blocks of a charge for main census is likely to be higher than that carved out for Houselisting. Obviously, having formed the Enumerator Blocks it would be necessary to re-write the Charge Registers for the enumeration operations separately giving them fresh Enumerator Block numbers. The general instructions for preparation of Charge register given in Circular No. 4 should be borne in mind while rewriting the charge register for census. The proformae of charge register (Annexure I for Taluk Charges and Annexure II for Corporations, Municipalities etc.) are enclosed.

Enumerator Blocks in Taluk Charges

6. It should be ensured that no enumerator block outs across the boundary of a village or a segment of a village, where such segments have been made to identify Panchayat limits (The final location code statement may be referred to). All settlements in forests should be covered in one or more Enumerator Blocks and not a single building/house should be left out, however isolated it may be. Forest areas not falling within the revenue limits of any village should also be constituted into separate blocks. Even uninhabited villages should be constituted into separate blocks. No block should include portions of two villages.

Enumerator Blocks in Corporations, Municipalities, Municipal Townships and Cantonments

7. Enumerator Blocks must not cut across the boundaries of Divisions or Wards.

Blocks under Sample Registration Scheme

8. As was done during Houselisting, the blocks where Sample Registration Scheme is being implemented by this Department should be kept as separate Enumerator Blocks.

Strictly military areas

9. Areas designated as "strictly military areas" if any will be communicated to you separately. In such areas, the Military Census Officers will form the enumeration blocks keeping in view the general instructions.

Supervisor Circles

10. A supervisor circle as was done in Houselisting will generally be formed for every five contiguous Enumerator Blocks. In a few cases, the Charge Officers may deviate from this norm slightly, depending upon the local conditions.

General

11. (i) As far as possible, the enumerators and supervisors who did the Houselist may be re-appointed for the same Enumerator blocks and circles. However, those whose work was not satisfactory may be replaced by better hands. These appointments may be made in early November. Necessary appointment order forms will be sent separately.

(ii) It is reiterated that Supervisors should be drawn from a cadre higher than the concerned enumerator's cadre. For example, if the enumerator is a primary school teacher, the supervisor may be Headmaster.

(iii) As a rule, the enumerators may be allotted Enumerator Blocks near their place of work/residence.

(iv) Necessary instructions may be issued to the Panchayat Union Commissioners, Chief Educational Officers and District Educational Officers to co-ordinate with the Charge Officers in deputing the teachers for the job:

(v) Lady enumerators/supervisors should not be posted in difficult areas, predominantly male institutions like lodges etc.

12. Three copies of the Charge registers (of size 43 × 61 cm) have to be prepared—one to be sent to the Regional Deputy Director of Census Operations, one to the Director of Census Operations, Madras and one to be retained by the Charge Officer. The Charge registers should be completed in all respects by 30th September, 1980.

13. After the finalisation of blocks for Census, the Charge Officers will have to arrange for copying out the information from Houselist in what is called an "Abridged Houselist" which has to be prepared for each Enumerator Blocks, as formed for Census. Instructions for the preparation of Abridged Houselist are contained in the next circular. The Charge Officer will also have to personally compare the new charge registers with the Houselist and the Abridged Houselist, which has to be prepared,

ANNEXURE I

CENSUS OF INDIA, 1981—TAMIL NADU

CHARGE REGISTER FOR CENSUS

(for Taluk Charges)

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

Name of Taluk/Independent Sub-Taluk ..... Location Code No. .....

Sl. No.	Location Code No.	Name of Village/ Forest/Census Town	Name of Village/ Town Panchayat in which included with alphabetical indication for the segment(s)	Cross reference for the segment(s) of Panchayat	House-numbering Ward/Block		
					Serial No. of House-numbering Block/Ward/ Street No. and name	Door Nos. of buildings in the House-numbering Block/Ward/Street	No. of houses in the House-numbering Block/Ward Street (as per House-listing)
1	2	3	4	5	6	7	8

PART A—RURAL

PART B—URBAN

Note:—

1. Each of the entries in columns (6), (7), (9) and (17) should be made in separate lines appropriately.
2. (i) In column (6), enter only block number where the block system of numbering has been adopted. Where locality or ward-street system of numbering has been adopted, each street should be treated as a separate block. Thus, if Locality or Ward No. 3 has six streets, the blocks to be entered in column (6) will be 3-1, 3-2 .....3-6, each in a separate line.

   (ii) If a local area in column (2) has not been divided into blocks for house-numbering, write '0' in column (6) to indicate that there are no blocks and enter in Column (7) the numbers of all the buildings or houses in the local area (e.g.) 1 to 50 or 1 to 75 as the case may be.

Enumerator's Block								Supervisor's Circle		
Serial No. of the Enumerator's Block (E.B.)	Corresponding Enumerator Block No. in Houselisting	Enumerator's name, designation and office address	Door Nos. of buildings allotted to the enumerator	Population of the Enumerator Block (as per Houselisting)	Estimated Houseless population in the Enumerator Block	Sl. Nos. of the households as per Abridged Houselist		No. of individual slips required in pads of 50/25 leaves	Serial No. of Supervisor's circle	Supervisor's name, designation and office address	Remarks
						From	To				
9	10	11	12	13	14	15		16	17	18	19

CERTIFICATE

Certified that all areas and all buildings within my charge have been included in the enumerator's block and no area or building has been left out and that there is no overlapping of the jurisdiction of enumerators and supervisors.

SIGNATURE OF THE CHARGE OFFICER

Station:

Date:

Col. 15: This column will have to be filled up after preparing the Abridged Houselist, instructions for which are issued in Census Circular No. 10.

Col. 16: The estimation for this column can be made after adding 5-10 per cent to the Houselist population noted in column 13. Generally, *not more than two pads of 25 leaves* may be allotted for a normal enumerator block and the rest should be in pads of 50 leaves.

ANNEXURE II

CENSUS OF INDIA, 1981—TAMIL NADU
CHARGE REGISTER FOR CENSUS

(for Corporation/Municipal/Municipal Township/Cantonment Charges)

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

Name of Corporation/Municipality/Municipal Township/

Cantonment ..... Location Code No. .....

House-numbering Ward/Block				Enumerator's Block			
Electoral/House-numbering Ward/Block No.	Street name and number	Door Numbers From	Door Numbers To	No. of houses in the Block/Ward/Street as per Houselisting	Serial No. of the Enumerator's Block (E.B.)	Serial No. of the corresponding Enumerator's Block in houselisting	Enumerator's name, designation and office address	Door numbers of buildings allotted to the enumerator
1	2	3		4	5	6	7	8

Note: (1) Each of the entries in columns (1), (5) and (13) should be made in separate lines appropriately.

(2) In column (1), enter only the block number where the block system of numbering has been adopted. Where locality or ward/street system of numbering has been adopted each street should be treated as a separate Block. Thus, if Locality or Ward No. 3 has six streets, the blocks to be entered in column (1) will be 3-1, 3-2.....3-6, each in a separate line.

Enumerator's Block					Supervisor's Circle		
Population of the Enumerator Block based on Houselisting	Estimated houseless population in the Enumerator Block	Serial Nos. of the households as per Abridged Houselist From	Serial Nos. of the households as per Abridged Houselist To	No. of individual slips required in pads of 50/25 leaves	Serial No. of Supervisor's Circle	Supervisor's name, designation and office address	Remarks
9	10	11		12	13	14	15

CERTIFICATE

Certified that all areas and all buildings within my charge have been included in the enumerator's blocks and no area or building has been left out and that there is no overlapping of the jurisdiction of enumerators and supervisors.

SIGNATURE OF THE CHARGE OFFICER

Station:

Date:

Col. 11: This column will have to be filled up after preparing the Abridged Houselist, instructions for which are issued in Circular No. 10.

Col. 12: The estimation for this column can be made after adding 5-10 per cent to the Houselist population noted in column 9. Generally *not more than two pads of 25 leaves* may be allotted for a normal enumerator block and the rest should be in pads of 50 leaves.

II (x)

CIRCULAR NO. 10 DATED 28-8-80.

Sub: *Preparation of Abridged Houselist*

1. It has already been indicated in the last Circular that the Charge Officer will have to prepare what is called an Abridged Houselist for each enumerator block formed for the main enumeration. This is a very important item of work which is going to help us in the full coverage of the census houses and households and consequently the population at the time of Census. The Abridged Houselist will contain certain essential details of the Houselist and it will be updated by the enumerator while he visits every household during the final enumeration.

2. The Abridged Houselist establishes a very essential link between the Houselist and the population count. This work has to be undertaken by the Charge Officers after the formation of final enumerator block and the preparation of the final charge registers in accordance with the instructions given in Circular No. 9. A specimen copy of the Abridged Houselist in English is appended to this Circular (Annexure-I).

3. This work has to be taken up on a priority basis, soon after the finalisation of the charge register for census, and should be completed by the 31st of October, 1980. The Charge Officers will have to read carefully the instructions given in this circular and also the notes given in the Abridged Houselist form itself and convey the same to the persons (clerks, assistants or section writers) to whom they may assign this work.

How to prepare the Abridged Houselist

4. One Abridged Houselist booklet has to be prepared separately for each enumerator block, as formed for the final census enumeration. Sufficient number of copies of Abridged Houselist booklets in Tamil are being provided separately. It may be observed from the format of the Abridged Houselist that there are three sections in it. Initially the Charge Officers have to arrange for filling up of only identification particulars given in the first page of the form and section 2 of the Abridged Houselist. Sections 1 and 3 will be filled up by the Census enumerator during the Census enumeration.

5. As you are aware, the houselist was prepared in duplicate and one copy of the houselist was asked to be retained by every Charge Officer, in our Circular No. 7. The preparation of the Abridged Houselist would be based mainly on the houselist. The copy of the houselist retained by the Charge Officer would now be used for preparing the Abridged Houselist for each Census Enumerator Block. Wherever the Houselist Enumerator blocks have been split or modified after review of the Houselist population, necessary red markings would have already been made in the Houselist forms by the Charge Officer, in accordance with the instructions for forming of Enumerator Blocks given in paragraph 3 of our Circular No. 9. In such cases, the details from Houselist relating to houses/households of each newly carved Enumerator Block have to be copied out in separate Abridged Houselist forms. This has to be done very carefully.

6. The location particulars in the Abridged Houselist will have to be first entered in the space provided. Due care will have to be taken in correctly filling up the location code particulars.

7. Section 2 relates to details of census houses and households in the enumerator block as entered in the Houselist. In this section of the Abridged Houselist the relevant details have to be directly filled from the Houselist. Where the enumerator block for census is the same as for houselist, the details of census houses and households in the houselist will be simply copied in the Abridged Houselist. In case houselisting enumerator block has been broken up into more than one enumerator block or modified otherwise, the details of only those census houses and households which fall in the newly formed census enumerator block will have to be copied in the Abridged Houselist. In other words for each enumerator block carved out for census enumeration, an Abridged Houselist has to be prepared.

Section 2 of the Abridged Houselist

8. This is the most important section to be filled up by the clerks, assistants or section writers appointed for the purpose by the Charge Officers. This section of the Abridged Houselist must contain all entries regarding buildings, census houses and households contained in the houselist itself, so far as it relates to the final census enumerator block. In other words all entries in columns 2, 3, 5 and 6 of the houselist must find a place in section 2 of the Abridged Houselist of the block concerned; therefore, in filling section 2, copying will start with the first census house in the houselist pertaining to the enumerator block. Only those lines which have an entry either in column No. 3 or in column No. 5 or in both, in the Houselist, will have to be copied. In such cases the details given in column 2 to 6 of the houselist will have to be fully copied. The details given in the houselist in lines in which there is a 'dash' ('—') in both columns 3 and 5 need not be copied in the Abridged Houselist.

9. The various columns of section 2 of the Abridged Houselist will be filled up as given below:

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

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

(iii) Column No. 8 corresponds to column 14 of the houselist and the entry in this column should be copied.

Column 7 of the Abridged Houselist

10. As the column heading indicates, the serial number is for households alone; therefore, every household entered in column 5 should be given a serial number in column 7. This should be done by the Charge Officer. Starting with the first household in column 5, this serial number will be continuous for all the households in the enumerator block. This means in all the lines in which columns 5 and 6 have a 'dash' ('—'), no serial number should be assigned in column 7; and there will be only a 'dash' ('—') in column 7 in these cases.

11. After completion of section 2 including the numbering of households in column 7, the copies of the Abridged Houselist partly filled up will have to be retained by the Charge Officer. In Annexure II of this Circular, specimen entries have been shown.

Updating of section 2 and filling up of section 1 and 3 of Abridged Houselist.

12. The copy of the Abridged Houselist will be carried to the field by the enumerator during Census for filling in section 3 and for updating entries in section 2 wherever necessary. Section 1 will be filled by enumerators after the enumeration is over and enumerator's abstracts have been prepared. Suitable instructions for enumerators regarding this have been given in detail in the instruction booklet for enumerators for 1981 Census (vide Appendix I of the Booklet, "Instructions to enumerators for filling up the Household Schedule and the Individual Slip"), which will be distributed in due course.

13. It is necessary that location code numbers indicating State, District, Taluk or Town, Village or Ward number is indicated on each page of sections 2 and 3 of Abridged Houselist.

14. The Charge Officers may take suitable steps for the preparation of Abridged Houselist. The preparation of Abridged Houselist may start after finalisation of census charge register and should be completed by 31-10-1980.

15. The preparation of Abridged Houselist in a perfect manner and the preservation of the Houselist and Abridged Houselist relating to each block will be the personal responsibility of the Charge Officers.

ANNEXURE I

CENSUS OF INDIA 1981

ABRIDGED HOUSELIST

Identification Particulars

Name of State/Union Territory .....Code No. ..... Name of Village/Town .....Code No. .....

Name of District .....Code No. ..... Name or No. of Ward/Mohalla/Hamlet....Code No. .....

Name of Tehsil/Taluka/P.S./Dev. Block/Circle etc. .....Code No. ..... Enumerator's Block No. .....

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

(A) Population of Enumerator's Block..... (B) Number of occupied residential houses..... (C) Number of households.....

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

Sl.No.	Building No.	Census House No.	Purpose for which Census House is used	Household No.	Name of the Head of the Household	Sl.No. of the Household	Remarks
1	2	3	4	5	6	7	8

ANNEXURE II

CENSUS OF INDIA 1981

ABRIDGED HOUSELIST (Entries made here are imaginary)

Identification particulars

Name of State/Union Territory : Tamil Nadu Code No. 20 Name of Village/Town: Ramapuram—Code No. 45

Name of District : South Arcot Code No. 4

Name of Tehsil/Taluka/P.S. Name or No. of Ward/Mohalla/Hamlet : Code No .....

Dev. Block/Circle etc. : Panruti Code No. 7 Enumerators Block No. 85

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

(A) Population of Enumerator's Block.....(B) Number of occupied Residential houses ..... (C) Number of households.....

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

Sl. No.	Building No.	Census House No.	Purpose for which Census House is used	Household No.	Name of the Head of the household	Sl. No. of the household	Remarks
1	2	3	4	5	6	7	8
1	1	1(1)	Workshop-cum-residence	1(1)	Sankar	1	
2	..	1(2)	Cattle shed	..	..	..	
3	2	2(1)	Workshop-cum-residence	2(1)	Sheela Rani	2	
4	..	2(2)	Cattle shed-rearing cattle for sale of milk	..	..	..	
5	3	3	Workshop-cum-residence	3(a)	Ramesh	3	
6	..	..	..	3(b)	Govindan	4	
7	..	..	..	3(c)	Kuppuswamy	5	
8	4	4(1)	Workshop-cum-residence	4(1)	Viswanath	6	
9	..	4(2)	Cattle shed	..	..	..	
10	5	5(1)	Shop-cum-residence	5(1)	Krishnakumar	7	
11	..	5(2)	Vacant	..	..	..	under repair
12	6	6(1)	Shop-cum-residence	6(1)(a)	Victor Solomon	8	
13	..	..	..	6(1)(b)	Ganesan		
14	..	6(2)	Cattle shed-rearing cattle for sale of milk	..	..	..	
15	7	7(1)	Residence	7(1)(a)	Jagannath Rao	10	
16	..	..	..	7(1)(b)	Ibrahim	11	
17	..	7(2)	Residence-cum-pig rearing	7(2)	Hemavathi	12	
18	8	8	Residence	8(a)	Murugam	13	
19	..	..	..	8(b)	Lakshmanan	14	
20	9	9(1)	School	..	..	..	
21	..	9(2)	Residence-cum-clinic	9(2)	Dr. Ramachandar	15	
22	10	10	Medical shop	..	..	..	
23	11	11(1)	Residence-cum-Tailoring shop	11(1)	Selvaraj	16	
24	..	11(2)	Car shed	..	..	..	
25	12	12	Temple	..	..	..	
26	13	13	Residence	13(a)	Rama gurukkal	17	
27	..	..	..	13(b)	Chidambaram	18	

(and so on till the completion of the Enumerator Block)

Dated Signature of Charge Office Clerk .....

Checked and found correct Charge Officer .....

Dated Signature of Enumerator .....

ANNEXURE II

CENSUS OF INDIA 1981

ABRIDGED-HOUSELIST

Identification Particulars

Name of State/Union Territory .....Code No. .....

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

Name of Tehsil/Taluka/P.S./Dev. Block/ Circle etc. .....Code No. .....

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

Name or No. of Ward/Mohalla/ Hamlet .....Code No. .....

Enumerator's Block No. .....

SECTION 3: Addenda to Section 2 (To record census house/households not covered in Section 2 but found by census enumerator during enumeration)

Sl. No.	Building No.	Census House No.	Purpose for which Census House is used	Household No.	Name of the Head of the Household	Sl. No. of the household	Remarks
1	2	3	4	5	6	7	8
			This will be filled in by enumerator during census enumeration.				

Checked and found correct

Supervisor.....

Dated signature of Enumerator .....

II (xi)

CIRCULAR NO. 11 DATED 6-10-80.

Sub. CENSUS 1981—Selection of 20% sample of Census Enumerator Blocks—Instructions—Regarding.

During the Census enumeration of 1981, it is proposed to collect certain additional information on migration and fertility in a few sample enumerator blocks. The universal individual slip consisting of 16 questions will cover all persons in all the Enumerator Blocks. The sample individual slip consisting of 6 additional questions on fertility and migration along with the Universal individual slip will be canvassed in a selected 20% sample of enumerator blocks. This circular deals with the procedure for selection of the 20% sample enumerator blocks. In the 20% blocks, the schedule, that is, the universal and the sample individual slips will be in blue print and the questions are printed on both sides while in the non-sample enumerator blocks (80%) the universal individual slip is printed in black colour with the questions printed on only one side.

2. The 20% sampling will be done from among the final enumerator blocks as formed for census, in accordance with the instructitons given earlier in our Circular No. 9 dated 28th August, 1980. Out of the total enumerator blocks in a census charge, 20% will be selected systematically i.e. every fifth Enumerator Block.

Units for sample selection

3. For the purpose of sample selection, each district will be divided into a number of strata. These are:—

(i) City—that is, town with a population of one lakh and above as determined during Houselisting operation.

(ii) Urban areas other than cities withitn a district—that is non-city urban areas of the district; and

(iii) Taluk (Rural areas only).

In the case of cities [given as item (i) above] it has to be noted that wherever these have been constituted as urban agglomerations for 1981 Census, (by treating the core city or town along with other neighbouring and contiguous town or towns together) such urban agglomerations will be taken as operational units or strata. It is again reiterated that only such of those urban agglomerations which have recorded a total population of one lakh and above during houselisting will be treated as separate strata and all other urban agglomerations having less than one lakh of population will not fall under group (i) above. The urban units constituting urban Agglomeratitons of less than one lakh population will all fall under non-city urban that is, item (ii) above, and form a single stratum for sampling.

4. It is clarified that in the case of inter-district city urban agglomerations of Madras and Erode, the Cities are treated as separate strata and the non-city urban areas of the urban agglomeration (that is, all the other constituent towns) of each district will form as separate strata of operational units for sampling.

5. All urban areas in a district (that is census towns bearing Roman Locatiton Codes) other than cities and towns included under city urban agglomerations will together constitute one operational unit or stratum for sample selection. To ensure that no urban area is omitted, it will be necessary to arrange all these towns (other than cities and towns falling within urban agglomerations of over one lakh population, which are covered under item (i)) under units for sample selection.

6. The selection of sample blocks in the cities, which are separate units for sample selection, may be done by the concerned charge officers. In regard to the City urban agglomerations and constituent units of urban agglomeration (of over one lakh population) which are separate strata, the District Collector who is the district Census officer may have to attend to the sampling of enumerator blocks. In the case of non-city urban areas of a district also the sample selection will be made by the Collector. In the case of rural areas of the villages in a taluk, the rural areas falling under Part A of location code statement would constitute an operational unit. The concerned tahsildars are responsible for selection of sample enumerator blocks in these areas. For each of the three units indicated in para 3, the procedure of selection of 20% enumerator blocks will be different. To ensure the accuracy and systematic selection of enumerator blocks, different control sheets have been prescribed for each of the operational units (enclosed).

Form I: relates to cities (including urban agglomerations) of one lakh population and above as per houselisting.

Form II: relates to non-city urban areas of districts—that is, census towns other than those included in cities and city urban agglomerations, in every district.

Form III: relates to rural areas of every taluk.

7. One copy of the control sheet should be sent to the Census Directorate at Madras and the other should be retained by the Tahsildar in the case of rural areas. In the case of non-city urban areas and city urban agglomerations, the district Census officers may retain one copy of the control sheets. The copy of the control sheets relating to Cities should be retained by the concerned Census Charge Officers of the Cities.

8. The selection of sample blocks is a very important stage in the 1981 Census operation as the quality of the data that we ultimately produce will depend largely on the quality of the area sample itself. It is therefore urged that careful attention is paid to this aspect so that the area sample of 20% of enumerator blocks is picked out properly and in the prescribed manner under close supervision.

9. The sampling strata in your district are given in Annexure I. For each stratum a random is given against it. Starting with this number, the enumerator block numbers will have to be selected systematically, in accordance with the instructions. The instructions for the preparation of control sheet for each stratum and the procedure for selection are explained in detail in Annexure II. In view of the importance of selection of sample it is proposed to depute officials from the Directorate as well as the office of the Regional Director to each district headquarters later this month to assist the Charge Officers in the finalisation of sample selection.

10. The treatment of enumerator blocks with no population during Houselist has to be specially noted. It is likely that in the case of rural areas there are uninhabited revenue villages or forests which have been assigned location codes for the Census. Consequently, these should have been assigned separate enumerator block numbers also. Under the stmple selection procedure, such blocks which are uninhabited have to be totally excluded.

11. There will be no sample in strictly military areas since the houselisting operations have not been conducted in these areas.

12. The selection of sample blocks should be completed by November 1, 1980, well before the appointment of enumerating staff. After the selection of block is completed, the district Census Officers who are in charge of selection of sample blocks in city urban agglomerations and non-city urban areas should communicate the list of sample blocks to the concerned taluk and municipal charge officers. The charge officers, on knowing these sample blocks, should then circle the sample enumerator blocks in the concerned charge registers, in a prominent manner (say in red colour) so that it will facilitate them in the issue of individual slips printed in blue colour for this purpose.

13. As mentioned earlier, both the universal and sample individual slips will have to be canvassed in the sample enumerator blocks. In the non-sample blocks, only the universal individual slip will be canvassed. However, the household schedule will be canvassed in both the sample and non-sample blocks, i.e. it will be canvassed for all households. It is requested that good enumerators and supervisors, may be posted in sampled enumerator blocks.

14. A copy of this letter is also being marked to various taluk and other municipal charge officers. You may kindly ensure that all the charge officers have received a copy of this circular and then send a report. The Charge Officers may be advised not to send individual acknowledgement on receipt of this circular to this Directorate.

Please acknowledge receipt.

ANNEXURE I

Random numbers for each city, Urban Agglomeration and part and Non-City Urban units have been furnished.

ANNEXURE II

INSTRUCTIONS FOR SELECTION OF 20% SAMPLE OF ENUMERATION BLOCKS

PART I.—*Instructions for selection of sample in a city (including City U.A.)*

These instructions indicate the way in which the sample blocks will be identified in the case of cities/city U.As. In the case of each city/City U.As the control sheet Form I will have to be used.

In cities/city U.As there may be more than one charge, each consisting of a number of enumeration blocks. To make sure that blocks are not omitted and to ensure that the sampling is continuous within the city, you have to fill up a control sheet (Form I). Besides identification particulars, the control sheet consists of eight columns.

In "identification particulars" you must write the name of the state, district and the city and their code numbers. The random start will be a number between 1 and 5 and will be indicated to you by the Director of Census Operations. Enter this number against "random start" at the top of the form. This number indicates the number of the enumeration block from which you will start selection of the sample blocks. Starting from this enumeration block, selection will be done systematically as explained further.

Col. 1: *Name of charge or number.* Enter the charge number in col. 1. If the entire city or City U.A. is treated as one charge then enter the name. If the city has more than one charge, then enter the name or number of the first charge here. The name or number of the second charge will be entered in this column only after the sampling operation with respect to the first charge is over. Since, as you will see later, you may be using quite a few lines for each charge, do not enter the name or number of the second charge unless the sampling operation in the first charge is completed.

Col. 2: *Total number of blocks in the charge.* Enter here the total number of blocks in the city/charge as the case may be. Since this is important information this has to be ascertained carefully.

Col. 3: *Number of the first block selected.* Write down the random number which is assigned here. This indicates the starting point for sample selection. If the random number allotted for the city is 4, the first sample block will be enumeration block No. 4.

Col. No. 4: *List of Enumeration blocks selected.* Starting with the random number in col. 3, select every 5th block till you cannot select any further block in the charge. For example, if the random number in col. 3 is 4, you must select block numbers 4, 9, 14, 19 etc. If in this charge there are 112 blocks, the last block selected will be the enumeration block number 109. All the block numbers should be entered in column 4. The entries can be made as:

(4, 9, 14, 19, 24,)
(29, 34, 39, 44, 49,)
(.....etc.)

Use as many lines as needed in this column. Blocks listed in this column are the sample blocks for the charge.

Col. 5: *No. of blocks in the sample.* After listing all the sample blocks in column 4, count the number of blocks in the sample and enter m this total number in column No. 5. The number of blocks in the sample should be equal to the number of blocks in the charge entered in column 2 divided by 5. The number of blocks in column 2 is not exactly divisable by five then the number of sample blocks in column 5, will be equal to—

(a) $\frac{\text{(The number of blocks in the charge)}}{}$ ignoring the remainder

or

(b) $\frac{\text{(The number of blocks in the charge)}}{5}$ ignoring the remainder +1

The actual number of blocks in the sample will be equal to the former if the remainder is less than the starting block number. If the remainder is equal to or greater than the starting block number, the number of blocks selected will be equal to the latter i.e. the quotient plus one.

For example, let us consider a charge which has 112 enumeration blocks. In this case, if 112 is divided by 5, the result would be 22 leaving a remainder of 2. If the random start is 3 or 4 or 5, the remainder is less than the random start and, therefore, we would have 22 sample blocks as indicated in (a).

On the other hand, if the random start is 1 or 2, the remainder would be greater than or equal to the random start and, therefore, we would have 23 sample blocks as indicated in (b).

Col. 6: *No. of the last block selected.* Enter here the serial number of the last block selected. In the above example, with 112 blocks if the random start were 4, the serial number of the last block selected would be 109. This number should be entered in col. 6.

Col. 7: *No. of blocks left out Col.* 2—*Col.* 6. The total number of blocks remaining in the charge after the last block listed in col. 6 should be entered here. In the example discussed in previous para. the number 3 should be entered here. (112—109=3). The number entered in this column will be less than five. In case this number is zero, enter zero in this column.

Col. 8: *Starting block of the next charge* 5—*Col.* 7. Subtract the entry in col. 7 from the number 5, and enter the result in this column. This number will be the serial number of the first block to be selected in the next charge. This number should also be copied

in col. 3 against the next charge for which sample selection has now to be commenced.

After completing this charge, take up the next charge and repeat the above operations. Instead of using a fresh random start you will have to use the number indicated in col. 8 in the entry relating to the immediate previous charge as the starting point in sample selection. You would have already copied this number in col. 3 in each case. If you have not done so, do it now. The other columns will be filled up as before.

PART II—*Instructions for selection of sample blocks in non-city urban areas (of every district).*

These instructions indicate the way in which the sample blocks will be identified in non-city urban areas, in other words, in all towns excluding cities/city urban agglomerations of every district. Form II will be used for this purpose.

Write the name of the state and district and their code numbers in the appropriate space.

Towns will be arranged according to their location code numbers. The sample selection will start from the first town.

For each non-city urban area of a district, a random number between 1 and 5 would have been communicated to you by the Director of Census Operations. Enter this number against the random start. This number against the random start indicates the number of the enumeration block from which you will start the selection of the sample blocks. Commencing with this enumeratioin block, selection will be done systematically as explained further.

Col. 1: *Name of Town and its location code.* Enter the name of the town and its location code in col. 1. The name and the location code of the next town will be entered only after completing the sample selection in the first town entered. Since, as you will see later, you may be using quite a few lines for each town, do not enter the name of the second town unless the sampling operation relating to the first town is completed.

Col. 2: *Total Number of blocks in the town.* Enter the total number of blocks in the town here. Since this is important information this has to be ascertained carefully.

Col. 3: *Number of the first block selected.* Write down the random number assigned here. This indicates the starting point for sample selection. If the random number allotted for the non-city urban area is 4 the first sample block will be enumeration block No. 4.

Col. 4: *List of enumeration blocks selected.* Starting with the random number in col. 3 select every 5th block till you cannot select any further block in the town. For example, if the random number in col. 3 is four, you must select block numbers 4, 9, 14, 19 ..... etc. If in this town there are 112 blocks, the last block selected will be the enumeration block number 109. All the block numbers should be entered in column 4. The entries can be made as:

(4, 9, 14, 19, 24)

(29, 34, 39, 44, 49)

(.....etc.)

Use as many lines as needed in this column. Blocks listed in this column are the sample blocks for the town.

Col. 5: *Number of blocks in the sample.* After listing all the sample blocks in column 4, count the number of blocks in the sample and enter this total number in column 5. The number of blocks in the sample should be equal to the number of blocks in the town entered in col. 2 divided by 5. If the number of blocks in col. 2 is not exactly divisible by five then the number of sample blocks in col. 5, will be equal to—

(a) $\frac{\text{(The number of blocks in the charge)}}{5}$ ignoring the remainder

or

(b) $\frac{\text{(The number of blocks in the charge)}}{5}$ ignoring the remainder +1

The actual number of blocks in the sample will be equal to the former if the remainder is less than the starting block number. If the remainder is equal to or greater than the starting block number, the number of blocks selected will be equal to the latter, i.e. the quotient plus one.

For example, let us consider a charge which has 112 enumeration blocks. In this case, if 112 is divided by 5, the result would be 22 leaving a remainder of 2. If the random start is 3 or 4 or 5, the remainder is less than the random start and, therefore, we would have 22 sample blocks as indicated in (a).

On the other hand, if the random start is 1 or 2, the remainder would be greater than or equal to the random start and, therefore, we would have 23 sample blocks as indicated in (b).

Col. 6: *Number of the last block selected.* Enter here the serial number of the last block selected. In the above example, with 112 blocks, if the random start were 4, the serial number of the last block selected would be 109. This number should be entered in col. 6.

Col. 7: *Number of blocks left out Col.* 2—*Col.* 6. The total number of blocks remaining in the town after the last block listed in col. 6 should be entered here. In the example discussed in the previous para, the number should be entered here. (112—109=3). The number entered in this column will be less than

five. In case this number is zero, enter zero in this column.

Col. 8: *Starting block of the next town* 5--*Col.* 7. Subtract the entry in col. 7 from the number 5 and write the result in this column. This number will be the serial number of the first block to be selected *in the next town.* This number should also be copied in col. 3 against the next town for which sample selection has now to be commenced.

After completing this town, take up the next town and repeat the above operations. Instead of using a fresh random start you have to use the number indicated in col. 8 in the entry relating to the immediate previous town as the starting point in sample selection. You would have already copied this number in col. 3 in each case. If you have not done so, do it now. The other columns will be filled up as before.

PART III.—*Instructions for sample selection in rural areas* (of every Taluk)

These instructions indicate the way in which the sample blocks will be selected in each rural charge. Form III will be used for selection of sample blocks in rural areas. This form will be filled by extracting information contained in the charge register itself.

The names of the state, district and rural charge will have to be written in the appropriate spaces along with their location code numbers.

Col. 1: *Serial number.* This is a running serial number of the enumeration blocks. For each enumeration block is a separate line will be used.

Col. 2: *Circle number.* The circles in the charge should be entered one after another. If they have any name (or number) enter them here.

Col. 3: *Location code of the village.* Write the location code of the village.

Col. 4: *Block Number. The block number is entered in column* 4. In case a particular village has more than one block for the purposes of enumeration, then separate lines should be used for each block. The block number should be continuous within each charge. This number is the number assigned to each enumeration block in the charge register prepared for the enumeration operations.

Cols. 5, 6, 8, 10 *and* 12: *Size of block by population.* Enter the population of the block as determined at the houselisting operations in the relevant column. If the block does not have any population, enter O under column 5. If the population of the block is less than 300 or between 300 and 499 or between 500 and 749 or above 750, enter the actual population in columns 6, 8, 10 or 12 as the case may be. Each block will have an entry in only one of these five columns. After entering the particulars for a block enter the particulars for the next block and so on.

Cols. 7, 9, 11 *and* 13: *Notional numbers.* After you have exhausted all the blocks in your charge, you must now go to columns 7, 9, 11 and 13. Starting with column 7, you must allot a fresh serial number to the blocks. Thus, the entry in column 6 will get number 1 in column 7 and the second entry number 2 and so on. After you have exhausted all the entries in column 6, continue the serial numbering in column 9 also. For example, if you have 5 blocks with population less than 300 in the particular charge, the last number in column 7 will be 51 and against the first entry in column 8 you will have to record the serial number 52 in column 9. Similarly, after exhausting column 9, you should continue the serial number in column 11 and column 13 respectively. In case you do not have a block of a particular size group in the charge, there will be no entry in the relevant column. For example, if in your charge, there are no blocks of population 750 and above then columns 12 and 13 will be blank. At the end of this re-numbering operation, each enumeration block will have a notional number given in column 7 or 9 or 11 or 13.

Selection of Sample Blocks. For each charge a random number between 1 and 5 will have been communicated by the state Director of Census Operations office. For example let us assume 4 as the random number given to you by your District Census Officer. Therefore, blocks having the notional number 4, 9, 14, 19 etc..... will be selected. The notional numbers in the relevant columns will be circled in red pencil. The corresponding block number in column 4 will also be circled with red pencil. The circled blocks will be the sample blocks in this charge.

It must be noted that the blocks with no population will not be selected. The enumeration block number of such blocks will be noted in col. 4 and the fact that they have no population will also be noted in col. 5 with the entry 'O' but it will be noticed that there is no column for the notional serial number in the case of such blocks. In other words, the sample blocks will be selected only from among those enumeration blocks which have some population.

Another very important point to be noted is that the notional number in cols. 7, 9, 11 and 13 are only meant to identify the sample blocks. This number MUST NOT BE USED FOR ANY OTHER PURPOSE. In the records of the sample blocks such as the Household Schedules, Individual Slip Pads and in all other records the number that must be used is ONLY THE LOCATION CODE NUMBER OF THE BLOCK.

PART IV.—*Other matters*

The selection of the sample blocks must be made very carefully. The information in the census records of these blocks will be used for a major part of tabulation and most of the very important tables relating

to economic, fertility, migration, etc. are going to be obtained only on the basis of these sample blocks. It will, therefore, be realised how very important it is that the selection of the sample is as perfect as possible. Incidentally, it will also be noted how very important it is for us to ensure that the quality and coverage of the enumeration in the sample blocks is also as perfect as possible.

In view of the importance of the sample selection, please note that if you have any difficulty at all in this matter, you must unhesitatingly get in touch with the District Census Officer and the Director of Census Operations.

The model filled in forms of I, II and III will be found in Annexure III, IV and V which may serve as illustrations.

As mentioned earlier, in the sample blocks both the Universal and Sample individual slip will be canvassed. In the non-sample blocks only the Universal Individual Slip will be canvassed. However, please note that the Household Schedule will be canvassed in both the sample and non-sample blocks, i.e. it will be canvassed for all households. The individual slips to be canvassed in the sample blocks are printed in blue.

FORM I

Census of India 1981

Control sheet for the selection of sample enumerator's blocks– City

State ..... District .....

City ..... Random start:.....

Name of Charge or Number	Total Number of enumerator's blocks in the charge	No. of the first block selected	List of Enumeration blocks selected	No. of blocks in the sample	No. of the last block selected	No. of blocks left out Col. 2-6	Starting block of the next charge 5-Col. 7
1	2	3	4	5	6	7	8

FORM II

Census of India 1981

Control sheet for the selection of sample enumerator's blocks– non-city urban

State: ..... District: .....

Town: ..... Random start: .....

Name of Town and its location code	Total number of enumerator's blocks in the town	Number of the first block selected	List of Enumeration blocks selected	Number of blocks in the sample	Number of last block selected	Number of blocks left out Col.2-Col. 6	Starting block of the next town 5-Col. 7
1	2	3	4	5	6	7	8

FORM III

Page No. .....

Census of India 1981

Control sheet for selection of Sample Enumerator's blocks—Rural

State: .....

Random Start: .....

Taluk: .....

Sl. No.	Supervisor Circle No.	Location code of the village	Enumerator's block number	Size of block by population and pseudo number								
				Zero	Less than 300	S. No.	300-499	S. No.	500-749	S. No.	750 & above	S. No.
1	2	3	4	5	6	7	8	9	10	11	12	13

ANNEXURE III

Page No. .....

FORM I—Control sheet for the selection of sample enumerator blocks—City/City Urban agglomeration

State : Tamil Nadu

District : Tirunelveli

City/City Urban Agglomeration: Tirunelveli City Urban Agglomeration (L. Cs. XXI to XXXI)

Random Start No. 3

Name of Charge or number	Total No. of blocks in the charge	No. of the first block selected	List of enumerator blocks selected	No. of the blocks in the sample	No. of last block selected	No. of blocks left out col. 2-col. 6	Starting block of the next charge 5—Col. 7
1	2	3	4	5	6	7	8
XXI. Tirunelveli of Tirunelveli Municipal Charge.	204	3	3, 8, 13, 18, 23, 28, 33, 38, 43, 48, 53, 58, 63, 68, 73, 78, 83, 88, 93, 98, 103, 108, 113, 118, 123, 128, 133, 138, 143, 148, 153, 158, 163, 168, 173, 178, 183, 188, 193,198,203.	41	203	1	4
XXII. Thalaiyuttu of Tirunelveli Taluk Charge.	12	4	4, 9	2	9	3	2
XXIII. Pettai of Tirunelveli Taluk Charge.	1	..	..	..	..	4	1
XXIV. Thatchanallur of Tirunelveli Taluk Charge.	32	1	1, 6, 11, 16, 21, 26, 31	7	31	1	4
XXV. Alaganeri of Tirunelveli Taluk Charge.	4	4	4	1	4	0	5
XXVI. Naranammalpuram of Tirunelveli Taluk Charge.	23	5	5, 10, 15, 20	4	20	3	2
XXVII. Sankarnagar of Tirunelveli Taluk Charge.	16	2	2, 7, 12	3	12	4	1
XXVIII. Melapalayam of Melapalayam Municipal Charge.	97	1	1, 6, 11, 16, 21, 26, 31, 36, 41, 46, 51, 56, 61, 66, 71, 76, 81, 86, 91, 96	20	96	1	4
XXIX. Melanatham of Tirunelveli Taluk Charge.	2	..	..	..	..	3	2
XXX. Palayamcottai (NM) of Tirunelveli Taluk Charge.	9	2	2, 7	2	7	2	3
XXXI. Palayamcottai of Palayamcottai Municipal Charge.	135	3	3, 8, 13, 18, 23, 28, 33, 38, 43, 48, 53, 58, 63, 68, 73, 78, 83, 88, 93, 98, 103, 108, 113, 118, 123, 128, 133	27	133	2	3

Note: The figures given above are for illustration only and do not represent the actual figures.

ANNEXURE IV

Page No. .....

FORM II—Control sheet for the selection of sample enumerator blocks—Non-city urban areas

State : Tamil Nadu

District : South Arcot

Random Start No. 2

Towns: Tindivanam, Villupuram, Tirukkoyilur, Kallakkurichchi, Panruti, Thorapadi, Nellikuppam, Neyveli, Kurinjipadi, Vriddhachalam, Gengaikondan, Melpathi, Chidambaram, Annamalainagar, Bhuvanagiri, Portonovo (L.C. Nos. I to VIII, X to XVII)

Name of town and its Location Code	Total No. of blocks in the town	No. of the first block selected	List of enumerator blocks selected	No. of blocks in the sample	No. of the last block selected	No. of block left out col. 2-col. 6	Starting blocks of next town 5-Col. 7
1	2	3	4	5	6	7	8
Tindivanam I	87	2	2, 7, 12, 17, 22, 27, 32, 37, 42, 47, 52, 57, 62, 67, 72, 77, 82, 87	18	87	0	5
Villupuram II	126	5	5, 10, 15, 20, 25, 30, 35, 40, 45, 50, 55, 60, 65, 70, 75, 80, 85, 90, 95, 100, 105, 110, 115, 120, 125	25	125	1	4
Tirukkoyilur III	17	4	4, 9, 14	3	14	3	2
Kallakkurichchi IV	31	2	2, 7, 12, 17, 22, 27	6	27	4	1
Panruti V	75	1	1, 6, 11, 16, 21, 26, 31, 36, 41, 46, 51, 56, 61, 66, 71	15	71	4	1
Thorapadi VI	12	1	1, 6, 11	3	11	1	4
Nellikuppam VII	72	4	4, 9, 14, 19, 24, 29, 34, 39, 44, 49, 54, 59, 64, 69	14	69	3	2
and so on (L.C. VIII and X to XVII)							

Note: The figures given above are for illustration only and do not represent the actual figures.

ANNEXURE V

Page No.

FORM III—Control sheet for selection of sample enumerator blocks—Rural.

State: Tamil Nadu

District: Thanjavur

Taluk : Tiruvarur

Random Start : 1

Sl. No.	Circle	Location code of the village	Block No.	Size of block by population and pseudo number								
				Zero	Less than 300	Sl .No.	300-499	Sl.No.	500-749	Sl.No.	750 and above	Sl. No.
1	2	3	4	5	6	7	8	9	10	11	12	13
1	1	1	1	..	..	..	..	..	670	9	..	..
2	1	1	2	..	..	..	..	..	587	10	..	..
3	1	2	3	..	..	..	480	5	..	..	..	..
4	1	2	4	..	..	..	..	..	720	11	..	..
5	1	2	5	..	..	..	..	..	..	..	790	24
6	1	2	6	..	..	..	..	..	..	..	803	25
7	1	3	7	..	..	..	335	6	..	..	..	..
8	2	4	8	..	..	..	..	..	569	12	..	..
9	2	5	9	..	..	..	427	7	..	..	..	..
10	2	5	10	..	..	..	..	..	..	..	752	26
11	3	6	11	..	291	1	..	..	..	..	..	..
12	3	6	12	..	..	..	..	..	605	13	..	..

ANNEXURE V—*contd.*

1	2	3	4	5	6	7	8	9	10	11	12	13
13	3	6	13	..	..	..	..	..	..	..	771	27
14	4	7	14	..	..	..	370	8	..	..	..	..
15	4	7	15	..	..	..	..	..	..	..	903	28
16	4	8	16	..	..	..	..	..	600	14	..	..
17	4	8	17	..	..	..	..	..	..	..	822	29
18	4	9	18	..	297	2	..	..	..	..	..	..
19	4	9	19	..	..	..	..	..	..	..	948	30
20	4	10	20	..	..	..	..	..	706	15	..	..
21	5	11	21	..	..	..	..	..	510	16	..	..
22	5	11	22	..	..	..	..	..	..	..	761	31
23	5	12	23	..	..	..	..	..	..	..	815	32
24	5	12	24	..	..	..	..	..	621	1	..	..
25	6	13	25	..	..	..	..	..	755	18	..	..
26	6	14	26	..	..	..	..	..	675	19	..	..
27	6	15	27	..	..	..	..	..	671	20	..	..
28	6	16.a/b	28	..	..	..	..	..	539	21	..	..
29	6	17.a/b	29	..	..	..	..	..	696	22	..	..
30	7	18	30	..	257	3	..	..	..	..	..	..
31	7	18	31	..	..	..	..	..	..	..	751	33
32	7	18	32	..	..	..	..	..	..	..	905	34
33	7	19.a/b	33	..	..	..	..	..	625	23	..	..
34	7	20.a/b	34	..	140	4	..	..	..	..	..	..
35	7	20.a/b	35	..	..	..	..	..	..	..	892	35

Note:—The figures given above are for illustration only and do not represent the actual figures.

II (xii)

CIRCULAR No. 12 DATED 11-11-80

SUB.—*Census* 1981—*Final census enumeration in February-March* 1981—*Training of enumerators and supervisors.*

The enumerators and supervisors who have been selected for the census enumeration of February—March 1981 have to be given intensive training. It is hardly necessary to emphasise that the quality of the census data depends to a large extent on the effectiveness of the training given to the field workers. Since the enumerators/supervisors should be given a minimum of three rounds of training and as the months ahead have to be utilised for this, you have earlier been requested to arrange for the training of the Census charge officers and their deputies now itself, so that in turn they will train up the enumerating personnel from the later part of November 1980.

2. The instruction booklets and the various census schedules in Tamil will be sent in the course of the next few days. Red forms intended for training purposes will also be sent.

3. The enumerators/supervisors may be asked to go through the instruction booklet thoroughly. They should be encouraged to conceive of different situations for filling up the different questions in the schedule and raise doubts, if any. The training officials should be asked to fully clarify such doubts. The idea is that the enumerating personnel should have thorough knowledge before going to the field and should be able to solve any problem which they may come across during the actual enumeration.

4. It would be good if the training classes are conducted in small batches of about 50 persons so that it will be easily manageable and the trainees will be in a position to freely discuss the various aspects concerning the enumeration.

5. The training classes may be held at convenient centres, say, the firka headquarters, Panchayat Union Headquarters, etc. in the case of taluk charges and convenient centre or centres within big towns in the case of Corporation/Municipal and other charges. The idea should be that the enumerating personnel do not have to travel long distances for attending the training classes.

6. (a) The enumerators and supervisors should come for the first training after reading the instruction booklets. In the first training session (two days), the trainees should be told about the updating of abridged houselist, preparation of notional map/lay-out sketch, need for getting familiar with the block, reference dates, timing of the operations, indicating those who are

eligible for the enumeration, etc. Also, a quick general exposure to the main aspects of the instructions should be made in the first training session. This should be followed by a thorough reading and explanation of the instructions contained in the booklet.

(b) In the second round of training (two days in December 1980—January 1981), the instructions can be gone through in a more detailed manner with participation by the enumerators/supervisors in the discussion. Practical training may also be imparted during this training session by asking the enumerators and supervisors to fill in the household schedules and individual slips (Printed in red) supplied for this purpose, in respect of a few houses and households. A separate meeting of supervisors alone may also be held in this training session during which they may clearly impressed on the various aspects of enumeration and their responsibility in checking the same.

(c) During the third and final round of training (one day in January 1981), the important aspects of the instructions can be gone through rapidly and it may be ensured that the enumerators have gone round their blocks with their supervisors to know their areas of operation. The various forms connected with enumeration may also be distributed. Doubts, if any, on the area of operation, instructions etc. should be cleared by the training officer.

7. To recapitulate, kindly ensure that you have covered the following aspects in the first two rounds.—

(i) Preparation of notional map and lay out sketch—Please note that the notional map and layout sketch have to be drawn afresh for each Enumerator Block (including those which have not been changed after houselisting). The notional maps and layout sketches prepared during houselisting may however be given to the concerned enumerators for reference and return.

(ii) Instruction for updating Section 2 and filling up of Section 3 and filling up of Section 1 of the Abridged Houselist.

(iii) Filling up of Part I (15 Questions) of the Household Schedule and columns 1—7 of Household Schedule—Part II, namely, Population Record.

(iv) Filling up of individual slip (Universal) consisting of 16 questions. Please note that in non-sampled enumerator blocks, the individual slip will be supplied in black ink and will have questions printed on one side only.

(v) Filling up of the individual slip (Sample) consisting of six additional questions in respect of such of those enumerator blocks which have been specially selected for canvassing these questions. Please note that in these sample blocks, the individual slip supplied will be in blue ink and will have questions printed on both the sides of the slip.

(vi) Issue of Degree holders and Technical Personnel Schedules in sample enumerator blocks to graduates, post graduates and technical diploma or degree holders.

(vii) Enumeration of Houseless population.

(viii) Revisional round, with the object of updating population as at sunrise of 1st March 1980.

(ix) Filling up of the Household Schedule, Part II, namely, Population Record, columns 8-35.

(x) Filling up of enumerator's working sheet and the enumerator's abstract. Please note that the filling up of Household Schedule—Part II (Population Record)—Columns 8 to 35 and the Enumerator's Working Sheet should be done at the end of the enumeration every day and this should on no account be accumulated by the enumerator till the last day of Census enumeration.

8. The first round of training which may last for *two full days* could be held in the last week of November 1980 or early December. The second round of training classes should be held again for *two full days* during December, 1980—January 1981 and the final training session for *one whole day* could be held in the second half of January 1981. Altogether, the training classes for enumerating staff should be conducted for five full days as above, in three separate rounds. If found necessary, one more day may be taken in the first round of training so that the total number of classes will be six.

9. The training classes should be in convenient halls with facilities for black-board which may be needed for explaining certain points in detail. A few big-sized individual slip forms, (both universal and sample) would be sent to you which may be displayed in the training centres and halls and these should be explained by the officials conducting the training classes. It is essential that the various questions in the schedule are dealt with in detail.

10. The location codes of State/district/taluk or town/village or ward and the enumerator block numbers should be made known thoroughly to the enumerators/supervisors. These five-element codes have to be used in the various forms to be used by them in the census enumeration.

11. The enumerators and supervisors of sampled blocks should be specially instructed that both the individual slip (universal) portion as well as the individual slip (Sample) should be fully filled up for all the individuals in their blocks.

12. The enumerators should be told that the enumeration of population should be positively commenced on the stipulated date, viz. 9-2-1981 and completed on 28-2-1981. The revisional round should be commenced on 1-3-81 and completed well before 5-3-81 (closing date) and the enumerator's abstract and other records should be handed over before 5.00 P.M. on 5-3-1981 to the Supervisor, without fail. As we have to work out the charge totals and

quickly communicate the provisional population totals (about which a separate circular will be issued in due course), the above dates have to be strictly adhered to.

13. The charge officers may be asked to finalise the dates of the training sessions as per the above instructions and communicate the same to you and the Regional Deputy Director of Census Operations. A consolidated training programme charge-wise may be prepared by you for the entire district, for each training round, and communicated to this Directorate so as to enable me to depute my officers to these training classes to the extent possible.

14. To facilitate the enumerators and supervisors to go round their blocks for enumeration and supervision, orders have been issued in G.O.Ms. No. 1193 Public (Elections-II) Department, dated 24-5-80 that the enumerators and supervisors should be considered as on duty and permitted to be away from their offices for half-a-day from 9-2-81 to 28-2-81 and to be completely on Census duty for the whole day from 1-3-81 to 5-3-81. For attending the training classes, they will be paid a flat rate allowance per day (as was done for the training classes, preceding the houselisting operations), on which Government orders are expected to be issue shortly. For the enumeration work, the enumerators and supervisors would be paid an honorarium also on which Government orders will be issued in due course.

15. Copies of this Circular are being marked to all charge officers and you may please ensure that it is received by all the charge officers under your control.

Kindly acknowledge receipt of this circular.

II (xiii)

CIRCULAR No. 13 DATED 15-12-80

SUB.—*Census* 1981—*Numbering of household schedule books and individual slip pads—Stamping of Location Codes—Regarding.*

Every Charge officer will have to assign serial numbers separately for the household schedule books and individual slip pads supplied to him. The assignment of these serial numbers should be done as soon as the schedules are received by the Charge Officer from the Government Press. Every household schedule book and individual slip pad finally supplied to the enumerator should clearly bear these numbers on their cover sheets. It must be ensured that no household schedule book and individual slip pad is kept without such a serial number. The book and pad numbering should be done in the following manner:

Book Numbers

2. For household schedule, the Charge Officer should give serial numbers in one sequence, starting first with the household schedule books containing 25 forms, supplied to him. After exhausting all such books of 25 forms for the entire charge, the serial number should then be assigned continuously for the other household schedule books containing 10 forms. Thus the household schedule books of 25 forms should be numbered 1, 2, 3 etc. and continuously thereafter for the books of 10 forms, all in one series.

Pad Numbers

3. As regards the individual slip pads, the Charge Officers will have to give separate numbers for all pads. Starting from '1', pad number should be assigned first for all the *black* individual slip pads of 50 slips for the entire charge, followed by black individual slip pads of 25 slips. In the same sequence, this serial number should be further continued for the *blue* individual slip pad of 50 slips and then the blue individual slip pads of 25 slips.

4. The book numbers and pad numbers assigned in the aforesaid manner by the Charge Officer should be indicated clearly in the space provided at the right side top portion of the cover page (front wrapper) of these books and pads. The number given to a household schedule book should be repeated in every form contained in the book on the line given against 'book number' in the right hand top. Similarly, the number given to a individual slip pad should be given on every slip in line against 'pad number' on every slip on the right hand top. Numbering machine, which may be available with Charge Officers, may also be used for the assignment of these serial numbers.

Location Codes

5. The Location Code should be stamped in the household schedule books as well as the individual slip pads by the Charge Officer. This code should be stamped upto first three elements of Location Code in the case of both rural and urban areas. Such stamp should be made not only on the cover page of the household schedule book and individual slip pad but also on four or five household schedule forms and individual slips within every book and pad. The enumerators should be instructed to write this Location Code and add the village or ward number as well as Enumerator Block number (fourth and fifth elements also) in all the Household Schedule forms and individual slip forms. The Location Code number of the State, district and then the taluk in the case of rural areas and towns (Roman codes) in the case of urban areas will have to be Stamped by the Charge Officers. (e.g. 20/4/7, 20/10/VII, etc.). In order to ensure uniformity, the Regional Deputy Directors of Census Operations are being asked to arrange for the manufacture of these rubber stamps centrally and distribute the same among the Charge Officers. The concerned Regional Deputy Director may please be contacted for this.

6. The Degree Holder and Technical Personnel (DHTP) Schedule has to be issued to all graduates, post graduates, etc. by the enumerators of 'sample' enumerator blocks. These schedules will be distributed by this office soon. It is necessary that the Location Code upto taluk or town level (first three elements of Location Code) is also stamped on all these DHTP Schedules by the Charge Officer before they are issued to the enumerators in charge of such sample blocks. The concerned enumerators should be instructed to complete the Location Code (all five elements).

7. The household schedule books and individual slip pads along with the various other forms, can be issued to the census enumerators during the last round of the training classes, as already informed. The charge officers should ensure that the book numbers and pad numbers are duly given before issuing the same to enumerators. A distribution register showing the book/pad numbers which are issued to every enumerator block should also be kept. The return of the distributed pads and book could be carefully watched by this process, at the time of receipt of records from every enumerator/supervisor.

8. A copy of this circular is marked to all Charge Officers. Kindly ensure that the above instructions are strictly followed by the Charge Officers.

Please acknowledge receipt of this circular.

II (xiv)

CIRCULAR No. 14 DATED 27-12-80.

SUB.—*Census* 1981—*Provisional population totals—Quick communication of Regarding.*

The provisional population totals will be released at the all India level by the Registrar General and Census Commissioner of India at New Delhi and at the State level by the Director of Census Operations, Tamil Nadu at Madras by the third week of March, 1981. The taluk and municipal charge officers should initiate necessary steps for the correct compilation and timely communication of the provisional population figures, in accordance with the prescribed time schedule. The field staff will also have to be told repeatedly during the various rounds of training classes, of the need for the daily filling up of the working sheet, as already stressed in paragraph 12 of our Circular No. 12 dated 11-11-1980 on training.

Calendar for reporting provisional population totals

2. The following calendar for the reporting of provisional population totals at different levels, will be observed:

(i)	Completion of revisional round and submission of all records including working sheets and enumerator's abstracts by enumerators to supervisors. ..	5.00 P.M. on 5.3.1981
(ii)	Submission of all records relating to circles by the supervisors to the charge officers or his deputies like zonal officers, etc. ..	6.3.1981
(iii)	Communication of provisional population figures by the charge officers to the District Census Officer and Director of Census Operations, Madras ..	10.3.1981
(iv)	Communication of the provisional figures to the Director of Census Operations, Madras and the Registrar General, New Delhi by Collectors for districts and Commissioner, Corporation of Madras ..	11.3.1981
(v)	Compilation of State abstract by the Directorate of Census, Madras and Communication of provisional figures to the Registrar General, India, New Delhi. ..	12.3.1981

3. The enumerator's abstract to be prepared on the last day of the revisional round i.e., 5th March, 1981 will reflect the correct population of the enumerator block as on the reference date for Census. The enumerators should be asked to ensure that these as well as other documents are prepared correctly and they are free from arithmetical mistakes.

4. By the evening of 6th March, 1981, the Census records relating to all the enumerator blocks, including "Working Sheets" as well as "Enumerator's Abstracts" should be available with the charge officers. On receipt of these records, all the charge officers will have to immediately compile the population totals for their respective charges.

Working Sheet for preparing the Charge Census Abstract

5. The charge officer has to take out the "Working Sheets for preparing enumerator's abstract" for all the enumerator blocks relating to his charge. After ensuring that the working sheets are arranged in the serial order of enumerator block numbers for all the enumerator blocks under his charge, the data given in them have to be posted in separate registers called "Charge Working Sheets". The Charge Officers will keep ready even now the registers for this purpose. In the case of tahsildars who have rural and urban (Roman codes) area under him, two separate registers have to be opened for the rural and urban areas of the taluk containing columns of the "Charge Working Sheet". The columns of these working sheets are the same as those of the format of the working sheet, prepared by the enumerators, the only change being that in column 1, Location Code Number will be given instead of line number and in column 2 the enumerator block number will be given instead of serial number of household. However, the proforma of the Charge Working Sheet is given in Appendix I for ready reference.

6. The total figure for each enumerator block should be posted by the Charge Officer's assistant in the charge working sheet with reference to the grand total (including normal, institutional and houseless households) given by the enumerator in the working

sheet for his enumerator block. The figures of the columns when added would give the total figures for the entire charge.

7. The tahsildar in charge of rural as well as urban areas will have to follow the following procedure. While preparing the "Charge Working Sheet" register for rural areas, the Location Codes and the enumerator blocks in them may be arranged in the ascending order as was done in Part A of the Charge Register. The total should be struck and that will be the taluk rural total. Separate location code wise (i.e. village-wise) totals for rural areas *are not necessary*. in the second 'Charge Working Sheet' register for urban areas, the roman location codes and enumerator blocks in them may be arranged in the ascending order and here, sub-totals should be struck in separate lines for each town (Roman Location Code). The grand total for all the towns should also be struck at the end of this working sheet which will give taluk urban total.

Charge Census Abstract

8. Based on the totals of the charge working sheets, an abstract has got to be prepared by every charge officer. In the case of taluks, separate Charge Census Abstracts will have to be prepared for (1) the total taluk charge (including rural and urban) (2) rural areas of the taluk only (3) all urban areas of the taluk only and (4) each urban area (with separate Roman Location Code), separately. These abstracts are similar in form to that of the Enumerator's abstract. However, a proforma of the Charge Census Abstract is given in Appendix II.

District Census Abstract

9. At the district level, you may please arrange to consolidate the figures communicated by the charge officers and arrive at the district population totals. You may prepare the District Census Abstract in the proforma as shown in Appendix III.

Communication of provisional totals by the charge officer

10. The basic details of population and literacy along with male and female break-up will be released immediately after completion of census enumeration and this will be closely followed by the release of other important data, in the second stage. These details have to be extracted by the charge officer from columns 3, 4 and 5 given against serial numbers 1 and 4 of the concerned Charge Census Abstract. The taluk charge officers would have prepared this separately for rural areas of the taluk as well as for each town. These figures should be communicated by the quickest possible means, preferably by telephone or express telegram. The charge officer must give these figures to the District Census Officer as well as the Director of Census Operations Madras, in the standard form of message given below on or before 10*th of March*, 1981 positively.

For Taluk charges

1981 *Provisional Population Totals*

Name of Taluk.....Total/ District.....

Rural/

Urban/

Each town.....

Males..... Females.....

Total population..... Literate Males.....

Literate Females..... Total literates.....

The message should relate separately to Taluk total, Taluk rural, Taluk urban and for each town in the Taluk charge. Obviously the Taluk urban is the total of figures of all towns under the Taluk charge. For example, if there are four towns in the taluk charge, seven messages have to be communicated—one for taluk total, one for taluk rural, one for taluk urban and one each for the four towns.

For Corporation/Municipality/Municipal Township/Cantonment charges

1981 *Provisional Population Totals*

Name of

Charge..... District .....

Males..... Females.....

Total population..... Literate Males.....

Literate Females..... Total literates.....

11. Whether the message is conveyed by express telegram or telephone, a confirmatory letter giving the details as in the above format should also be sent to the District census officer, the Regional Deputy Director concerned and the Director of Census Operations, Madras.

Communication of Provisional Totals by the District Census Officer

12. Based on the District Census Abstracts prepared, the district total should be carefully struct at your end. It may please be ensured that figures of all Census Charges in your district (except the Military Charges) have been posted in the District Census Abstract. Arrangements are made to get the figures of Military Charges directly from the Military Charge Officers. These district totals have to be communicated immediately to the Director of Census Operations, Madras as also the Registrar General and Census Commissioner of India, 2-A, Mansingh Road, New Delhi-110011. The last date fixed for conveying the district level figures is 11*th March*, 1981. The standard form of message prescribed for giving district level data is given in the next page.

1981 Provisional Population Total

State..... District.....

Males..... Females.....

Total population..... Literate Males.....

Literate Females ..... Total literates.....

The above message given over phone or express telegram will have to be followed up by confirmatory letters. Along with these confirmatory letters to Director of Census Operations, Madras, a copy of the District Census Abstract may be sent so as to enable preparation of the abstract for the entire Tamil Nadu at this Directorate. A copy of this confirmatory letter may be sent to the concerned Regional Deputy Director also.

13. The charge officers may utilise the telegraphic address and telephone numbers given below for conveying the provisional population totals to the Director of Census Operations, Madras. The messages may be given to Census Directorate's phone allotted for the concerned district. If by any chance the concerned line is not got then the message may be given to any other phone.

Telegram : CENSUS– MADRAS

Telephones : 76311	75681	77478
(Madras and Chengalpattu districts)	(North Arcot, Dharmapuri, Salem, South Arcot, Periyar, Tiruchchirappalli and Pudukkottai districts)	(Coimbatore, Nilgiri, Madurai, Ramanathapuram, Thanjavur, Tirunelveli and Kanniyakumari districts)

The telegraphic address and telephone numbers of the Registrar General and Census Commissioner of India (2-A Mansingh Road, New Delhi-110011) which may be used by the District Census Officers are given below:

TELEGRAM : REGGENLIND—NEW DELHI

TELEPHONES: 383761 383145 383157 386583

Necessary arrangements will be made for receiving messages round the clock (i) in the telephone numbers at Madras during March 7-10, 1981 for receiving messages from Charge Officers; and (ii) in the telephone numbers both at Madras and New Delhi during March 8-11, 1981 for receiving messages from District Census Officers.

In the case of Madras Corporation, the Charge Officer, i.e., the Commissioner, may communicate the provisional population totals of Madras City direct to the Registrar General, New Delhi and to the Director of Census Operations, Madras.

14. The 'charge working sheets' and 'charge abstracts' prepared by the charge officers will have to be handed over along with the various other records to the Regional Tabulation Offices on the 10th March. 1981 and a separate communication on the arrangement and handing over of the various census records will be issued in due course.

15. Kindly ensure the strict compliance of these instructions by the Charge Officers in your district.

The receipt of this Circular may please be acknowledged.

APPENDIX I

CENSUS OF INDIA 1981

Charge Working Sheet

(To be compiled from the Working Sheet for preparing Enumerator's Abstract)

Location Code:

Name of Taluk*/Corporation/ Municipality/Municipal Township/ Cantonment etc.:

Location Code Number	Enumerator Block Number	Persons	Males	Females	MALES											
					S.C.	S.T.	Literates	Illiterates	'Yes' in 14A	'No' in 14A	'Yes' in 14B	'No' in 14B	Entry in Q. 15A			
													C	AL	HHI	OW
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17

*Indicate rural/urban

Checked and found correct
Signature or Charge Assistant:

Date:

APPENDIX I—*Contd.*

MALES		FEMALES													
'Yes' in 16	'No' in 16	S.C.	S.T.	Literates	Illiterates	'Yes' in 14A	'No' in 14A	'Yes' in 14B	'No' in 14B	Entry in Q. 15A				'Yes' in 16	'No' in 16
										C	AL	HHI	OW		
18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33

Signature of Charge Officer:

Date:

APPENDIX II

CENSUS OF INDIA 1981

CHARGE CENSUS ABSTRACT

(To be compiled from working sheet)

Location Code:

Name of Taluk*/Corporation/Municipality/Municipal Township/Cantonment:

Sl.No.	Particulars	Persons	Males	Females
1	2	3	4	5
1.	Population (including Institutional and houseless Population)			
2.	Scheduled Caste (grand total of cols. 6 & 20)			
3.	Scheduled Tribe (grand total of cols. 7 & 21)			
4.	Literate (grand total of cols. 8 & 22)			
5.	Illiterate (grand total of cols. 9 & 23)			
6.	'Yes' in 14A (grand total of cols. 10 & 24)			
7.	'No' in 14A (grand total of cols. 11 & 25)			
8.	'Yes' in 14B (grand total of cols. 12 & 26)			
9.	'No' in 14B (grand total of cols. 13 & 27)			
10.	'C' in 15A (grand total of cols. 14 & 28)			
11.	'AL' in 15A (grand total of cols. 15 & 29)			
12.	'HHI' in 15A (grand total of cols. 16 & 30)			
13.	'OW' in 15A (grand total of cols. 17 & 31)			
14.	'Yes' in 16 (grand total of cols. 18 & 32)			
15.	'No' in 16 (grand total of cols. 19 & 33)			

Checked and found correct

Signature of Charge Assistant

Date:

Signature of Charge Officer

Date:

NOTE: Columns mentioned under col. 2 within brackets are columns of charge working sheet from which data have to be posted.

*In the case of taluks please specify whether it is for taluk rural/taluk urban/town (give name) in the taluk charge (vide para 8 of Circular No. 14).

APPENDIX III

DISTRICT CENSUS ABSTRACT

District:

Sl.No.	Name of Taluk/Corporation/Municipality/Township/Cantonment	Location Code No. of Taluk/Corporation/Municipality/Township/Cantonment	Population			Literates		
			M	F	T	M	F	T
1	2	3	4	5	6	7	8	9

Handing over of records by charge officer

4. The various records should then be arranged and bundled properly by the charge officer and handed over in tact, without any damage to the records, along with the inventories of enumerators as well as the supervisors to the Regional Deputy Director of Census Operations concerned. The last date prescribed for this purpose is March 12, 1981. For the purpose of handing over of these records, an inventory has to be prepared *in triplicate* by each charge officer. The format of this inventory is given in Appendix-III. The Census Assistant to the charge officer will prepare this inventory very carefully enumerator-block wise, listing the necessary details for all the blocks in the entire charge without omission. Separate inventories have to be prepared by the charge officer for 'rural' and 'urban' (bearing Roman Location Code) areas. One copy of this inventory will be retained as office copy by the charge officer after obtaining the signature of the concerned official receiving the records in the Regional Deputy Director of Census Operations' office. Of the remaining two copies of inventory, one should be handed over along with all the records to the Regional Deputy Director of Census Operations' office while the other copy should be sent to this Directorate.

Blank Schedule and forms

5. At the charge office, the records handed over would contain both filled-in as well as blank schedules/forms. Only the filled-in schedules are to be processed further and should therefore be handed over to the Regional Deputy Director of Census Operations' office. The blank schedules and forms need not be sent to the Regional Tabulation Offices. These may be sent to this Directorate directly. While forwarding these, the charge officer should get prepared an inventory for these blank schedules/forms also in duplicate. One copy of this inventory should be retained and the other copy should be sent to this Directorate along with unused forms/schedules. The charge officers should be very careful in ensuring that no filled-in schedule/form is mixed along with the unused schedules/form bundles sent to this Directorate.

Arrangement of records

6. The various records received by the charge officer will have to be arranged as below, before handing them over at the office of the Regional Deputy Director of Census Operations.

(i) *Notional Map*: All the notional maps should be arranged in ascending order of the enumeration block numbers for the entire charge.

(ii) *Lay out sketch*: As in the case of notional map, the lay out sketches will also have to be kept in the ascending order of enumerator block numbers.

(iii) *Abridged Houselist*: These should be arranged in the ascending order of enumerator block numbers for each charge. It should be ensured that the additional sheet or sheets relating to Section 2 or Section 3 of a block are fastened along with the appropriate enumerator block's record and that the Abridged Houselists of all enumerator blocks are arranged in the serial order.

(iv) *Filled in Household Schedule books and Individual slip pads*: The charge officer will have to arrange to tie two separate bundles for each enumerator block—one for Household Schedule books and the other for the Individual slip pads. *Both the schedules should not be tied together.*

(v) *Working sheets for Enumerator's Abstract*: The supervisor will hand over the working sheets relating to each enumerator block after arranging them in the ascending order of enumerator block numbers. The working sheets relating to the entire charge will have to be arranged in ascending order of block numbers before handing them over to the Regional Deputy Director of Census Operations' office. It must be ensured that the working sheets are available for normal, institutional and houseless households separately for every enumerator block.

(vi) *Enumerator's Abstract*: These should also be arranged in the ascending order of enumerator block numbers by the charge officer before handing them over.

(vii) *DHTP Schedules and the statement showing the number of DHTP schedules received, issued filled-in schedules collected and blank schedules returned*: The DHTP Schedules relating to each sample block may be kept in small bundles and these should be arranged in the ascending order of enumerator block numbers by the charge officers before handing over. The statement prepared for DHTP schedules for each sample enumerator block will have to be carefully checked. In the charge office, a consolidated statement will have to be prepared for the entire charge and all the statements prepared by the enumerators/supervisors along with this will have to be handed over.

7. After arranging the various records in bundles, in respect of all the enumerator blocks, as indicated above, the charge officer must send the complete set of records relating to his charge to the Regional Deputy Director of Census Operations' office, *positively by March* 12, 1981, through a special messenger, under intimation to the District Census Officer. The blank forms/schedules should be sent to this Directorate by the 15th March, 1981.

Kindly acknowledge receipt.

APPENDIX I

List of Census records handed over to supervisor

Rural/Urban .....

Name of State .....Code No. ..... Name of Village/Ward..... Code No. .....

Name of District .....Code No. ..... E.B. Number .....

Name of Charge .....Code No. .....

Name of Schedule/Form	Blank schedules/ Forms received	Filled in Schedules/ Forms returned to Supervisor	Blank Schedules/ Forms returned to Supervisor	Remarks
1	2	3	4	5
1. Notional Map				
2. Layout sketch				
3. Abridged Houselist				
4. Household Schedule Books 25 Forms 10 Forms				
5. Individual slip pads 50 Slips 25 Slips				
6. Working sheets Normal Household Institutional Household Houseless Household				
7. Enumerator's Abstract				
8. Degree Holder & Technical Personnel Schedules (For sample blocks only)				

Received the above records .....

Signature of Supervisor ..... Signature of Enumerator .....

Circle No. .....

APPENDIX II

List of Census records handed over to the Charge Officer

Rural/Urban .....

Name of State .....Code No. ..... Name of Supervisors Circle, if any or number

Name of District .....Code No. ..... E.B. Nos.....From.....To .....

Name of Charge.....Code No.....

Name of Schedule/Form	Blank Schedules/ Forms received	Filled in Schedules/ Forms returned to Charge Officer	Blank Schedules/ Forms returned to Charge Officer	Remarks
1	2	3	4	5
1. Notional map				
2. Layout Sketch				

APPENDIX II—*Contd.*

1	2	3	4	5
3. Abridged Houselist				
4. Household Schedule Books 25 Forms 10 Forms				
5. Individual Slip pads 50 Slips 25 Slips				
6. Working Sheet Normal Institutional Houseless				
7. Enumerator's Abstract				
8. Degree Holder and Technical Personnel Schedule (For sample blocks only)				
9. Filled-in Appendix I as submitted by enumerator				

Received the above records

Charge Clerk

Signature of Supervisor

APPENDIX III

Enumerator Blockwise list of census records handed over to the Regional Tabulation Offices

Name of State .....Code No. ..... Rural/Urban .....

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

Name of Charge .....Code No. .....

E.B. No.	Notional Map	Layout sketch	Abridged Houselist	Household Schedule books		Individual Slip pads		Working Sheets			Enumerators Abstract
				25 Forms	10 Forms	50 Slips	25 Slips	Normal	Institutional	Houseless	
1	2	3	4	5	6	7	8	9	10	11	12

ANNEXE III

OTHER LETTERS AND INSTRUCTIONS ON 1981 CENSUS
ISSUED BY THE CENSUS DIRECTORATE, MADRAS

ANNEXE III

III (i)

Lr. No. 1/1/78-*CEN/TN dt.* 12-4-1978 *from Shri K. Chockalingam, Ex-Officio Director of Census Operations, Madras addressed to all Collectors.*

SUB : *Planning of* 1981 *Census—Jurisdictional changes—Updating of list of villages etc.*

REF : 1. *D.O. Letter No.* 3155/78-17 *dt.* 5-4-1978 *from the Chief Electoral Officer and Special Secretary to Govt. of Tamil Nadu.*

2. *Lr. No.* 1/24/77-*RG(P) dt.* 11-1-1978 *from the Government of India, Ministry of Home Affairs.*

As you might know the next decennial census will be held in Tamil Nadu as all over the country in early 1981. In this regard you might have also received the above cited communication. As you may be aware the listing and numbering of administrative units namely, villages, panchayats, panchayat unions, towns, municipalities, taluks, etc., are important to ensure complete coverage at the time of actual census count. Hence the updating of peripheral units has been taken up so as to have a clear picture of localities with well-defined boundaries so that the house-listing and other census operations will be carried out with greater accuracy. In this regard I am enclosing herewith list of villages as existed during 1971 census, and request you kindly to arrange with the concerned Tahsildars for the scrutiny of the enclosed list and retransmit the same after incorporating jurisdictional changes if any effected after 1971 Census. After scrutiny and updating the list the taluk map may be prepared at Tahsildar's office in which the 1971 Census location code number corresponding to the village is marked. Uninhabited villages should invariably be included. Villages wholly or partially merged or excluded from an urban area after 1-4-1971 may be indicated with special marking along with 1971 Census location code number. The updated list along with the map may please be sent to this office by 30th of April 1978.

I also request you to kindly furnish to this office details of all such jurisdictional changes if any as detailed and the copies of relevant Government Notification and Orders in support of all changes taken place between 1-4-71 and now.

(1) Changes in the name of District/Taluk etc.

(2) Reorganisation of boundaries of the District/taluk/Panchayat Union/Panchayat etc., i.e. transfer of area from one District/Taluk/Panchayat Union/Panchayat etc., to another and vice versa.

(3) Formation of new District/Taluk/Municipalities/Notified Areas/Villages etc., and delineation of bundaries of cities/municipalities etc., by inclusion of adjoining villages.

It is also necessary for us to have detailed information regarding fresh villages or fresh areas where habitations may exist, either permanently or as a temporary feature. Information in respect of all forest villages may also be intimated separately.

III (ii)

Lr. No. 1/1/78-*CEN/TN dt.* 26-4-1978 *from the Dy. Director of Census Operations, Madras addressed to the Commissioner of Corporations of Madras and Madurai.*

SUB.—*Planning for* 1981 *Census—Upto dating of Divisions/Wards etc. of the Corporation—Reg.*

REF : *D.O. Lr. No.* 3155/78-17 *dt.* 5-4-78 *from Thiru D.K. Oza, I.A.S., Chief Electoral Officer and Special Secretary to Government of Tamil Nadu.*

Please refer to the above cited letter on the subject mentioned. This Directorate has taken up the preliminary work relating to 1981 Census. You may be aware that an up-to-date list of Division/Wards/Streets etc. is an important prerequisite for house numbering and census counting operations. There may be additions/alterations in these divisions/wards/streets etc. since 1-4-1971 the reference period of our 1971 Census. Hence it has become necessary to up-to-date particulars regarding your Corporation before we take-up house numbering and actual Census counting operation.

Though the actual Census counting will be done in the first quarter of 1981 we have to do a lot of pad work such as pretest, house numbering and identification of enumerators' block. Your help and timely Co-operation is therefore sought for the success of this mass operation.

As a beginning in this direction I request you kindly to furnish all the required particulars about your Corporation in the enclosed proforma. A notional map of the Corporation showing the street/lane names and door numbers may also please be supplied along with the filled in proforma at your earliest.

III (iii)

Lr. No. 1/1/78-*CEN/TN dt.* 27-4-1978 from Shri *K. Chockalingam, Ex-Officio Director of Census Operations, Madras addressed to all Municipal Commissioners.*

SUB : *Planning for the* 1981 *Census.*

You may be aware that this Directorate is meant for conducting decennial population censuses and other related studies on vital events. The next decennial Census will be conducted as all over India, in 1981. As a preliminary step for the ensuing Census we are to up-to-date the areas coming under a particular revenue unit such as Village, Municipality, Township, Cantonment etc. It is presumed that you might have by now received information on this matter from Tamil Nadu Government.

You are therefore requested to furnish the particulars in the enclosed proforma regarding your municipality at an early date. A notional map of your municipality indicating the name of street/lane along with the door numbers may please be supplied to us along with the filled in proforma latest by 15th May, 1978.

Since Pretest will be conducted shortly folowed by Houselisting, your kind co-operation and timely help is sought to make the 1981 Census Enumeration a grand success.

III (iv)

Lr. No. 1/1/SB-CEN/TN at 2-6-1978 from the Deputy Director of Census Operations, Madras addressed to all Collectors.

In continuation of this office letter of even number dated 12-4-78 I am to state that as in the previous Census, certain areas in the State though not officially declared as Municipality/Town/Township etc. will be considered as Census towns based on certain criterion set forth. The criterion adopted in 1971 to classify such areas as Census towns are:

1. Minimum population of 5,000
2. At least 75% of the male working population was non-agricultural
3. The density of population of at least 400 per sq. km. (i.e. 1,000 per sq. mile).

The same criterion are likely to be adopted for this purpose in the ensuing 1981 Census as well. This may mean that all those populous urbanised industrial areas will be classified as Census towns even though they may not be having official status of a town. The test to be satisfied to declare any such place as urban will be applied only after Census enumeration is over. In the meantime you are requested kindly to intimate this office the place(s) which in your opinion will be in a position to satisfy the criterion. On receipt of your suggestion arrangements will be made for purposive enumeration followed by on the spot inspection by the charge officers.

III (v)

D.O. lr. No. 2/1/79-CEN/TN/RU dated 16-4-79 from Shri A.P. Muthuswami, Director of Census Operations, Madras, addresed to all Collectors and Commissioners, Madras and Madurai.

The next decennial census will be the twelfth of the series and the fourth since independence. The first and important task as a prelude to the 1981 Census is the classification of areas as rural and urban. In the 1971 census, the urban list for the State was prepared in consultation with the district authorities and the local bodies. For the ensuing census, it is proposed to adopt the same procedure. As regards the criteria for the classification of areas as urban, the Registrar General, India has laid down the following broad criteria:

I. All Municipalities, Corporations, Cantonment boards Townships etc.

II. (a) All other places with a minimum population of 5,000.

(b) With at least 75% of the male working population engaged in non-agricultural pursuits and

(c) the density of population at 400 per sq. km. or above.

2. In order to ensure uniform treatment, the Registrar General had decided that besides statutory bodies like municipalities, towns etc. every place satisfying the three criteria laid down under II above will necessarily be treated as urban unless, of course, circumstances peculiar to any one of these places definitely justify its non inclusion in the urban list.

3. Apart from the above you may also suggest any place in your jurisdiction which do not satisfy the criteria under II but required to be treated as urban due to very peculiar circumstances. If you are satisfied that there are some such areas in your district with distinct urban characteristics and infrastructural facilities such as newly founded industrial areas, extensive housing colonies, places of tourist or religious importance, railway colonies etc. they too may be considered for inclusion in the urban list. Every such unit which you propose for inclusion in the urban list may be indicated separately with a supporting note justifying its eligibility for inclusion in the urban list for 1981 census. In order to facilitate your task in this regard, I am enclosing a list I of (1971) villages which may satisfy the criteria laid down for classification as urban. You are requested to examine in detail the case of each one of the places under your jurisdiction and inform whether these places could be treated as urban.

4. You are also requested to examine the necessity if any, for exclusion of any particular place from the urban list even though it satisfies the criteria laid down in this regard. I would like to make it clear here that just because a place had been treated as urban in 1971, it is not necessary to continue to treat it in the same manner now. Every unit treated as urban in the 1971 census should be reviewed individually before your final recommendations are forwarded to this office. Enclosed list II contains places treated as urban during 1971 census. You may examine the position in respect of each one of them as to whether due to any special circumstances any one of them required to be declassified as rural.

5. In addition to the above, your list may have to contain places which would have been notified as Corporation, Municipality or Township etc. after the 1971 census. The information on this may be sent along with a copy of notification.

6. The rural urban classification is a major preliminary task before launching the 1981 census operations. I would request you to kindly ensure that this exercise

is attended to carefully and promptly and send your recommendations to me at the earliest so as to enable us to prepare the urban frame for Tamil Nadu. I shall ask my DDs to meet you and render necessary assistance, if need be, so as to enable us to proceed further in the matter.

Looking forward to your co-operation in the ensuing census operations.

III (vi)

D.O. lr. No. 2/1/79-Cen/TN/RU dated 13-7-79 from Shri A. P. Muthuswami, Director of Census Operations, Madras, addressed to all Collectors and copied to Special Secretary to Government of Tamil Nadu Public (Elections) Department, Fort St. George, Madras-9.

SUB : *Classification of rural and urban units*—1981 *census.*

May I invite your kind attention to my D.O. letter No. 2/1/79-Cen/TN/RU dated 16th April, 79 on the above subject.

As stated already in paragraph 1 of my D.O. all Municipalities, Corporations, Cantonment Boards, Townships etc. are to be treated as urban. I request you to send a list of such bodies which have been newly formed after the 1971 census in your district. Apart from these, all places which satisfy the three demographic criteria mentioned against item II in para 1 of my D.O. are to be treated as urban area for the 1981 census.

On reconsideration of my earlier proposal it has since been decided to have Panchayat as the basic unit instead of revenue village for the purpose of declaration of new towns for the 1981 census. Accordingly a list of panchayats in your district which satisfy all the three criteria laid down for declaring a place as urban is enclosed (Statement I). It is proposed to treat these places as new towns in your district for the 1981 census. I request you to kindly offer your comments, on this list. I may add that unlike municipalities, townships etc. only such town panchayats which satisfy the three criteria have been considered for inclusion in the urban list.

A few panchayats of your district satisfy two of the three criteria and marginally the third criterion. They have been listed in Statement II enclosed. I request you to kindly examine whether these places deserve to be treated as urban and if so, your detailed comments justifying the same may please be communicated.

There may be certain places that have other distinct urban characteristics such as newly founded industrial areas and large housing settlements. These places may be served with all civic amenities, though they may not satisfy the creteria laid down for classification as urban. If there are such areas in your district which have not already been treated as urban in 1971 census and which in your opinion deserve to be treated as urban, full particulars and justification in support of the proposal may please be sent to enable me to take a suitable decision in the matter.

Since the finalisation of urban units will have to be completed early, may I request you to knidly bestow your personal attention to this matter and send a reply before July, 31.

Statement I

List of panchayats which satisfy all the three criteria laid down for declaring a place as urban are furnished district wise.

Statement II

List of panchayats which satisfy the two of the three criteria and marginally the third criterion have been furnished district wise.

III (vii)

Lr. No. 1/7/79 dt. 6-9-79 from the Director of Census Operations Madras addressed to the Chief Electoral Officer and Special Secretary to Government of Tamil Nadu, Public (Elections II) Dept., Fort St. George, Madras-9.

SUB : 1981 *Census—Preparatory work on House-numbering—Regarding.*

Housenumbering is an essential preliminary step to the population census. Tamil Nadu is having a permanent housenumbering system and the Committee constituted for the implementation of the permanent housenumbering in this State vide G.O. Ms. No. 1959 Elections—VI dt. 26-8-68 decided that the system of permanent housenumbering already implemented and in existence in this State should be continued and updated instead of revising it. This system of housenumbering as envisaged in para 3 of Chapter III, Vol. I of the Madras Election Manual already in existence in the State was adopted for 1971 Census Operations and the same procedure will also be adopted for the ensuing 1981 Census.

During the revision of electroal rolls housenumbering may be brought uptodate. I, however, request that the district Collectors, Commissioners of the Corporations and Municipal Commissioners and other Local authorities may be instructed suitably to uptodate the housenumbering before the houselisting of the ensuing 1981 Census which is tentatively fixed to be done during July-August, 1980. Housenumbering may be brought up-to-date before the end of March, 1980. A copy of your instructions issued to the authorities concerned may kindly be forwarded to this Directorate for information.

III (viii)

D.O. Lr. No. 1/6/79-Cen/TN dt. 22-11-1979 from Shri A. P. Muthuswami, Director of Census Operations, Madras addressed to all District Collectors (except Madras) and the Commissioner, Corporation of Madurai.

SUB : *Urban Agglomerations—Constitution of new ones and additions to the existing ones.*

Apart from the classification of all the places as rural or urban areas for census purposes, we have been

demarcating certain areas as "Urban Agglomerations" with the object of compiling and presenting data for such units forming a continuous urban spread. This concept of Urban Agglomeration was first adopted in the 1971 census and was an improvement over the concept of 'Town-Group' used in the earlier Census of 1961. It is proposed to continue the urban agglomeration concept during the 1981 Census also.

Definition of Urban Agglomeration

2. Urban Agglomeration can be said to form a continuous urban spread. This urban spread may consist of (i) the core or main town and contiguous town/towns (ii) the core town with an outgrowth which has railway colonies, university campuses, etc. This outgrowth may perhaps lie in a village contiguous to the core town without any uninhabited area in between. In case the adjoining panchayats in which these urbanised places are situated are also considered as independent urban units in Census, the entire area, viz. the core town and the contiguous town/towns will form an 'Urban Agglomeration'. If such urbanised areas lying outside the towns form part of a revenue village or villages which are treated as rural area, then these places deserve to be reckoned as out growths of the town and the entire continuous urban spread of the core town, including such urban outgrowths, should form an integrated urban area, which is termed as 'Urban Agglomeration'. Such outgrowth should not be very small in population size and it should be a viable and easily recognisable unit like a village, hamlet or enumeration block with definite boundaries. The outgrowth must necessarily possess the requisite urban features in terms of infrastructure viz., the characteristics and amenities. It will thus be seen that urbanisation, contiguity and viability are the three important requisites for forming an Urban Agglomeration.

3. The definition of Urban Agglomeration was adopted in the 1971 census and 32 Urban Agglomerations were then delineated. These 32 Urban Agglomerations of 1971 had, in all, 230 census urban areas as their constituent units. A list of 1971 census urban agglomerations along with their constituent units is enclosed (Appendix A). You may observe from the list that Madras Urban Agglomeration with the largest number of constituent units, viz. 58 is the biggest Urban Agglomeration and the Urban Agglomerations of Coimbatore, Madurai, Tiruchchirappalli, Salem, Tirunelveli and Tuticorin are the other big Urban Agglomerations with constituent units ranging from 10 to 25. It is significant to note that all the constituent units in the 1971 list of Urban Agglomerations are independent urban areas and these are mostly separate municipalities and panchayats. Thus, no urban "outgrowth" was included as a constituent unit in the 1971 list of Urban Agglomerations.

4. A number of independent urban units like municipalities/panchayats have merged with the neighbouring big cities/towns after the 1971 Census, due to the extension of their boundaries and the inclusion of additional areas within their jurisdiction. *You may kindly examine the list at Appendix A* (1971) *Urban Agglomerations*) *relating to your district and give the names of such constituent units which are merged with other towns. I request you to kindly furnish us the details as under in case of such mergers*:

(i) Names of such of those towns which have merged; (ii) Name of town with which merged; (iii) Whether the town has merged wholly or partly; and (iv) number and date of the Govt. order for such jurisdictional change. These details are required for updating the lists of Urban Agglomerations and correctly noting the number and names of their constituent units.

5. On an examination of their location with the help of maps and other available records at our end, we find that nineteen towns are situated close to some of the existing 1971 Urban Agglomerations and are contiguous to the constituent units of these Urban Agglomerations. These towns are listed in a statement given as Appendix B. *You are requested to examine the location of these towns and confirm that they lie contiguous to the constituent units of the Urban Agglomerations specified in column 3 of the statement.*

New Urban Agglomerations for 1981 Census

6. We find from the maps and other data available with us that possibilities of forming 15 new Urban Agglomerations for the 1981 census exist. These are listed in Appendix C. *You may kindly examine this list and confirm that these places lie contiguously.*

Urban outgrowths

7. As already indicated in parargaph 3 we have not considered in 1971 census any urban outgrowths (extending into the rural units) as constituent units of existing urban agglomerations. We may like to follow the same principle. Yet, we are anxious to ensure that no such outgrowths is omitted to be included in urban Agglomerations. There may be cases where such outgrowths with housing colonies etc., are found just outside the statutory limits of towns. *In case there are such places in your district, you may kindly consider them and give full details of the same* viz., survey numbers and names of the revenue villages in which they lie and also the nature of the colony, its urban characteristics and economic infrastructure of such outgrowths. A map of the outgrowth and the main town may also be prepared and sent along with your recommendation. In this connection, I am enclosing a list of places (Appendix D) about which representations have been received in this office for inclusion in Urban Agglomerations concerned. These places do not satisfy the criteria for urban. *Please examine whether they could be treated as outgrowths of the town in the concerned Urban Agglomerations* taking into account the norms fixed for urban outgrowths indicated in paragraph 2.

8. I request that your views on the constituent units of Urban Agglomerations with reference to paragraph 4 to 7 above may kindly be communicated to this office before the 15th of December 1979, accompanied, with

notional maps to indicate the location and distribution pattern of the core towns and the outgrowths, if any.

The receipt of this circular may kindly be acknowledged.

Appendix A

A list of 1971 Census Urban Agglomerations alongwith their constituent units is furnished.

Appendix B

List showing 1981 towns which are situated close to some of the existing 1971 U.As and are contiguous to the constituent units of these U.As.

Appendix C

List of New U.As proposed to be formed in 1981 is furnished.

Appendix D

List of places which may be examined for inclusion as outgrowths of U.As.

III(ix)

Lr. No. 1/13/79-CEN dt. 24-1-1980 from the Director of Census Operations, Madras addressed to all Collectors and Commissioners of Corporation, Madras and Madurai.

SUB : *Census 1981—Assignment of Code to villages/town-Preparation of Location Code Statements for taluk charges.*

Ref.—*Census 1981—Circular No. 3 dated 7-1-80.*

With reference to this office circular a few Tahsildars have stated that some Town Panchayats have not been assigned Roman numbers in Annexure-II. The position is clarified below for general information.

It may please be noted that only such town/village panchayats which satisfy certain norms have to be treated as urban for census purpose. Accordingly these have been finalised for each district as listed in Annexure-II and allotted Roman numbers. All places not listed in Annexure-II have to be treated as rural and given location code numbers by Tahsildars as per instructions contained in the circular.

III(x)

Lr. No. 1/13/79-CEN dt. 30-1-1980 from the Director of Census Operations, Madras addressed to all Collectors and Commissioners of Corporations, Madras and Madurai.

SUB : *Census 1981—Assignment of codes--village/towns-Preparation of L.C. Statements for taluk charges.*

Ref.—*This Office Circular No. 3 dt. 7th Jan, 1980.*

With reference to the above circular, clarification of some points has been sought by a few Tahsildars. These are given below for general information and necessary action.

1. Villages are to be given location code numbers commencing from the village in the extreme north-west corner in the taluk and by proceeding towards the east, retracing towards the west, then east, etc. and ending with the village situated in the south-east corner.

2. Please refer to the Village Survey No. 53 Ayyamperumanpatty in Part-I of the specimen Location Code Statement (Annexure III). One part of this village is rural. So, it should have the L.C. number 12 a/b (12 being the number givin in serpentine order). The line relating to 12 b/b may be deleted from Part A. That is to say, the urban portion of the village which is in Salem Municipality will not figure in Part A. It will come in Part B as part of Salem Municipality. A remark to the effect that another portion of the village 12 b/b is in Salem Municipality may be given against 12 a/b in column No. 7 (Remarks) of Part A.

3. Names of villages in the location code statement should be spelt as they are in the revenue records, subject to Govt. notifications, if any, modifying the names. Names known in colloquial usage should not be used (if such names are obsolutely essential for proper identification, they may be mentioned within brackets below the officially recognised names).

4. During the 1971 Census, the revenue survey numbers were adopted as location code numbers. This has been changed for the 1981 census. Whether the Survey numbers of villages are in some order or not, new location code numbers *must necessarily* be given.

5. It is once again emphasised that the phrase "urban areas" used in the census operations of 1981 refer only to the Municipalities, Panchayat etc. mentioned in Annexure II of our circular No. 3. The phrase, "town panchayat" is not to be used at all in Census Operations. Excluding these places which are classified as urban for 1981 Census, all other places are only rural areas, even if some of them are Town Panchayats/Panchayat Townships, etc.

6. If a reserved forest falls wholly inside a village, it need not be given a separate location code number. The location code number given to the village will cover the forest also.

7. The location code numbers in column 3 of the location code statement will run in one continuous series commencing from No. 1, but the survey numbers in column 1 will vary. *Beyond identifying the specific village, the survey No. has no other role to play in the census operations.*

8. The area of the village in column 4 of the location code statement should be the area of the whole village, if there are no segments. If segments are shown separately, the area for each segments may be given.

9. The indices "a/c, b/c and c/c" or "a/b or b/b" as the case may be, suffixed to location code numbers

in column 3, are part and parcel of the location code numbers. But, such indices in column 5 are only indicators.

10. Location code numbers are to assigned by Tahsildars only to the rural areas. For the urban areas, location code numbers in roman letters have already been given by Census Directorate in a serial order for every district. Even for the constituent villages of these urban units, location code numbers should not be given by the Tahsildars.

III(xi)

Lr. No. 1/7/79, dated Feb. 21, 1980 from the Dy. Director of Census Operations, Madras—addressed to all Collectors.

SUB.—*Census 1981—Updating housenumbering—Regarding.*

REF.—*Chief Electoral Officer, Govt. of Tamil Nadu Pub. (Ele. II) Dept. Lr. No. 21473/79-80, dt. 25-1-80.*

In inviting your kind attention to the letter cited it is stated that the permanent house numbering scheme as envisaged in the Madras Election Manual alone will be adopted for housenumbering for the Census, 1981. As may be seen from para 9 of Chapter III the above Manual, the maintenance and annual verification of house numbers is the responsibility of Karnam in the case of village panchayat and the executive authority in the case of township panchayat, townships and municipalities including corporations.

It is therefore requested that it may kindly be ensured that housenumbering is updated as on 31-3-1980. A certificate to this effect may kindly be obtained from Tahsildars/Independent Dy. Tahsildars in the taluks, and the fact be intimated to this office.

III(xii)

Letter No. 1/7/79 dated 21-2-1980 from the Director of Census Operations, Madras, addressed to the Inspector of Municipalities Madras.

SUB.—*Census 1981—Uptodating housenumbering—Regarding.*

REF.—*Chief Electoral Officer, Govt. of Tamil Nadu Public (Elec. II) Dept., Lr. No. 21473/79-80, dt. 25-1-80.*

With reference to the letter cited, it is requested that instructions may be issued to all the Municipal Commissioners under your control to update the housenumbering in their respective areas. A certificate to the effect that house-numbering is up-to-dated on 31-3-1980 may kindly be obtained from them under intimation to this office.

III (xiii)

Lr. No. 1/5/80-CEN/TN dated 10-3-1980 from the Director of Census Operations, Madras addressed to all Collectors.

SUB.—*Census 1981—Charges—Appointment of Charge Officers.*

The list of Census Charges for 1981 Census relating to your district is enclosed. The officers concerned may now be appointed by you as Census Charge Officers in accordance with Section 4(2) and 4(4) of Census Act, 1948 read with para 3 of G.O. Ms. No. 2059, Public (Election-II), dated 26-9-1979 under intimation to this office. A copy of the appointment order of Charge Officers which may be used for the purpose is enclosed.

The receipt of this communication may please be acknowledged.

CENSUS OF INDIA, 1981—TAMIL NADU
CENSUS CHARGES

Charges and Charge Officers
1. MADRAS DISTRICT
1. Madras Municipal Corporation (Commissioner)
2. CHENGALPATTU DISTRICT
Taluk/Independent Sub-Taluk
(Tahsildars for Taluks and Deputy Tahsildars for Independent Sub-Taluks)
1. Gummidipundi
2. Ponneri
3. Uttukkottai Sub-Taluk
4. Tiruvallur
5. Pallipattu Sub Taluk
6. Tiruttani
7. Sriperumbudur
8. Saidapet
9. Chengalpattu
10. Kanchipuram
11. Uttiramerur
12. Madurantakam
Municipality
(Commissioners)
1. Kanchipuram
2. Tambaram
3. Tiruvottiyur
4. Alandur
5. Chengalpattu
6. Pallavaram
7. Madurantakam †
8. Tiruvallur.

New Charge 1981 Census

Charges and Charge Officers

2. CHENGALPATTU DISTRICT—*Contd.*

Municipal Township
(Executive Officers)

1. Ambattur†
2. Avadi†
3. Kattivakkam†
4. Madavaram†

Cantonment
(Executive Officer)

St. Thomas Mount-Cum-Pallavaram

3. NORTH ARCOT DISTRICT

Taluk
(Tahsildars)

1. Arakkonam
2. Walajapet
3. Gudiyattam
4. Vaniyambadi
5. Vellore
6. Arani
7. Arcot
8. Cheyyar
9. Vandavasi
10. Polur
11. Tiruppattur
12. Chengam
13. Tiruvannamalai

Municipality
(Commissioners)

1. Vellore
2. Gudiyattam
3. Tiruvannamalai
4. Arani
5. Ambur
6. Arcot
7. Arakkonam
8. Vaniyambadi
9. Tiruppattur
10. Ranippettai
11. Walajapet
12. Tiruvettipuram†

Charges and Charge Officers

4. SOUTH ARCOT DISTRICT

Taluk
(Tahsildars)

1. Gingee
2. Tindivanam
3. Villupuram
4. Tirukkoyilur
5. Kallakkurichchi
6. Ulundurpettai†
7. Panruti†
8. Cuddalore
9. Vriddhachalam
10. Chidambaram
11. Tittakudi†
12. Kattumannarkoil†

Municipality
(Commissioners)

1. Chidambaram
2. Cuddalore
3. Villupuram
4. Panruti
5. Tindivanam
6. Vriddhachalam
7. Nellikuppam

5. DHARMAPURI DISTRICT

Taluk
(Tahsildars)

1. Hosur
2. Denkanikota
3. Krishnagiri
4. Uttangarai
5. Palakkodu
6. Pennagaram†
7. Dharmapuri
8. Harur

Municipality
(Commissioners)

1. Dharmapuri
2. Krishnagiri

† New Charge for 1981 Census.

Charges and Charge Officers

6. SALEM DISTRICT

Taluk
(Tahsildars)

1. Mettur
2. Omalur
3. Yercaud
4. Salem
5. Attur
6. Rasipuram
7. Sankari
8. Tiruchengodu
9. Namakkal
10. Salem (Estate Officer)
11. Namakkal (Additional Tahsildar)

Municipality
(Commissioners)

1. Salem
2. Attur
3. Namakkal
4. Rasipuram
5. Tiruchengodu
6. Idappadi
7. Suramangalam†
8. Kumarapalaiyam†

Municipal Township
(Executive Officer)

Mettur

7. PERIYAR DISTRICT †

Taluk
(Tahsildars)

1. Satyamangalam†
2. Gopichettipalaiyam
3. Bhavani
4. Erode
5. Perudurai†
6. Dharapuram

Municipality
(Commissioners)

1. Erode
2. Gopichettipalaiyam
3. Dharapuram
4. Satyamangalam
5. Bhavani†

Charges and Charge Officers

Municipal Township
(Executive Officer)

Bhavanisagar

8. COIMBATORE DISTRICT

Taluk
(Tahsildars)

1. Mettuppalaiyam†
2. Avanashi
3. Palladam
4. Coimbatore
5. Pollachi
6. Udumalaippettai

Municipality
(Commissioners)

1. Coimbatore
2. Pollachi
3. Tiruppur
4. Udumalaippettai
5. Mettuppalaiyam

9. NILGIRI DISTRICT

Taluk
(Tahsildars)

1. Gudalur
2. Ootacamund
3. Kotagiri†
4. Coonoor

Municipality
(Commissioners)

1. Ootacamund
2. Coonoor

Cantonment
(Executive Officer)

1. Wellington

Township
(General Manager)

Aravancad

†New Charge for 1981 Census

Charges and Charge Officers

10. MADURAI DISTRICT

Taluk
(Tahsildars)

1. Palani
2. Vedasandur
3. Nattam†
4. Dindigul
5. Kodaikanal
6. Uttamapalaiyam
7. Periyakulam
8. Nilakkottai
9. Melur
10. Madurai North
11. Madurai South
12. Usilampatti
13. Tirumangalam

Municipality
(Commissioners)

1. Dindigul
2. Palani
3. Bodinayakkanur
4. Kambam
5. Periyakulam
6. Teni-Allinagaram
7. Chinnamanur†
8. Melur†
9. Tirumangalam†

Madurai Municipal Corporation
(Commissioner)

Municipal Township

(Executive Officer)

Kodaikanal

11. TIRUCHCHIRAPPALLI DISTRICT

Taluk
(Tahsildars)

1. Turaiyur
2. Perambalur
3. Ariyalur
4. Udayarpalayam
5. Lalgudi
6. Musiri
7. Karur
8. Kulittalai
9. Tiruchchirappalli
10. Manapparai

Charges and Charge Officers

Municipality
(Commissioners)

1. Tiruchchirappalli
2. Karur
3. Srirangam
4. Ponmalai†
5. Manapparai
6. Turaiyur

12. THANJAVUR DISTRICT

Taluk
(Tahsildars)

1. Sirkazhi
2. Mayuram
3. Tiruvidaimarudur†
4. Kumbakonam
5. Nannilam
6. Papanasam
7. Thiruvaiyaru†
8. Thanjavur
9. Orattanadu
10. Mannargudi
11. Thiruvarur†
12. Nagappattinam
13. Tirutturaippundi
14. Vedaranniyam†
15. Pattukkottai
16. Peravurani

Municipality
(Commissioners)

1. Kumbakonam
2. Thanjavur
3. Mayuram
4. Nagappattinam
5. Mannargudi
6. Thiruvarur
7. Pattukkottai
8. Sirkazhi†

13. PUDUKKOTTAI DISTRICT†

Taluk
(Tahsildars)

1. Kulattur
2. Pudukkottai†
3. Alangudi
4. Tirumayam
5. Arantangi
6. Avadaiyarkovil†

†New Charge for 1981 Census

Charges and Charge Officers

Municipality
(Commissioners)

1. Arantangi†
2. Pudukkottai

14. RAMANATHAPURAM DISTRICT

Taluk/Independent Sub-Taluk
(Tahsildars for Taluk and Deputy Tahsildars for independent sub-taluk).

1. Tiruppattur
2. Karaikkudi
3. Devakottai
4. Tiruvadanai
5. Sivaganga
6. Manamadurai Sub-Taluk
7. Ilaiyankudi Sub-Taluk
8. Paramakkudi
9. Tiruchchuli
10. Aruppukkottai
11. Virudunagar
12. Srivilliputtur
13. Rajapalaiyam
14. Sattur
15. Kamudi
16. Mudukulattur
17. Ramanathapuram
18. Rameswaram Sub-Taluk†

Municipality
(Commissioners)

1. Karaikkudi
2. Rajapalaiyam
3. Virudunagar
4. Sivakasi
5. Aruppukkottai
6. Paramakkudi
7. Ramanathapuram
8. Srivilliputtur
9. Devakottai
10. Sattur
11. Sivaganga

Charges and Charge Officers

15. TIRUNELVELI DISTRICT

Taluk/Independent Sub-Taluk
(Tahsildars for Taluks and Deputy Tahsildar for independent sub-taluk)

1. Sivagiri Sub-Taluk
2. Sankarankovil
3. Kovilpatti
4. Vilattikulam
5. Ottappidaram
6. Tuticorin
7. Srivaikuntam
8. Tirunelveli
9. Tenkasi
10. Shencottah
11. Ambasamudram
12. Nanguneri
13. Sattankulam†
14. Tiruchchendur

Municipality
(Commissioners)

1. Tirunelveli
2. Tuticorin
3. Palayankottai
4. Kovilpatti
5. Tenkasi
6. Sankarankovil
7. Kadaiyanallur
8. Melappalaiyam
9. Puliangudi
10. Shencottah

Municipal Township
(Executive Officer)

Kuttalam

16. KANNIYAKUMARI DISTRICT

Taluk
(Tahsildars)

1. Vilavankod
2. Kalkulam
3. Thovala
4. Agastiswaram

Municipality
(Commissioners)

1. Nagercoil
2. Kolachel
3. Kuzhittura
4. Padmanabhapuram

†New Charge for 1981 Census

III(xiv)

Letter No. 2143/SR/75 dt. 12-3-80 from the Dy. Director of Census Operations, Madras addressed to the Municipal Commissioner/Executive Officer

SUB.—*SRS—Tamil Nadu Urban Units—1981 Census —Preparation of Charge list—Regarding*

You may be aware that SRS is being implemented in your Municipality/Town. The areas in which the SRS is being implemented should be kept in tact and be formed a separate census enumerator block for the ensuing houselisting operation of 1981 Census. In case any SRS unit is being cut across by the boundary of a ward each portion should be treated as a separate census enumerator block. Besides, if a sample registration unit happens to be quite unwieldy the unit has to be bifurcated and each part should be treated as a separate census enumerator block. The code number of the SRS units and the names and addresses of the part time SRS enumerator(s) are given below.

You are therefore requested to identify the blocks in person at the time of preparation of charge list and treat SRS units as separate census enumerator blocks for the ensuing houselist operation of the 1981 Census. The part time SRS enumerator(s) have been asked to meet you with relevant records to help in identifying the units.

III(xv)

Letter No. 1/5/80-CEN/TN, dated 25-3-1980 from the Director of Census Operations, Madras addressed to all Collectors, the Commissioner, Corporation of Madras, Rippon Building, Madras-3 and copy to the (1) Registrar General, India, New Delhi, (2) Commissioner of Statistics (Economic Census Section), Madras-6 and (3) City Census Officer, Corporation of Madras, Madras-3

SUB.—*Census 1981—Additional Census Officers in the Districts—Appointment of Assistant Director of Statistics*

The canvassing of the enterprise list will be done as part of the Houselisting operations. It has, therefore, been decided to involve fully the officers and staff of the Department of Statistics, available in the districts in Houselisting to be conducted shortly. Their assistance would be in regard to the training of field staff, supervising the field work, etc. It is, therefore, requested that you may now appoint the Assistant Directors of Statistics in your District as Additional Census Officers. The format of the appointment order which may be used for this purpose is enclosed.

(SPECIMEN)

ORDER OF APPOINTMENT OF CENSUS OFFICER

Under the powers conferred on me by Sub-section (4) and Section 7 of the Indian Census Act (Act No. XXXVII of 1948) and in exercise of the powers conferred on me by the Government of Tamil Nadu in their notification issued in G.O. Ms. No. 2059, Public (Elections-II) Department, dated 26th September, 1979,

I hereby appoint—

Sri/Smt./Kumari: _____

Designation: _____

Address: _____

_____

_____

as Additional Census Officer in _____ District.

Your responsibility will involve rendering necessary assistance to the District Census Officer, i.e. the Collector, in the various items of work connected with the houselisting operations to be conducted during July-August, 1980, including training of officials in canvassing the houselist and enterprise list and supervision of field work. You will act in coordination with the Taluk/Municipal Charge Officers in the district. Necessary instructions regarding the work will be issued from time to time which may be adhered to. The success of the houselisting operations will, depend, to a large extent, on your diligence and punctuality. I confidently rely upon your cooperation and public spirit.

COLLECTOR OF_____

Station:

Date:

III(xvi)

D.O. Lr. No. 1/42/79-CEN, dated 26-3-1980 from Shri A. P. Muthuswami, Director of Census Operations, Madras addressed to Sri Sankaranarayanan, Joint Director of Statistics, Madras-6

As you are aware, the canvassing of the enterprise list will be part of the houselisting operations to be conducted in the State shortly. The entire operations will be put through by us with full involvement of the officers and staff of your Department. It is there-

fore considered necessary that your officers at the district level are designated as additional Census Officers for the concerned district.

I have asked the Collectors as District Census Officers to appoint the Assistant Director of Statistics in each district as the additional Census Officer. You may kindly inform the Assistant Directors about this and instruct them to get in touch with the Collectors. They may also be instructed to render all necessary assistance in houselisting. Training classes will be organised shortly at which your officers may also participate. In the meanwhile you may kindly send the instruction booklet on filling the Enterprise list to these officers.

III(xvii)

Lr. No. 1/14-1/79-CEN/TN dt. 22-4-80 from the Dy. Director of Census Operations, Madras addressed to all charge Officers.

SUB.—*Census 1981—Houselisting—Formation of Enumeration Blocks—Preparation of Charge Registers.*

REF.—*Circular No. 4 dated 7-4-80.*

Please refer to the reference cited wherein detailed instructions were issued regarding the preparation of Charge Registers.

Some of the Municipal Commissioners have sought a clarification whether the blocks shown in the Urban Frame Survey Map of the National Sample Survey (NSS), which were requested to be traced in this office letter No. 11/1/79-Map dt. 21-6-79, should be adopted for the formation of the Enumerator's Blocks for the Houselisting Operations.

It is clarified that the blocks of the Urban Frame Survey Maps which were requested to be traced and kept ready in your office, in this office letter 11/1/79-Map dt. 21-6-79 may be adopted for the formation of Enumerator's Block for Houselisting Operations only if they do not cut across the Ward/Block boundaries and the Household population are within the prescribed norms listed in this office circular No. 4. If they do not satisfy these conditions the blocks of the Urban Frame Survey of N.S.S. need not be adopted for the purpose of delineating the EB's for houselisting.

In this connection, it is pointed out that the Sample Registration Scheme (SRS) blocks referred to in paragraphs 6 and 7 of this office circular No. 4 should not be confused with the NSS blocks referred to above. It is emphasised that the instructions to form separate blocks in respect of the units in which the Sample Registration Scheme (SRS) is in vogue should be adhered. The boundaries of these SRS units would have been identified by the part-time SRS enumerators mentioned below to the concerned Charge Officers Vide Letter No. 2143/SR/75 dt. 12-3-80. For such EBs formed for SRS units, an indication to this effect should also be made in the "remarks" column of the charge register, as already instructed.

III(xviii)

Letter No. 1/42/79-CEN/TN dated 25th April, 1980 from the Director of Census Operations, Madras, addressed to all District Collectors except Madras.

SUB.—*Census 1981—Houselisting in July-August, 1980—Location Codes for Community Development Blocks (Panchayat Unions) for use in Enterprise List.*

In our circular No. 3 dated the 7th January, 1980, the system of location codes adopted in Census has been explained in detail. The codes to be used for State, districts, taluks and Census towns (declared for 1981 Census), were also communicated in this circular. These codes are to be used during the Houselisting Operations to be carried out in July-August, 1980 as also the final Census enumeration of February-March, 1981.

As you are aware, we will be canvassing the Schedule, "Enterprise List" also along with the Houselist during the first phase of Census in July-August, 1980. In the enterprise list, under item 7 at the top of the form the name of the Community Development Block (Panchayat Union) and its code has to be recorded except in Corporations/Municipalities/Cantonments/Municipal Townships which do not come under Community Development Block (Panchayat Union). For this purpose, codes have been assigned for all the Community Development blocks. The names of Community Development blocks in your district along with the codes assigned to them are given, taluk-wise, in Annexure-I. The enumerators who will be appointed for Houselisting will have to be informed of the name and code number of the Community Development block in which the area assigned to them falls so that they may make the correct entries in the enterprise list during the Houselisting operations in July-August, 1980. Please note that Community Development Block name and code need the enterprise list only.

Please acknowledge receipt of this letter.

ANNEXURE I

Name of Taluk/Sub-Taluk	Code No.	Name of C.D. Block	Code No.
CHENGALPATTU DISTRICT (CODE NO. 2)			
GUMMIDIPUNDI	1	Gummidipundi	1
PONNERI	2	Sholavaram	2
		Minjur	3
UTTUKKOTTAI (Pennalurpet) SUB-TALUK	3	Poondi (Part)	4
		Ellapuram (Part)	5
TIRUVALLUR	4	Tiruvallur	6
		Kadambathur	7
		Poondi (Part)	4
		Ellapuram (Part)	5
PALLIPPATTU SUB-TALUK	5	R.K. Pet	8
		Pallipet	9
TIRUTTANI	6	Tiruttani	10
		Tiruvelangadu	11
SRIPERUMBUDUR	7	Sriperumbudur	12
		Poonamallee	13
		Kunnattur	14
SAIDAPET	8	St. Thomas Mount	15
		Villivakkam	16
		Madhavaram	17
CHENGALPATTU	9	Kattankolathur	18
		Tiruporur	19
		Tirukkalukunram	20
KANCHIPURAM	10	Kanchipuram	21
		Walajabad	22
UTTIRAMERUR	11	Uttiramerur	23
MADURANTAKAM	12	Madurantakam	24
		Chithamur	25
		Lathur	26
		Acharapakkam	27
NORTH ARCOT DISTRICT (CODE NO. 3)			
ARAKKONAM	1	Arakkonam	1
		Nemili	2
		Kaveripakkam	3
WALAJAPET	2	Walajapet	4
		Sholinghur	5
		Arcot (Part)	6
GUDIYATTAM	3	Katpadi	7
		K.V. Kuppam	8
		Peranambattu (Part)	9
		Gudiyattam	10

ANNEXURE I

Name of Taluk/Sub-Tahik	Code No.	Name of C.D. Block	Code No.
		NORTH ARCOT DISTRICT (CODE NO. 3)—*Contd.*	
VANIYAMBADI	4	Madhanur (Part)	11
		Alangayam (Part)	12
		Peranambattu (Part)	9
		Natarampalli (Part)	13
		Tiruppattur (Part)	14
VELLORE	5	Vellore	15
		Kuniyambadi	16
		Anaicut	17
		Madhanur (Part)	11
ARANI	6	Arani East	18
		Arani West	19
ARCOT	7	Arcot (Part)	6
		Thimiri	20
CHEYYAR	8	Cheyyar	21
		Anakanur	22
		Vembakkam	23
VANDAVASI	9	Vandavasi	24
		Thellar	25
		Peranamallur	26
POLUR	10	Polur	27
		Chetput	28
		Kalasapakkam	29
TIRUPPATTUR	11	Tiruppattur (Part)	14
		Natarampalli (Part)	13
		Kandhili	30
		Alangayam (Part)	12
CHENGAM	12	Chengam	31
		Pudupalayam	32
		Thandrampet	33
TIRUVANNAMALAI	13	Tiruvannamalai	34
		Kilpennathur	35
		Thurinjapuram	36
		SOUTH ARCOT DISTRICT (CODE NO. 4)	
GINGEE	1	Gingee	1
		Vallam	2
		Melmalayanur	3
TINDIVANAM	2	Olakkur	4
		Mailam	5
		Merkanam	6
		Vanur	7
VILLUPURAM	3	Kanai	8
		Koliyanur	9
		Vikravandi	10
		Kandamangalam	11

ANNEXURE I

Name of Taluk/Sub-Taluk	Code No.	Name of C.D. Block	Code No.
SOUTH ARCOT DISTRICT–(CODE NO. 4)– *Contd.*			
TIRUKKOYILUR	4	Mogaiyur	12
		Tirukkoyilur	13
		Tiruvennainallur	14
		Tirunavalur	15
KALLAKKURICHCHI	5	Chinnasalem	16
		Kallakkurichchi	17
		Sankarapuram	18
		Rishivandiyam	19
		Thiyagadurgam	20
ULUNDURPETTAI	6	Ulundurpettai	21
PANRUTI	7	Panruti	22
		Nellikuppam	23
CUDDALORE	8	Cuddalore	24
		Kurinjipadi	25
VRIDDHACHALAM	9	Kannapuram	26
		Vriddhachalam	27
TITTAKUDI	10	Nallur	28
		Mangalore	29
CHIDAMBARAM	11	Porto Novo	30
		Bhuvanagiri	31
		Keerapalayam	32
		Komaratchi	33
KATTUMANNARKOIL	12	Kattumannarkoil	34
DHARMAPURI DISTRICT (CODE NO. 5)			
HOSUR	1	Hosur	1
		Shoolagiri	2
DENKANIKOTA	2	Thalli	3
		Kelamangalam	4
KRISHNAGIRI	3	Krishnagiri	5
		Baragur	6
		Veppanapalli	7
		Kaveripattinam	8
UTTANGARAI	4	Uttangarai	9
PALAKKODU	5	Palakkodu	10
PENNAGARAM	6	Pennagaram	11
DHARMAPURI	7	Dharmapuri	12
		Nallampalli	13
HARUR	8	Harur	14
		Morappur	15
		Pappireddipatty	16

ANNEXURE I

Name of Taluk/Sub-Taluk	Code No.	Name of C.D. Block	Code No.
		SALEM DISTRICT (CODE NO. 6)	
METTUR	1	Mecheri	1
		Nangavalli	2
		Kolathur	3
OMALUR	2	Omalur	4
		Kadayampatti	5
		Taramangalam	6
YERCAUD	3	Yercaud	7
SALEM	4	Salem	8
		Valapadi	9
		Veerapandi	10
		Ayyothiapattinam (Karipatty)	11
		Panamarathupatty	12
ATTUR	5	Attur	13
		Gangavalli	14
		Paddanaickenpalayam	15
		Thalaivasal	16
RASIPURAM	6	Vennandur	17
		Rasipuram	18
		Namagiripet	19
		Kolli-Hills (Part)	20
SANKARI	7	Sankari	21
		Idappadi	22
		Konganapuram	23
		Mc. Donald Choultry	24
TIRUCHENGODU	8	Tiruchengodu	25
		Pallipalayam	26
		Elachipalaiyam	27
		Mallasamudram	28
NAMAKKAL	9	Sendamangalam	29
		Kolli-hills (Part)	20
		Erumaipatti	30
		Puduchatram	31
		Namakkal	32
		Mohanur	33
		Paramathi	34
		Kabilamalai	35
		PERIYAR DISTRICT (CODE NO. 7)	
SATYAMANGALAM	1	Thalavady	1
		Bhavanisagar	2
		Satyamangalam	3
GOPICHETTIPALAIYAM	2	Gopichettipalaiyam	4
		Nambiyur	5
		Thuckkanaickenpalayam	6
BHAVANI	3	Ammapet	7
		Andiyur	8
		Bhavani	9

ANNEXURE I

Name of Taluk/Sub-Taluk	Code No.	Name of C.D. Block	Code No.
		PERIYAR DISTRICT (CODE NO. 7)—*Contd.*	
ERODE	4	Erode	10
		Modakkurichi	11
		Kodumudi	12
PERUNDURAI	5	Perundurai	13
		Chennimalai	14
		Uthukuli	15
DHARAPURAM	6	Kangeyam	16
		Vellakoil	17
		Kundadam	18
		Dharapuram	19
		Malanur	20
		COIMBATORE DISTRICT (CODE NO. 8)	
METTUPPALAIYAM	1	Karamadai	1
AVANASHI	2	Annur	2
		Avanashi	3
PALLADAM	3	Palladam	4
		Pongalure	5
		Sulthanpet	6
		Sulur	7
		Tiruppur	8
COIMBATORE	4	Madukkarai	9
		Perur	10
		Perainaickenpalayam	11
		Sarcarsamakkulam	12
		Thondamuthur	13
POLLACHI	5	Anamalai	14
		Kinathukadavu	15
		Pollachi North	16
		Pollachi South	17
		Valparai	18
UDUMALAIPPETTAI	6	Gudimangalam	19
		Madathukulam	20
		Udumalaippettai	21
		NILGIRI DISTRICT (CODE NO. 9)	
GUDALUR	1	Gudalur (Part)	1
OOTACAMUND	2	Ootacamund	2
		Gudalur (Part)	1
KOTAGIRI	3	Kotagiri	3
		Coonoor (Part)	4
COONOOR	4	Coonoor (Part)	4

ANNEXURE I

Name of Taluk/Sub-Taluk	Code No.	Name of C.D. Block	Code No.
MADURAI DISTRICT (CODE No. 10)			
PALANI	1	Oddanchatram	1
		Palani	2
		Thoppampatti	3
VEDASANDUR	2	Vedamadurai	4
		Vedasandur	5
		Guziliamparai	6
NATTAM	3	Nattam	7
DINDIGUL	4	Athoor	8
		Dindigul	9
		Reddiar Chatram	10
		Shanarpatti	11
KODAIKANAL	5	Kodaikanal	12
UTTAMAPALAIYAM	6	Chinnamanur	13
		Uttamapalaiyam	14
		Kambam	15
		Bodinayakanur	16
PERIYAKULAM	7	Vadugapatti	17
		Andippatty	18
		Teni	19
NILAKKOTTKAI	8	Nilakkottai	20
		Valtalkundu	21
		Vadipatty	22
		Alanganallur	23
MELUR	9	Melur	24
		Kottampatti	25
MADURAI NORTH	10	Madurai West	26
		Madurai East	27
MADURAI SOUTH	11	Tirupparangunram	28
USILAMPATTI	12	Sedapatti (Part)	29
		Usilampatti	30
		Chellampatti	31
TIRUMANGALAM	13	Tirumangalam	32
		Kalligudi	33
		Kallupatti	34
		Sedapatti (Part)	29
TIRUCHCHIRAPPALLI DISTRICT (CODE NO. 11)			
TURAIYUR	1	Turaiyur	1
		Uppliyapuram	2
		Musiri (Part)	3
PERAMBALUR	2	Perambalur	4
		Veppanthattai	5
		Veppur	6
		Alathur	7

ANNEXURE I

Name of Taluk/Sub-Taluk	Code No.	Name of C.D. Block	Code No.
TIRUCHCHIRAPPALLI DISTRICT (CODE NO. 11)—*Contd.*			
ARIYALUR	3	Ariyalur	8
		Sendurai	9
		Tirumanur	10
		Jayamkondam (Part)	11
UDAYARPALAYAM	4	Jayamkondam (Part)	11
		Andimadam	12
		T. Palur	13
LALGUDI	5	Lalgudi	14
		Pullambadi	15
		Manachchanelkur	16
MUSIRI	6	Musiri (Part)	3
		Thottiyam	17
		Thathiengarpet	18
KARUR	7	Karur	19
		Thanthoni	20
		K. Paramathi	21
		Aravakurichi	22
KULITTALAI	8	Kulittalai	23
		Krishnarayapuram	24
		Kadavur	25
TIRUCHCHIRAPPALLI	9	Manikandam	26
		Andanallur	27
		Tiruverambur	28
MANAPPARAI	10	Vaiyampatti	29
		Manapparai	30
		Marungapuri	31
THANJAVUR DISTRICT (CODE NO. 12)			
SIRKAZHI	1	Sirkazhi	1
		Kollidam	2
MAYURAM	2	Kuttalam	3
		Mayuram	4
		Sembanarkoil	5
TIRUVIDAIMARUDUR	3	Thirupanandal	6
		Tiruvidaimarudur (Part)	7
KUMBAKONAM	4	Kumbakonam	8
		Tiruvidaimarudur (Part)	7
NANNILAM	5	Nannilam	9
		Kodavasal	10
		Thirumarugal	11
		Koradachery	12
PAPANASAM	6	Papanasam	13
		Ammapet	14
		Valangaiman	15

ANNEXURE I

Name of Taluk/Sub-Taluk	Code No.	Name of C.D. Block	Code No.
THANJAVUR DISTRICT (CODE NO. 12)—*Contd.*			
THIRUVAIARU	7	Thiruvaiaru	16
THANJAVUR	8	Thanjavur	17
		Budalur	18
ORATTANADU	9	Orattanadu	19
		Thiruvonam (Part)	20
MANNARGUDI	10	Mannargudi	21
		Kottur	22
		Nidamangalam	23
THIRUVARUR	11	Thiruvarur	24
		Keevalur	25
NAGAPPATTINAM	12	Nagappattinam	26
TIRUTTURAIPPUNDI	13	Tirutturaippundi	27
		Muttupet	28
VEDARANNIYAM	14	Vedaranniyam	29
		Talanayar	30
PATTUKKOTTAI	15	Pattukkottai	31
		Sethubhavachatram (Part)	32
		Madukkur	33
		Thiruvonam (Part)	20
		Peravurani (Part)	34
PERAVURANI	16	Peravurani (Part)	34
		Sethubhavachatram (Part)	32
PUDUKKOTTAI DISTRICT (CODE NO. 13)			
KULATTUR	1	Keeranur (Kunnandarkoil)	1
		Annavasal	2
		Viralimalai	3
PUDUKKOTTAI	2	Pudukkottai	4
		Kantharvakottai	5
ALANGUDI	3	Tiruvarangulam	6
		Karambakkudi	7
TIRUMAYAM	4	Tirumayam	8
		Ponnamaravathy	9
		Arimalam (Part)	10
ARANTANGI	5	Arantangi (Part)	11
AVADAIYARKOVIL	6	Avadaiyarkovil	12
		Arimalam (Part)	10
		Arantangi (Part)	11
RAMANATHAPURAM DISTRICT (CODE NO. 14)			
TIRUPPATTUR	1	Tiruppattur	1
		Singampuneri	2
		Kalyarkoil (Part)	3
		Kallal (Part)	4
		Sakkottai (Part)	5

ANNEXURE I

Name of Taluk/Sub-Taluk	Code No.	Name of C.D. Block	Code No.
KARAIKKUDI	2	Sakkottai (Part)	5
		Kallal (Part)	4
		Kalayarkoil (Part)	3
		Kannangudi (Part)	6
		Devakottai (Part)	7
DEVAKOTTAI	3	Devakottai (Part)	7
		Kannangudi (Part)	6
		Rajasingamangalam (Part)	8
		Tiruvadanai (Part)	9
		Kallal (Part)	4
TIRUVADANAI	4	Tiruvadanai (Part)	9
		Rajasingamangalam (Part)	8
		Devakottai (Part)	7
		Kalayarkoil (Part)	3
		Kannangudi (Part)	6
SIVAGANGA	5	Sivaganga (Part)	10
		Kalayarkoil (Part)	3
		Manamadurai (Part)	11
		Tirupuvanam (Part)	12
		Ilaiyankudi (Part)	13
		Rajasingamangalam (Part)	8
		Kallal (Part)	4
MANAMADURAI SUB-TALUK	6	Manamadurai (Part)	11
		Tirupuvanam (Part)	12
		Sivaganga (Part)	10
		Paramakudi (Part)	14
		Ilaiyangudi (Part)	13
		Narikudy (Part)	15
ILAIYANKUDI SUB-TALUK	7	Ilaiyankudi (Part)	13
		Kalayarkoil (Part)	3
		Nayanar Koil (Part)	16
		Manamadurai (Part)	11
PARAMAKKUDI	8	Paramakkudi (Part)	14
		Begalur	17
		Nayanarkoil (Part)	16
		Manamadurai (Part)	11
		Ilaiyankudi (Part)	13
TIRUCHCHULI	9	Tiruchuli (Part)	18
		Narikudi (Part)	15
		Kariapatti (Part)	19
		Paramakkud i(Part)	14
ARUPPUKKOTTAI	10	Aruppukkottai	20
		Kariapatti (Part)	19
		Tiruchchuli (Part)	18
		Narikudi (Part)	15
VIRUDUNAGAR	11	Virudunagar (Part)	21
		Sivakasi (Part)	22

ANNEXURE I

Name of Taluk/Sub-Taluk	Code No.	Name of C.D. Block	Code No.
SRIVILLIPUTTUR	12	Srivilliputtur (Part)	23
		Watrap	24
RAJAPALAIYAM	13	Rajapalaiyam	25
		Srivilliputtur (Part)	23
SATTUR	14	Sattur	26
		Sivakasi (Part)	22
		Vembakottai	27
		Virudunagar (Part)	21
KAMUDI	15	Kamudi (Part)	28
		Mudukulathur (Part)	29
MUDUKULATTUR	16	Mudukulattur (Part)	29
		Kadaladi	30
		Kamudi (Part)	28
RAMANATHAPURAM	17	Ramanathapuram	31
		Tiruppulani	32
RAMESWARAM SUB-TALUK	18	Mandapam	33

TIRUNELVELI DISTRICT (CODE NO . 15)

SIVAGIRI SUB-TALUK	1	Vasudevanallur	1
SANKARANKOVIL	2	Sankarankovil	2
		Kuruvikulam	3
		Meelaneelidanallur	4
KOVILPATTI	3	Kovilpatti	5
		Kayattar (Part)	6
VILATTIKULAM	4	Vilattikulam	7
		Pudur	8
OTTAPPIDARAM	5	Ottappidaram	9
		Kayattar (Part)	6
TUTICORIN	6	Tuticorin	10
SRIVAIKUNTAM	7	Srivaikuntam	11
		Karungulam	12
TIRUNELVELI	8	Palayankottai	13
		Manur	14
TENKASI	9	Tenkasi	15
		Alangulam	16
		Kilapavoor	17
		Kadaiyanallur	18
SHENGOTTAH	10	Shencottah	19
AMBASAMUDRAM	11	Ambasamudram	20
		Kadayam	21
		Pappakudi	22
		Cheranmahadevi	23

ANNEXURE I

Name of Taluk/Sub-Taluk	Code No.	Name of C.D. Block	Code No
NANGUNERI	12	Nanguneri	24
		Valliyur	25
		Kalakadu	26
		Radhapuram	27
SATTANKULAM	13	Sattankulam	28
		Alwartirunagarai (Part)	29
TIRUCHCHENDUR	14	Tiruchchendur	30
		Udangudi	31
		Alwartirunagarai (Part)	29
KANNIYAKUMARI DISTRICT (CODE NO. 16)			
VILAVANKOD	1	Melpuram	1
		Killiyoor	2
		Munchirai	3
KALKULAM	2	Kurunthancode	4
		Thuckalay	5
		Tiruvattar	6
THOVALA	3	Thovala	7
AGASTISWARAM	4	Agastiswaram	8
		Rajakkamangalam	9

III(xix)

D.O. Lr. No. 2/1/79-CEN/TN/Trg. dated 19-5-1980 *from Shri A. P. Muthuswami, Director of Census Operations, Madras addressed to all Regional Deputy Directors of Census Operations.*

SUB.—*Census* 1981—*Training sessions in connection with Houselisting.*

You may remember that during the training session held here last week, I emphasised the need for the early finalisation of the charge Registers and holding the training sessions in the second week of June at the district headquarters. I am sure you would have received by now the Census Circular No. 5 dated the 14th May, 1980 wherein, I have dealt at length, about the training of charge officers and enumerators and supervisors. In pursuance of this programme, I would like you to discuss the matter with the Collectors and arrange for fixing the dates and venue of training class etc. for now itself. The Collectors may be requested to preside over the training sessions. As the election work will be completed by the first week of June, 1980, there should be no difficulty in adhering to the dates given for district level training, viz. June 9-14, 1980. Please let me know the exact dates on which the training is fixed.

After completing the district level training, you may please discuss with the Charge Officers regarding training of enumerators and supervisors on the lines indicated in Circular No. 5 and intimate to me the programme drawn up.

III(xx)

D.O. Lr. No. 1/14-1/79-CEN/TN dt. 21-5-80 from Shri A. P. Muthuswami Director of Census Operations, Madras addressed to all Regional Dy. Directors of Census Operations.

SUB.—*Census* 1981—*Houselisting—Charge Registers —Regarding.*

REF.—*This Office circular No. 4 dt.* 7-4-80.

In the circular cited, the charge registers for houselisting operations were called for from the Charge Officers so as to reach this office before 30th April, 1980. Barring a few Charge Officers the other Charge Officers have not sent the charge registers so far. They may please be instructed to prepare and send the charge register in accordance with the instructions issued in the circular cited. Any delay in the receipt

of Charge register will seriously affect the work relating to Houselisting Operations. The Charge Registers should be prepared and sent to this office before 31-5-1980. I enclose a checklist for your use for scrutinising the charge register.

The progress of preparation of Charge Registers/ scrutiny may please be reported in the enclosed proforma along with the Fortnightly diary.

Kindly acknowledge receipt.

District	Total No. of Charges	No. of charges in which CR has been completed with names	No. of charges in which CR has not been completed with names	Reasons for Col. 4	No. of charges in which CR was scrutinised by RDDCO	Comments in brief on scrutiny of CR
1	2	3	4	5	6	7

III(xxi)

Lr. No. 1/14-1/80 dt. 2-6-1980 from the Deputy Director of Census Operations, Madras, addressed to all Charge Officers.

SUB.—*Census 1981—Preparation of Charge Registers —Regarding.*

On a scrutiny of the Charge Registers received from various Charge Officers the following defects are noticed:—

(1) Two or more villages or village segments have been found included in one and the same Enumerator Block. This is not correct. Two villages or village segments bearing separate Location Code numbers should not be combined in one Enumerator Block and allotted to one Enumerator Block number. If a village or part of a village is too small for an enumerator even then it may be formed into separate enumerator block and two or more such Enumerator Blocks could be entrusted to one enumerator. In such cases the enumerator concerned should be instructed to maintain separate records for each Enumerator Block (EB).

(2) Similarly in the case of urban areas we have noticed that the EBs have been formed with areas of two or more wards. This also is not correct. As census figures are to be furnished for each ward separately, EB should not be formed including parts of two different wards.

(3) Reserve Forests and uninhabited villages have been found to be omitted for inclusion in the EB. This is incorrect. The Reserve Forests as also uninhabited villages and similar places will have to be taken into account for the purpose of census. It is therefore necessary that separate enumerator blocks are formed for such Reserve Forests and uninhabited villages even if there is no population. Such blocks have to be assigned to some enumerators who may be put in charge of two or more neighbouring Enumerator Blocks.

Serial number in column 1 should be assigned for all location codes included in the charge. It has been noticed that certain Charges Officers have assigned serial numbers for one segment of the village only while the other segments of the village is left out without assigning any serial number. The serial number should be assigned for all segments as given below as exampie.

1. Paraipatti a/c
2. Paraipatti b/c
3. Paraipatti c/c etc.

The Charge Officers are requested to scrutinise the copy of the Charge Registers available with them and make necessary corrections if any under intimation to this office.

III(xxii)

D.O. Letter No. 1/7/79-CEN/TN, dated 7-6-1980 from Shri A. P. Muthuswami, Director of Census Operations, Madras, addressed to all Regional Deputy Directors of Census Operations.

Please recall the houselisting instructions (Para 27—page 8) that the housenumbering system in Tamil Nadu is satisfactory. However, there may be some omissions here and there. I request you to kindly ensure that all the houses in your jurisdiction are numbered. You may instruct the Charge Officers to verify this aspect particularly and take immediate steps to rectify wherever needed and intimate to you.

I also request you to send me a completion report relating to housenumbering before the 30th June, 1980. According to housenumbering manual it is the responsibility of the Executive Officer in the town panchayat and the village Karnam of the village panchayat to completely number the houses. In the case of municipality, however the responsibility is that of the Commissioner.

III(xxiii)

Lr. No. 2/1/79-CEN/TN/Trg. dated 17-6-1980 *from the Director of Census Operations, Madras addressed to all Regional Deputy Directors of Census Operations, Tamil Nadu.*

SUB.—*Census* 1981—*Houselisting Operations—Training of enumerators/Supervisors—Assistance—Regarding.*

The training of enumerators and supervisors in connection with houselisting operations would have commenced by now in most of the charges. As has already been stressed in this office Circular No. 5 dated 14-5-80, the first round of training class should be conducted in a detailed manner. With a view to help such of the Charge Officers who have to conduct more training classes, you may utilise the technical staff of the Statistics Department after consulting the Asst. Directors of Statistics concerned. A team of trained staff (listed in the Annexure) are also being deputed to assist you in this connection from June 23 to July 10, 1980. Please ensure that the training is imparted by the Charge Officers in the best manner. Please arrange in such a way that one of these staff will be present in each of the training session to the extent possible.

Please acknowledge receipt of this letter.

List of staff members deputed to the Regional Offices for taking training classes to the enumerating staff in connection with Houselisting Operations

Regional Office	Names of persons deputed
(1) Regional Deputy Director of Census Operations, 40, Thomas Nagar, Little Mount, Saidapet, Madras-600045.	1. Sri S. Packiaraj, T.O. 2. Sri T.S. Rajaram, T.O. 3. Sri A. Ramadoss, S.A. 4. Smt. A.M. Mangayarkarasi, S.A. 5. Smt. R. Ranibai, S.A. 6. Sri M. Thangavelu, Computor. 7. Smt. V. Manimekalai, Computor. 8. Smt. N. Muniammal, Computor. 9. Sri A. Gurusamy, Computor. 10. Smt. S. Malligeswari, Computor.
(2) Regional Deputy Director of Census Operations, No. B. 15, 18th East Main Road, Vellore-6.	*1. Sri L.J. Christopher, T.O. 2. Sri R. Munuswamy, S.A. 3. Sri T.R. Krishnan, Computor. †4. Sri S. Natarajan, Computor.
(3) Regional Deputy Director of Census Operations, 62, Maria Soosai Nagar, Cuddalore-1.	1. Sri P.G. Sankaran, Computor. 2. Sri V. Rambadran, Computor. 3. Sri R. Balasubramaniam, Computor.
(4) Regional Deputy Director of Census Operations, C/o Collectorate, Salem.	1. Sri A.R. Narayanan, T.O. 2. Sri N. Gnanasekaran, Computor. 3. Sri S. Chandrasekaran, Computor. 4. Smt. Alice P. Sugirtharani, Computor 5. Sri R. Sankarasharma, Computor.
(5) Regional Deputy Director of Census Operations, No. 2C, Govindasamy Naidu Layout Road, Sivananda Colony, Coimbatore-12.	1. Sri J. Thomas Machado, Investigator 2. Sri S. Ranganathan, Computor. 3. Smt. R. Sakunthala, Computor. 4. Sri S. Thirunavukarasu, Computor.
(6) Regional Deputy Director of Census Operations, Plot No. 204, T. S. No. 3295, Ward No. 6, Karthikeyan Road, Yagappa Nagar, Thanjavur.	1. Sri A.V. Vallinathan, Investigator 2. Smt. R. Vasantha, Computor. 3. Kum. K.M. Maheswari, Computor. 4. Sri N. Srinivasan, Computor.

Regional Office	Names of persons deputed
(7) Regional Deputy Director of Census Operations, No. 45/1, Thiruparankundram, Bye Pass Road, Madurai-16.	1. Sri C.T. Rajan, T.O. 2. Sri R. Srinivasan, S.A. 3. Sri R. Prakash, Computor. 4. Sri M.G. Nagaraj, Computor. 5. Sri M. Ravindran, Computor.
(8) Regional Deputy Director of Census Operations, C/o Collectorate, Tiruchirappalli.	1. Sri K. Kuppusamy, S.A. 2. Sri S.P. Venkatasamy, Computor. 3. Sri G. Subramani, Computor.
(9) Regional Deputy Director of Census Operations, C/o. Collectorate, Tirunelveli.	1. Sri Anser Ahmed, Investigator 2. Sri V.V. Balan Nambiar, S.A. 3. Sri M. Daniel Jayaraj, Computor 4. Sri R. Lakshmipathy, Computor. 5. Sri K. Jayakumar, Computor.

*From 1-7-1980.

†Up to 30-6-1980.

III(xxiv)

Letter No. 1/4/79-CEN/TN dated 28-7-80 from the Deputy Director of Census Operations, Madras addressed to all District Collectors except Madras, The Commissioner, Corporation of Madras/Madurai and copied to all Charge Officers, Regional Dy. Director of Census Operations, and City Census Officer.

SUB.—*Census 1981—Appointment of enumerators and supervisors Houselisting and Census enumeration—Regarding.*

While assigning the census works of the enumerator blocks to the various enumerators appointed for houselisting, it has been reported that in a few cases ladies have been posted to blocks which are quite for away. In some cases, it is understood that the blocks assigned to lady-enumerators are such that it is difficult for them to carry on the field work. Example of such places are big lodges predominently inhabited by males or highly congested slum areas etc. The Charge Officers may be advised to post male enumerators in such areas and assign other suitable blocks to the lady-enumerators so that the latter may not be put to any inconvenience. This procedure may kindly be followed by the Charge Officers during the main census enumeration also.

III(xxv)

Letter No. 1/42/79 dated the 4th October, 1980 from The Director of Census Operations, Madras, addressed to all District Collectors with copy to The Commissioner of Statistics and All Regional Deputy Directors.

SUB.—*Census 1981—Additional Census Officers in the Districts—Assistant Director of Statistics—Regarding.*

REF.—*This Office letter no. 1/5/80-CEN/TN dated 25-3-80.*

In accordance with the letter cited, the Assistant Director of Statistics in your district was appointed by you as Additional Census Officer for houselisting operations as we had to canvass the enterprise list during houselisting as part of the economic census.

In as much as the houselisting operations have been completed the Assistant Director of Statistics need not be continued as Additional Census Officer for 1981 census.

III(xxvi)

Lr. No. 1/4/79-CEN/TN dt. 28-10-1980 from the Director of Census Operations, Madras addressed to all Collectors, except Madras.

SUB.—*Census 1981—District Development Officers, Divisional Development Officers, Panchayat Union Commissioners—involvement in Census work—Regarding.*

Officers in charge of developmental programme in the districts such as District Development Officers/Divisional Development Officers/Panchayat Union Commissioners form an essential link in the administrative machinery of the district and have therefore to be associated for the successful conduct of population census. Most of the enumerators and supervisors appointed for the 1981 census work are teachers of the panchayat unions and the Panchayat Union Commissioners, and their direct Superiors. Without the close co-operation of the Panchayat Union Commissioners and their staff, it is difficult to enlist fully the assistance of teaching staff in conducting the census operation smoothly.

2. It is therefore necessary that these officers should be impressed of the importance of the forthcoming population census of 1981 and should be requested to extend their fullest cooperation to the Charge Officers in the matter of selection and appointment of teachers for census. They should render necessary assistance for conducting the training classes and in the supervision of the work at the time of enumeration. The Panchayat Union Commissioners can also play a vital role in giving wide publicity to the census enumeration in their jurisdiction. A few reviews of the enumeration work by them during the course of their tours to the villages will greatly enhance the quality of work of the field staff and ultimately help in achieving total coverage of population in their areas.

3. It would be highly appreciated if you could kindly bring out these steps to the personal attention of the Divisional Development Officers/Panchayat Union Commissioners at the staff meetings and also by issuing suitable instructions highlighting their role in census work.

4. A copy of your instructions may also be marked to this office for reference.

III(xxvii)

D.O. Lr. No. 2/2/80-CEN/TN dt. 4-11-80 from Shri A. P. Muthuswami, Director of Census Operations, Madras addressed to all Charge Officers.

SUB.—*Census 1981—Training programme—reg.*

As you are aware, the preparatory work for the 1981 Census Operations is in full swing now. The enumeration for the 1981 Census will be conducted between Feb. 9 and Feb. 28th, 1981, the census reference date being the sunrise of March 1, 1981. There will be a revisional round of enumeration between March 1st and 5th to update the data as at sunrise of March 1st, 1981.

2. The Charge Officers have demarcated the enumerators' blocks within their jurisdiction based on the population returned during Houselisting. The next phase in the Census Operations is training of Charge Officers, enumerators and supervisors in enumeration work. This is a very important aspect of the Census and the success of the Census Operation depends to a large extent on the systematic and thorough training provided to the persons engaged in Census work. The months of November, December and January will be utilised for intensive training to the field personnel.

3. Two important schedules which will be filled in by the enumerator in the 1981 Census are:

(i) Household Schedule to be filled for every household.

(ii) Individual Slip to be filled for each and every individual.

Apart from these, there are a few other forms for totalling up and presenting the final figures. These forms will be sent to you in adequate quantities. Forms printed in 'red' are intended for practical training and these will also be supplied to you. The Individual slip (universal) will be canvassed in all the enumerators' blocks whereas the Individual slip (sample) will be filled only in sampled blocks (20% sample). Details about sampling have already been communicated in this office Circular No. 11 dt. 6-10-80. By now, the sampling should have been completed and the charge officers should have identified the sample blocks. The Individual slips which will be canvassed in non-sample blocks are printed in black and the Individual slips to be used in sample blocks are printed in blue colour. Necessary instruction booklets that other big materials will be sent to you separately.

District level training.

The Charge Officers have to be thoroughly trained at a meeting to be conducted at district level. This meeting may kindly be held under your Chairmanship. Regional Deputy Director will impart the training. Each Tahsildar may bring with him for the meeting his census assistant and four or five Deputy Tahsildars who will later assist him in the census training and supervision. As regards the Municipal Charges, the Commissioners can attend the meeting along with their Assistant dealing with Census. In the case of big Municipalities, the Commissioners may also bring one or two of his deputies. The district level training for Charge Officers and others may be completed by 25-11-80.

5. In this connection, I invite your attention to my letter No. 1/4/79-CEN/TN dated 28-10-80 wherein I have brought out the imperative need to associate the District Development Officers, Divisional Development Officers and Panchayat Union Commissioners in this vital task. I therefore request you to instruct these officers also to participate in the training programme. The Revenue Divisional Officers may also be instructed to take the training.

6. The district level training for the above mentioned officers which should spread over two full days may be fixed and intimation sent to us. The Regional Deputy Directors concerned may also please be informed of the dates of training. During this training, the entire census operations will be fully covered followed by a practical training. All the concerned officers may be instructed to attend the training classes without fail.

Training programme for enumerators and supervisors.

7. On completion of the district level training, each charge officer has to organise training classes for enumerators and supervisors according to the following time schedule:—

(1) First round of combined training class for enumerators and supervisors	In the last week of November or in the first week of December 1980.

(2)	(i) Second round of combined training classes for enumerators and supervisors	In the month of Dec. 80 — Jan. 81 (for two days).
	(ii) Special round of training class for supervisors only.	In Dec. 1980 (for one day).
(3)	Third and final round of combined training class for enumerators and supervisors and supply of Census Schedules.	In January 1981 (for one day)

8. The training classes for enumerators and supervisors may be held in convenient batches of about 50 persons per class. The time, date and centre for holding these training classes for each such batch may be fixed by the charge officers under intimation to the Regional Deputy Director of Census Operations and the Census Directorate. As stated above, each batch will have three rounds of training September, November 1980, June 1981. In the case of taluk charges, the centres may be fixed in such a way that the personnel may not have to travel long distances so as to ensure full attendance and economy in travelling allowance. I request that suitable instructions may be issued to the Charge Officer, to follow the above training programme for enumerators and supervisors strictly in their charges.

III(xxviii)

Lr. No. 1/21/79-CEN/TN dt. 11-11-1980 from the Deputy Director of Census Operations, Madras addressed to all Collectors, and Commissioners of Madras and Madurai Corporations.

SUB.—*Census 1981—Enumeration of houseless population.*

It has been pointed out by Registrar General, India that in big cities, there may be a number of houseless persons living under staircases, corridors, etc. of flats or multi-storeyed buildings and that adequate steps have to be taken by us to ensure the coverage of all such persons (and families). Such persons have to be enumerated during the course of the enumerator's round between 9th and 28th February, 1981. The enumerators may also be asked to issue an enumeration certificate as given below for these cases.

Enumeration certificate

Name of head of household . . . . .

No. of persons enmerated in the household . . . . .

Place of enumeration . . . . . .

Date of enumeration . . . . . .

Signature of the Supervisor

3. In our State, although not many persons falling under the above category are known to exist, you may perhaps arrange to issue suitable instructions so that the enumerating staff in big cities, if any, in your region, are told in the training classes to take care in enumerating all such persons under staircases etc.

Please acknowledge receipt of this letter.

III(xxix)

Lr. No. 1/21/79-CEN/TN dt. 27-11-80 from the Deputy Director of Census Operations, Madras addressed to all Collectors and Commissioners of Madras and Madurai Corporations, and copied to all Charge Officers.

SUB.—*Census 1981—Instructions for filling up Household Schedule and Individual Slip—Clarifications.*

REF.—*This office Letter of even No. dt. 4-11-80.*

In continuation of the clarifications given in the above letter, the following may please be noted.

All foreign nationals should be enumerated in the normal course. Diplomats and their families, however should not be enumerated. Foreigners who are visitors and may be moving from place to place between 9th and 28th February, 1981 will have to be enumerated as visitors wherever they are found by an enumerator. In case they escape enumeration during the enumeration period, the enumerators will catch them during the revisional round at the place where they may be staying, provided they are in the country on 1st March, 1981. The enumerator, in his revisional round, will have to enquire about all visitors in the household. If any visitor, including a foreigner, has not been enumerated elsewhere, the enumerator should enumerate him/her in that household as visitor.

The above may be explained by the Charge Officers during the training classes. A copy of this letter is being marked to all Charge Officers also.

III(xxx)

Letter No. 1/4/79-CEN/TN, dt. 2-12-1980 from the Director of Census Operations, Madras addressed to all Collectors except Madras and copy to all Divisional Officers, all charge officers (except Municipal & Cantonment Charge Officers), Regional Deputy Directors of Census Operations.

SUB.—*Census 1981—Appointment of enumerators in the place of village Officers—Regarding.*

Consequent on the promulgation of an Ordinance by the State Government recently, the posts of part-time village Officers have been abolished and the entire part-time village munisifs and Karnams have been relieved of their duties. The charge officers who have appointed these persons as census enumerators have requested for instructions regarding the continuance of such village officers as census enumerators for the main enumeration.

That matter has been examined and it is felt that wherever the Village Officers have been selected earlier as enumerators they may now be substituted by appointing other persons like teachers, Government servants etc, who are available locally. It would not be correct to continue the Village Officers as census enumerators after they have been relieved of their posts. Since however, such appointments may not be large and may be only in a few taluks, the concerned tahsildars may be advised to take immediate steps for appointing teachers as substitutes. The number of such appointments of village Officers and the posting of substitutes may please be intimated to this office taluk-wise.

A copy of this letter is also being marked to all taluk charge officers.

The receipt of this communication may kindly be acknowledged.

III (xxxi)

Lr. No. 1/4/79-CEN/TN dt. 4-12-80 from the Director of Census Operations, Madras addressed to Sri D. K. Oza, Chief Electoral Officer, Madras-9.

SUB.—*Census 1981—Appointment of enumerators/supervisors*

During the houselisting operations conducted in July-August 1980, there have been lot of difficulties in securing the required number of staff for appointment as Enumerators and Supervisors in Madras City. It will be appreciated that the City Census Officers needs about 8,000 people for this job. Nearly 40% of the staff drafted for houselist had to be substituted as the exemption from Census duty was recommended by the Heads of Departments themselves. This had resulted in various problems and had upset our times schedule very badly. Since the final count in February-March 1981 had to be completed by 5th March positively, it is necessary that the instructions already issued by the Government in this regard are strictly adhered to by the Heads of Departments and offices. I thought a D.O. letter from the Chief Secretary to the Heads of Departments would be very useful for mobilising the required personnel from various Departments for the enumeration.

I enclose a draft D.O. for your consideration and I shall be grateful if you could kindly arrange for issue of the D.O. letter as from the Chief Secretary.

III (xxxii)

Lr. No. 1/21/79-CEN/TN dt. 9-12-80 from the Director of Census Operations, Madras addressed to all collectors and Commissioners, Corporation of Madras/Madurai.

SUB.—*Census 1981—Instructions for filling up Household Schedules—Clarifications.*

REF.—*This office Lr. of even No. dt. 4-11-80 and 27-11-80.*

A point came up whether in filling up Question 11 of the Household Schedule Part I (i.e., number of married couples usually living in the household) in cases where the males are serving the army or similar organisations and live away for considerable time from the household leaving their wives at the village/town homes, couples will be reckoned around the married female living in the household. It is clarified that in these cases females should be treated as Comprising Couples in the household for the purpose of Question. 11 of the Household Schedule.

III (xxxiii)

Lr. No. 1/21/79-CEN/TN dt. 15-12-1980 from the Director of Census Operations, Madras addressed to all Regional Deputy Directors of Census Operations.

SUB.—*Census 1981—Issue of DHTP Schedules to Govt. diploma holders in Shorthand, Typewriting etc.—Regarding.*

It may be recalled that during the State level training session held at Madras in October, 1980, a point was raised as to whether the persons holding Government diplomas in Shorthand, Typewriting, Accountancy etc. after having passed the Technical examinations conducted by the State Governments will be eligible for the issue of DHTP Schedules. It has been clarified by the Registrar General's office that such persons should not be issued DHTP Schedules. Only persons having certificates/diplomas from the ITIs are eligible for the issue of DHTP Schedules.

The above clarification may please be brought to the notice of the District Census Officers and all Charge Officers in your region, so that the enumerating staff may be told about this during the next round of training classes.

Kindly acknowledge receipt of this letter.

III (xxxiv)

Lr. No. 1/21/79-CEN/TN dt. 8-1-1981 from the Director of Census Operations, Madras addressed to the Independent Deputy Tahsildar, Rameswaram and copied to the Collector, Ramanathapuram at Madurai and Regional Deputy Director of Census Operations, Madurai.

SUB.—*Census 1981—Enumeration of foreigners arriving by ships—Reg.*

REF.—*Your Letter Roc. C. 7126/80 dated 28-12-80 to Regional Dy. Director of Census Operations, Madurai.*

With reference to your letter cited, the following clarification is issued.

1. *Foreigners arriving at the Rameswaram Port from abroad during the period of enumeration i.e.* 9-2-81 *to* 28-2-81.

These people will be going to various places and as stated in our letter of even number dated 27-11-1980, they will be enumerated as visitors wherever they are found—Rameswaram township or any other place, by the enumerator of the concerned Enumerator Block, provided they are in the country on 1st March 1981. Such of those passengers who remain on board the ship will be enumerated only on February 28th or March 1st as Sea population.

2. *Foreigners leaving Rameswaram Port*:

Some of these people may leave before the 1st March, 1981 in which case they will not be enumerated. Foreigners who leave on or after 1st March 1981 may be of two categories as stated by you—i.e. those staying in Rameswaram Township in hotels, houses, etc. and those staying on board the ship before departure.

Whereas those staying at the Rameswaram Township will be enumerated by the enumerator of the concerned enumerator block as visitors if they have not been enumerated elsewhere and if they stay in the country on 1st March, 1981, the second category of persons on board the ship will be enumerated as Sea population by the special enumerator appointed for such ship enumeration on 28th February or 1st March 1981. Even in this case, care should be taken to ensure that the persons concerned have not been enumerated earlier anywhere else in the country.

Please acknowledge receipt of this letter.

III (xxxv)

D.O. Letter No. 1/21/79-*CEN/TN dt.* 8-1-81 *from Shri A. P. Muthuswami, Director of Census Operations, Madras addressed to Regional Dy. Directors of Census Operations.*

A point was raised in the course of my review as to how to fill up question 15A(i) Name of Establishment, in the individual slip for persons engaged in beedi rolling run as a household industry in a house for a factory.

It is clarified that in this case it is enough if the name of the person running the household industry and the type of household industry, like Majeed Beedi rolling' is given. It is not necessary to record the name of the factory for which this work is done. Paragraph 106 of the Instruction Booklet may please be seen in this connection. This may be brought to the notice of all the charge officers for instructing the enumerators and supervisors.

III (xxxvi)

D.O. Lr. No. 1/21/79-*CEN/TN dt.* 9-1-81 *from Shri N. Rama Rao, Dy. Director of Census Operations, Madras addressed to Shri M. Gopalakrishnan, Regional Deputy Director of Census Operations, Vellore. Copied to the Regional Dy. Directors of Census Operations.*

Please refer to your D.O. Rc. No. A. 1/80 dated 8-1-81 to Director regarding economic questions.

As already indicated in Director's D.O. of even No. dated 8-1-81, beedi rolling will be treated as a "household industry". In question 15A(i) the name of the member running the household industry as the type of household industry will be given. The same instruction applies to handloom weaving, matches manufacturing etc.

As regards unemployed graduates who are receiving unemployment allowance, they have to be treated as non-workers under question 14A. The enumerator should record 'O' in 14A in such cases.

Please acknowledge receipt of this letter.

III (xxxvii)

D.O. Lr. No. 1/21/79-*CEN/TN dt.* 12-1-81 *from Shri A. P. Muthuswami, Director of Census Operations, Madras addressed to all District Collectors, Commissioner, Corporation of Madras.*

The Census count is just four weeks ahead and it is time now that the entire hierarchy is fully geared up to ensure smooth enumeration. It will be useful if you could visit the training centres during the final round of training and speak to the enumerators highlighting the need for full coverage, quality and prompt submission of records. You may also ask your P.A. (Cenl.) (Deputy District Census Officer) to tour intensively, review the arrangements made chargewise and also participate in as many training classes as possible.

Steps may be taken to ensure effective supervision by the Charge Officers and Zonal Officers (Dy. Tahsildars) during the period of actual enumeration. The arrangements made for collection of records at suitable centres could also be reviewed perhaps these centres could be located at the Panchayat Union Offices or at firkha headquarters.

With a view to increasing the tempo of publicity, I shall be grateful if you could address the press conferences and broadcast talks over the All India Radio which will be very helpful to the public and the enumerators alike.

I shall be thankful if you could kindly send a copy of the instructions issued by you to various officers on this matter.

III (xxxviii)

Letter No. 1/4/79-*CEN/TN, dt.* 20-1-1981 *from the Director of Census Operations, Madras, addressed to all Collectors except Madras, and Commissioners Corporation of Madras/Madurai and copied to all Regional Deputy Directors of Census Operations, all Charge Officers and City Census Officer.*

SUB.—*Census* 1981—*Precautions for ensuring full coverage—Coverage of VIPs.*

We have to take necessary steps to ensure complete coverage of all persons in the census count. While

instances of non-enumeration could be attended to immediately by the charge Officers, it would be very useful if all prominent persons of every locality are all fully covered. All the Charge Officers may be well advised to prepare in advance a complete list of VIPs living in their jurisdictions. A list of the members of the State Legislatures, members of Parliament, prominent journalists, important Government officers of All India and other State Services, important officials of Government undertakings, other locally prominent individuals, could be prepared and the Charge officer should be instructed to check whether they have all been enumerated. Such a check, it is suggested, could be made by about the 25th Feb. 1981, by which time, the major part of Census enumeration in every enumerator block should have been completed.

You may also ask the Charge Officers to suitably publicise that persons who are omitted to be enumerated may contact the Tahsildars/Municipal Commissioners, etc., and the latter may arrange after checking the correctness of such omissions, for enumerating them before the Census enumeration period is over.

Please mark copies of your instructions on the above aspects for our information.

III (xxxix)

D.O. Letter No. 1/21/79-CEN/TN dt. 28-1-1981 from Shri N. Rama Rao, Dy. Director of Census Operations, Madras addressed to Shri D. Sundaresan, IAS, Collector, Thanjavur with a copy to Collector of Pudukkottai and Madurai.

At the review meeting with Charge Officers in Ramanathapuram district, it was brought to my notice that a substantial number of agricultural labourers from the Ramanathapuram district have migrated to Thanjavur due to drought conditions. It is quite likely that these migrants may stay in their places of work in Thanjavur district during the entire period of enumeration, i.e., February 9 to February 28, 1981. Such persons will have to be enumerated as visitors, in accordance with the instructions given in paragraph 54(iv) of the Instruction Booklet.

Though the charge officers might be aware of this fact and enumerators may follow this instruction, I fell that as a matter of abundant caution you may please do well to remind the charge officers once again this aspect so that the census count may be accurate.

III (xl)

D.O. Lr. No. 1/21/79-CEN/TN dt. 29-1-81 from Shri A. P. Muthuswami, Director of Census Operations, Madras addressed to Shri T. B. Nandhikeswar, Convenor, Tamil Nadu, Veerasaivas Conference, Peria Madam Head Post Office Road, Kumbakonam—612 001.

SUB.—*Census 1981—Recording of "Veerasaivam" as Religion in Census schedules—Reg.*

I thank you for your letter dated 27th January regarding the entry of "Veerasaivam" against the questions on religion in the census schedules. As you have rightly pointed out the instructions about this question are very clear in the booklets issued by us and religious other than the six religions noted in them are to be written fully by enumerators as given by the respondents and no abbreviations are to be used. I have reiterated this point during the state and district level training classes and the enumerating personnel are being informed of this in all the training sessions conducted for such personnel. I am issuing a circular letter once again on this matter to the charge officers, a copy of it is enclosed for your information.

III (xli)

Lr. No. 1/21/79-CEN/TN dt. 29-1-81 addressed to the Collectors, Commissioner, Corporation of Madras, City Census Officer and copied to all Charge Officers, and Regional Dy. Director of Census Operations.

SUB.—*Census 1981—Recording Census in Qn. 8 of Individual Slip on religion.*

In paragraph 68 of the Instruction Booklet the instructions to be followed while filling up Question 8 of Individual Slip on Religion have been clearly given. It is again emphasised therein if a person returns a religion other than the six mentioned therein it should be recorded fully. Only in the case of the six religions i.e. Hindus, Muslims, Christians, Sikhs, Buddhists and Jains the specified abbreviation will be used. For example, if a person tells his religion as "Veerasaiva" "Zoroastrian" or any other religion the name of such religions should be recorded in full. The enumerator should not group it into any of the six religions mentioned. He should not also enter into any agreements in this regard.

This applies to Q 2 Household schedule part I also.

This instructions should be brought to the notice of all enumerations and supersession.

III (xlii)

D.O. Lr. No. 1/21/79-CEN/TN dt. 30-1-81 from Shri A. P. Muthuswami, Director of Census Operations, Madras addressed to all Collectors except Madras and Commissioners, Corporations of Madras and Madurai and copied to all City Census Officers, Madras.

SUB.—*Census 1981—Enumeration of SC/ST.*

During my tours, it was brought to my notice that in certain pockets, persons not belonging to SC/ST are likely to return themselves as belonging to SC/ST. In this context, I thought I should share with you a proper appreciation of the scope of the questions relating to SC/ST in the Census schedules and the role of the enumerator vis-a-vis the respondents.

2. Questions 3 and 4 in Part I of the household schedule and questions 9 and 10 of the individual slip seek information whether the head of the household and the individual members of the household belong to SC/ST and if so, to which caste/tribe. Every enumerator has been given a booklet containing the list of SC/ST in Tamil Nadu. The enumerator has been strictly instructed that if a person returns himself as belonging to SC/ST, the respondent should specify the exact caste/tribe to which he belongs and the enumerator would record him as such only if the caste/tribe returned by the respondent finds place in the booklet mentioned above.

3. Under the Census Act, 1948, any persons who intentionally gives a false answer to any question asked of him by a Census Officer, commits an offence under the Act. Nevertheless, if a respondent deliberately gives replies which the enumerator knows them to be wrong, the enumerator is forbidden from entering into any argument with the respondent beyond putting him wise about the need for giving the correct answer. The enumerator is not expected, much less, authorised to import into the census schedules his personal knowledge about the respondents. If, therefore, a respondent gives a deliberately wrong information, the enumerator will have no alternative except to record it as it is given. Should, however, the enumerator/supervisor/Charge Officer has occasion to find that there is an organised movement to give wrong information to the Census enumerators all that they could do is to give a special confidential report to the District Census Officer which may be forwarded to this Directorate.

4. If such a situation as above is visualised, the Charge Officer should explain to the people the need for giving correct and complete answers and also to caution the enumerators not to get involved in controversies but to faithfully record the answers as given by the respondents after explaining to them the scope of the questions.

III (xliii)

Lr. No. 1/21/79-CEN/TN dt. 5-2-1981 from Director of Census Operations, Madras addressed to all District Collectors except Madras, the Commissioner, Corporation of Madras, Madurai and copied to all Charge Officers, City Census Officer, and all Regional Dy. Director of Census Operations.

SUB.—*Census 1981—List of SC/ST—Tamil version of Scheduled Tribe—Kaniyan—Regarding.*

In the list of Scheduled Castes and Scheduled Tribes of Tamil Nadu, printed copies of which have already been supplied for distribution to all census enumerators and supervisors, the name 'Kaniyan', is shown as a Scheduled Tribe under serial number 8. In Tamil, it may be read as 'கணியர்' also. It would be better if it could be arranged to bring this point to the notice of all the enumerators and supervisors.

ANNEXE IV

LETTERS ISSUED BY THE TAMILNADU GOVERNMENT ON 1981 CENSUS

ANNEXE IV

IV (i)

D.O. Lr. No. 3155/78-17 *dt.* 5-4-78 *from D. K. Oza, Chief Electoral Officer and Special Secretary to Government, Public (Elections II) Department, Fort St, George, Madras addressed to the Secretaries to Government, Revenue Department, RD & LA Department, Board of Revenue (LR), Chepauk, Madras, The Inspector General of Police, Madras, all Collectors. The Director of Rural Development, The Inspector of Municipalities, Madras, The Commissioners, Corporation of Madras and Madurai and copied to the Director of Census Operations, Madras.*

SUB.—*Census—Census of India* 1981—*Planning for Jurisdictional boundaries and changes Particulars—Furnishing of.*

REF.—*From the Government of India, Ministry of Home Affairs, Lr. No.* 1/24/77, *RG(P), dated* 11-1-78.

The next Census of India would be conducted in early 1981. To ensure complete coverage at the Census, without omission or duplication, it is absolutely necessary that a list of localities and other areas comprising the entire Tamil Nadu, should be prepared.

2. The Government of India consider that for the efficient conduct of the Census Operations, as an initial step, it is necessary to prepare a list of all areas such as districts/taluks/police stations/tehsils/development blocks, villages, all towns and cities in the country and identify these particulars in suitable maps.

3. I am enclosing a copy of the letter from the Government of India cited specifying the particulars required for the above purpose and to request you to render all necessary assistance to the Director of Census Operations, Tamil Nadu and Pondicherry, Madras and make the Census work a success. I am also to request you to issue suitable instructions to your subordinate officers to render full assistance to the Census Directorate at Madras and the staff entrusted with 1981 Census Operations.

IV (ii)

Lr. No. 21473/79-8, *dt.* 25-1-80 *from the Chief Electoral Officer & Special Secretary to Govt., Public (Elections. II) Department, Fort St. George, Madras addressed to all Collectors and copied to the Director of Census Operations, Madras.*

SUB.—*Census* 1981—*Uptodating Housenumbering—Houselisting operations—Instructions to authorities concerned—Issued.*

REF.— 1. *Govt. Memo. No.* 1488/*ME*/78-2, *RD & LA Dept., dt.* 21-1-1978.

2. *From the DCO, Madras, Census* 1981 *Circular No.* 1, *dated* 4-10-1979.

3. *From the DCO, Madras, Census* 1981 *Circular No.* 2, *dated* 3-11-1979.

4. *From the R.G.I., D.O. Lr. No.* 9/48/79-*CD* (*CEN*), *dated* 15-12-1979, *addressed to Chief Secretary, Tamil Nadu.*

I am to invite your attention to the references second and third cited. I am to request that the Calendar of Census Operations, 1981 communicated therein may be strictly adhered to and prompt attention may be given to the instructions which will be issued from time to time. In this connection a copy of the letter from the Registrar General, India, New Delhi emphasising the useful involvement of the District and other authorities in the Census Operations is enclosed.

2. According to the programme communicated in Circular No. 2, the Houselisting will be held during July-August of 1980. Before that the House-numbering and this State has to be brought up-to-date. The Director of Census Operations, Madras has fixed 31-3-1980 for the completion of this work. I am therefore to request the Collectors to issue necessary instructions in this regard to the officers concerned. Fresh numbers should be given only to the houses newly sprung up and in respect of other houses the numbers already given to them should not be altered.

3. I am to request the Collectors to acknowledge receipt of this letter immediately.

IV (iii)

Lr. Rc. No. 33321/80/*F1 dt.* 4-3-1980 *from the Director of Rural Development, Madras addressed to the Secretary to Government, RD & LA Department, Madras and copied to the Director of Census Operations, Madras.*

SUB.—*Panchayat administration—Administrative changes—Bifurcation—Amalgamation, reclassification etc.—ordered by D.R.D. giving immediate effect to the notifications—Regarding.*

REF.—1. *G.O. Ms. No.* 1961, *RD & LA dt.* 8-12-71. *as amended in* 22851/*ME*/78-1 *dt.* 28-2-78.

2. *G.O. Ms. No.* 2095, *Public* (*Elections*) *dt.* 29-9-79.

3. *This office notifications issued under Sec.* 3(2) *of the T.N.P. Act.*

Based on the proposals recommended by the District Collectors during the last two years, the Director of Rural Development has issued 311 notifications for bringing about administrative changes such as bifurcation, amalgamation, etc. in Panchayats and Town Panchayats. The changes ordered involves 170 Panchayats. Unions and 466 Panchayats in 14 districts. At the time of issue of these notifications, the term of office of the Presidents and Members of the Panchayats were extended by Government from time to time and elected representative were holding offices. It was not possible to give effect to the administrative changes like amalgamation and bifurcation at that time. Further such of those village Panchayats reclassified as Town Panchayats or village Panchayat would have

accounting problem, as Town Panchayats are not eligible for House Tax matching Grant and village panchayats earn House Tax matching Grant for the Tax collections. To avoid such difficulties and inconvenience, the notifications were ordered "to take effect from the next ordinary elections to Panchayats".

Subsequently Government in their G.O. 1st cited imposed a ban on administrative changes with effect from 15-3-78 to enable Government to go ahead with Panchayat Election preliminaries such as revision of electoral rolls, publication and printing of electoral rolls etc. etc.

Now, in the reference 2nd cited, Government have imposed another ban on account of the 1981 census to be in operation till 30th June 1981. Since Government have not so far announced a firm date for Panchayat elections, in view of the census ban now imposed certain problems may crop up as detailed below.

1. In case Government take a decision to conduct the Panchayat elections before the census ban is lifted it may not be possible to give effect to the administrative changes ordered by the Director of Rural Development, as the Census Department may object to the administrative change.

2. The census machinery which may shortly start enumeration and collection of the various statistics may not include the administrative changes ordered by us and therefore, the statistical data that will be furnished by the census organisation in respect of the Panchayats and Panchayat Unions referred to above may not be of use to our Department, as it will not reflect the changed situation. In Kanniyakumari District for example a major reorganisation of Panchayat set up has taken place.

3. Cancellation of the administrative changes ordered is also not possible, as the election preliminaries such as preparation of electoral rolls, ward division, fixation of strength of Panchayat etc., have been done in these Panchayats, based on the administrative changes ordered, as laid down in direction 30A of G.O. Ms. 77, R.D. & L.A. Department, dated 17-1-69 and to maintain statusquo the election preliminaries have to be done de novo.

The compilations could now be solved without much difficulty as all the Panchayats have been dissolved and there are no elected representative in office by giving immediate effect to the administrative changes ordered by the Director of Rural Development after getting the clearance of the Public (Elections) Department and the Census Department.

There are about 10 cases where the orders of the Director of Rural Development have been challenged by writ petition and they are pending in the High Court. These cases cannot be given immediate effect, and they could be decided after the writs are disposed off.

I request Government may permit the Director of Rural Development to give effect to the notifications referred above immediately say by 1-4-1980. In this connection, the Additional Personal Assistant had informal discussions with the Deputy Director of Census Operations who has expressed that if a decision is taken before 1-4-80 it can be implemented without difficulty.

IV (iv)

Lr. No. 23647/ME/80-1 dt. 7-3-1980 from the Deputy Secretary to Government, Rural Development and Local Administration Department, Fort St. George, Madras addressed to the Director of Census Operations, Madras.

SUB.—*Census—Enumeration of—Panchayats and Municipalities—Administrative changes due to bifurcation, amalgamation, reclassification etc.—Regarding.*

REF.—*From the Director of Rural Development, Letter Rc. 33311/80/F1 dated* 4-3-1980.

I am directed to enclose a copy of the letter cited and to state that the Director of Rural Development has issued notifications in regard to bifurcation, amalgamation etc., in Panchayats to take effect from the next ordinary elections to Panchayats for the reasons that there were elected persons holding offices of Members and Presidents of Panchayats and there would have been accounting problems. Such notifications in regard to delimitation of wards of Municipalities have also been issued to take effect from the next ordinary elections to Municipal Councils. Under Sub-section 4 of Section 43 of the Tamil Nadu District Municipalities Act, 1929, the State Government may direct that the alteration shall take effect from the date of next ordinary election whereas there is no such provision in the Tamil Nadu Panchayats Act, 1958. Excepting Madurai Corporation, all other local bodies are administered by the Special Officers.

If census is taken according to the existing set up of Panchayats and Municipalities and the ordinary elections of these Local Bodies are held before 30-6-1981, there will be violation of the ban imposed on account of 1981 census, since the notifications mentioned above will take effect and the census figures on the basis of the existing set up, to be published in 1981 may not be in accordance with the set up of these Local bodies at that time. Even if the ordinary elections are held immediately after the publication of census figures, such figures based on the existing set up of the Local bodies may not correlate with the set up of the Local bodies after the elections. It has therefore been suggested that the notifications referred to above may be given effect from 1-4-80 in relaxation of census ban orders. To implement this suggestion, it has become necessary to amend the notifications individually or collectively by quoting the numbers and dates of publication of all the notifications in the Tamil Nadu Government Gazette. As the number of notifications published are too many, it is considered not desirable to amend the notifications already published. To obviate this, it has been suggested that the census

may be taken up as though all the notifications in regard to bifurcation etc. which are to take effect from the next ordinary elections are given effect to now.

I am directed to request you to offer your remarks on the suggestion very urgently at the latest by 15-3-80.

IV (v)

Lr. No. 7794/80-2, *Public (Elections. II) Deptt., dt.* 20-3-1980 *from the Chief Secretary to Government, Fort St. George, Madras addressed to all Secretaries to Government, all Heads of Departments, all Collectors and copied to Registrar-General, India, New Delhi and Director of Census Operations, Madras.*

SUB.—*Census of India* 1981—*Issue of Instructions for postponement of large scale transfers of officers and others, particularly teachers till March—April,* 1981.

REF.—*D.O. No.* 9/11/79-*CD/CEN from the Ministry of Home Affairs, Government of India, New Delhi, dated* 7-3-1980.

As the next Census of India is being taken in February, 1981, there is need to ensure continuity of administrative staff till March. 1981. Collectors, Divisional Development Officers, Revenue Divisional Officers, Panchayat Union Commissioners, Municipal Commissioners, School and College teachers will be intimately involved in this work along with selected personnel from other departments. It is extremely necessary that the field staff be familiar with their respective areas. Accordingly, the Government of India have requested that large scale transfers of Government Servants involved in Census work be avoided till March-April, 1981.

(2) I therefore *request you to ensure that there are no large scale transfers of Government servants and others, particularly teachers involved in census work,* till the Census Operations are completed in March, 1981. Kindly issue suitable instructions to your concerned subordinates and mark a copy to the Chief Electoral Officer, Madras-9 for information.

IV (vi)

Lr. No. 28930/80-1 *dt.* 1-7-80 *from the Chief Electoral Officer in-charge and Dy. Secretary to Govt. Public (Elections. II) Department, Fort St. George, Madras addressed to all Departments of Secretariat, all Heads of Depts. including Collectors and District Judges, The Board of Revenue, Madras The Inspector of Municipalities, Madras. The Director of Rural Development, Madras. The Municipal Commissioners thro' their Chairman, The Panchayat Union Commissioners thro' their Chairman, Commissioner, Corporation of Madras and Madurai, all Tahsildars, Ind. Deputy Tahsildars, and all Revenue Divisional Officers. Copied to the Director of Census Operations. Madras.*

SUB.—*Census,* 1981—*Enumeration and supervision work—Houselisting enumeration—Personnel—Regarding.*

REF.—1. *G.O. Ms. No.* 524, *Public (Elections. II), dated* 27-2-1980.

2. *From the Director of Census Operations, Madras, D.O. No.* 1/19/80-*CEN/TN, dated* 26-6-1980.

I am directed to invite attention to paras 3 and 4 of the G.O. cited wherein clear instructions have been issued to all the Heads of Government Offices to make available the services of their staff promptly whenever required by the census Charge Officers for 1981 census work and not to encourage claims for exemption and exclusion from census duties. Inspite of this, it has been brought to the notice of Government by the Director of Census Operations. Madras that thousands of requests for exemption from census duty have been sent to the Commissioner, Corporation of Madras, in the last few days and these requests have also been recommended by various heads of departments.

2. In this connection, I am directed to state that as the training classes for houselisting operations are going on, any grant of exemption from census duty at this stage will effect the census work very much which has to be finished according to a time scheduled programme.

3. I am to request the Heads of Departments and Local Bodies not to entertain cases for exemption from census duty. These instructions may also be brought to the notice of the subordinate offices for strict adherence.

IV (vii)

Lr. No. 7794/80-3 *dt.* 26-6-80 *from the Chief Electoral Officer & Commissioner Secretary to Government addressed to all Heads of Departments, all Collectors & Commissioners of Corporations of Madras and Madurai and copied to the Director of Census Operations, Madras*

SUB.—*Census* 1981—*Officers and staff entrusted with Census work—Transfers to be avoided—Instructions reiterated—Regarding.*

REF.—*Government Letter No.* 7794/80-2, *Public (Elections II) Department, dated* 20-3-1980.

In the letter cited the Government have issued instructions that in view of the Census 1981 there should be no large scale transfers of Government employees and others, particularly teachers, involved in Census work till the Census operations are completed in March, 1981. Despite the instructions as above, it is brought to the notice of the Government that there have been quite a few transfers of Government servants as also teachers, causing avoidable disturbance to the pattern of Census Operations.

2. The first phase of Census 1981, namely Houselisting Operations, is almost coming to a close. On

receipt of Houselisting records the Charge Officers would be busy taking follow up action thereon and preparing the stage for the population count in February-March, 1981.

3. The enumeration blocks formed for the Houselisting Operations would almost remain the same for the population count also and it would be advantageous to retain the same enumerators/supervisors for the same blocks as in the Houselisting Operations. This would facilitate familiarity of the area and the households to the enumerators/supervisors who would be able to attend to the final count with a sense of appreciation and knowledge acquired during the Houselisting Operations.

4. The Government of India and the State Government are anxious to ensure the quality and coverage during the Census Operations which would be possible only if the continuity of the personnel engaged in Census work is maintained till March, 1981.

5. I am, therefore, to reiterate the instruction already given in the letter cited and to request you to ensure that no transfers of Government servants and others particularly teachers involved in Census work are made till the Census enumeration is completed in March, 1981.

IV (viii)

D.O. Lr. No. 39354/80-4 *dt.* 2-1-1981 *from Shri D.K. Oza, Chief Electoral Officer and Commissioner Secretary to Government, Public (Elections-II) Department, Fort St. George, Madras addressed to all Collectors, District Census Officers & Commissioner Corporation of Madras, and copied to The Director of Census Operations Madras.*

SUB.—*Census* 1981—*Appointment of Enumerators and Supervisors.*

REF.—1. *G.O. Ms.* 524, *Public (Elections. II) dated* 27-2-1980.

2. *Letter No.* 28930/80-1. *Public (Elections. II) dated* 1-7-80.

As you are aware, Enumeration staff are appointed to attend to Census, 1981, for which payment is made immediately when the records are handed over. Will you ensure that requests for exemption, if any, are not complied with in this regard.

IV (ix)

D.O. Lr. No. 794/81-1, *Public (Census) Department, dt.* 13-1-1981 *from Shri V. Karthikeyan, Chief Secretary, Government of Tamil Nadu, Madras, addressed to all Collectors (except Madras), The Commissioner, Corporation of Madras, and Copied to the Director of Census Operations, Madras*

SUB.—*Census* 1981.

The Census for 1981 will commence from 9-2-1981. In this the Enumerators and the Supervisors will play the most crucial role. I am sure that the training given to such field staff must have been thorough. Even so, it is necessary that during the next 4 weeks, you can conduct atleast two meetings with your district staff and the Municipal Commissioners to check the progress of the work done and to 'preview' the work. You and the Municipal Commissioners should also occassionally participate in a training class intended for such field staff. Such active interest at your level will raise the morale of the staff and result in excellence of the work.

IV (x)

Lr. No. 1141/81-1, *dt.* 3-2-81 *from Deputy Chief Electoral Officer & Deputy Secretary to Government addressed to all Heads of Departments, all Collectors & Commissioners of Corporations of Madras and Madurai and Copied to the Director of Census Operations, Madras*

SUB.—*Census* 1981—*Self-contained note regarding answers to be secured for the Census questions —Communicated.*

REF.—*From the Director of Census Operations, Tamil Nadu, letter dt.* 16-1-1981.

I am directed to state that during the course of population Census, the Enumerator will canvass, in addition, two more forms viz. Household Schedule and Individual slip. The individual slip will be filled for every single person in the household with details of working characteristics of each individual.

2. I am, therefore, to request you to instruct all Government Servants/Staff working under Public Sector Undertakings to help enumeration staff in adequate measure in filling up individual slips, besides enumeration census with details of age, marital status, mother tongue, languages known, religion, educational attainment, Working characteristics etc. of their own and other individual members in the household.

3. A self-contained note regarding the answers to be secured for the Census questions from among the Government servants/staff working under Government Undertakings and other Quasi-Government Organisations is enclosed for information. The instructions contained therein may be circulated to the officers and staff under your control for wide publicity and strict compliance.

CENSUS OF INDIA 1981

The Census of 1981 will be taken from 9th February, 1981 to 5th March, 1981. The actual enumeration will take place from the 9th to 28th February, 1981 and the revisional round will be from 1st to 5th March, 1981. At this Census, two forms will be canvassed. These are the Household Schedule and the Individual Slip.

2. The Household Schedule will collect information regarding housing conditions and certain other social characteristics of the household. The individual slip will be filled for every single person in the household irrespective of age.

In the Individual Slip, certain important questions have been included. Among the questions asked would be those relating to sex, age, marital status, mother tongue, two other languages known, religion, whether Scheduled Caste or Scheduled Tribe, literacy, educational attainment and whether attending school or college.

Apart from these questions, certain questions, will be asked to elicit details regarding the working characteristics of the individual. These questions will seek to find out the description of one's work and nature of industry, trade or service in which one works etc. It is important to ensure that the replies to the questions relating to working characteristics are fully and correctly answered. It has been our experience that when the enumerator calls on the household, the head of the household is invariably present but in case he is not available information is collected from either the spouse or any elderly member in the household. In such cases, the person who answers these questions should have full details regarding the work etc. of the other members so as to secure the right answers fully. Therefore, it is requested that circular instructions may kindly be issued to all heads of offices/public sector undertakings and other organisations under the control of the various Government Departments/Institutions requesting each staff member to clearly indicate to his or her spouse or other person who normally would be at home and would answer these questions, full details regarding:

(i) Name of establishment in which one works;

(ii) Description of the actual work that one does and one's designation; and

(iii) The nature or type of industry, trade or service that one works in.

It may please be ensured that these instructions are sent to every single organisation including field level units so that coverage is full.

ANNEXE V

GOVERNMENT ORDERS ISSUED
IN CONNECTION WITH 1981 CENSUS

ANNEXE V

V(i)

GOVERNMENT OF TAMIL NADU

Abstract

Indian Administrative Service—Muthuswami, I.A.S. (Thiru) A.P. Services placed at the disposal of the Government of India, Ministry of Home Affairs—Orders—Issued.

PUBLIC (SPECIAL. A) DEPARTMENT

G.O. Rt. No. 820

Dated the 9th March, 1979.

Read:—

From the Establishment Officer, to the Govt. of India, Ministry of Home Affairs, Department of Personnel & A.R., telex No. 6/22/78-EO(MM)-K.W., dated 7-3-1979.

ORDER:

The services of Thiru A. P. Muthuswami, I.A.S., Joint Secretary to Government, Commercial Taxes and Religious Endowments Department are placed at the disposal of the Government of India, Ministry of Home Affairs (Office of the Registrar General of India) for appointment as Director of Census Operations, Tamil Nadu and Pondicherry, with effect from the date of relief.

2. Orders regarding the posting of successor of Thiru A. P. Muthuswami, I.A.S., will be issued separately.

(BY ORDER OF THE GOVERNOR)

V. KARTHIKEYAN,
Chief Secretary to Government

To:

Thiru A.P. Muthuswami, IAS.
Joint Secretary to Government,
Commercial Taxes & Religious Endowments Deptt.
The Director of Census Operations.
No. 10, Poes Garden, Madras-86.

V(ii)

(TO BE PUBLISHED IN THE GAZETTE OF INDIA PART III SECTION 1)

No. 11/46/79-Ad. I

Government of India

Ministry of Home Affairs

Office of the Registrar General, India

2/A, Mansingh Road,
New Delhi-110 011, the
3rd April '79.

NOTIFICATION

The President is pleased to appoint Sri. A. P. Muthuswami, an officer belonging to the Tamil Nadu Cadre of the Indian Administrative Service, as Director of Census Operations, Tamil Nadu with effect from the afternoon of 19 March, 1979, until further orders.

2. The headquarters of Sri. Muthuswami will be at Madras.

(P. PADMANABHA)
Registrar General, India.

To

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

No. 11/46/79-Ad. I

New Delhi-110 011.

Copy to:

Sri. A. P. Muthuswami, Director of Census Operations Tamil Nadu, Madras (with one spare copy for his personal record).

(V. P. PANDEY)
Deputy Registrar General, India

V(iii)

TAMIL NADU GOVERNMENT GAZETTE

PUBLISHED BY AUTHORITY

No. 27.

MADRAS, WEDNESDAY, JULY 11, 1979

[ANI 27, CHITHARTHI (2010-TIRUVALLUVARANDU)]

Part V—Section I

NOTIFICATIONS BY GOVERNMENT, PUBLIC (ELECTIONS) DEPARTMENT

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NOTIFICATIONS BY GOVERNMENT, PUBLIC (ELECTIONS) DEPARTMENT

Declaration of date for Census of population of India during the year 1981.

[G. O. Ms. No. 1284 (Public Elections II), 27th June 1979]

No. SRO D-9/79—The following notification of the Government of India, Ministry of Home Affairs (Office of the Registrar General, India), dated New Delhi, the 11th April 1979, is republished:—

S.O. 1377—In exercise of the powers conferred by section 3 of the Census Act, 1948 (37 of 1948), the Central Government hereby declare that a Census of the population of India shall be taken during the year 1981. The reference date for the census shall be sunrise on 1st March 1981.

F. No. 9/11/79-CD(CEN)

P. PADMANABHA,
Registrar General, India.

(BY ORDER OF THE GOVERNOR)

D. K. OZA,
Chief Electoral Officer and Special Secretary to Government.

V(iv)

GOVERNMENT OF TAMIL NADU

Abstract

Census, 1981—Changes in boundaries of administrative Units on Revenue side and Local Administration side-Instructions—Issued.

PUBLIC (ELECTIONS. II) DEPARTMENT

G.O. Ms. No. 2095

Dated the 29-9-1979

Read:

1. G. O. Ms. No. 1961, Rural Development and Local Administration, Dated 8-12-1977.
2. Govt. Memo. No. 6827/ME/78-2, RD&LA dt. 20-2-78.
3. From the Government of India, Ministry of Home Affairs, Lr. No. 9/17/79-CD (CEN) dated 10-5-1979.
4. From the Deputy Director of Census Operations, Madras Lr. No. 1/8/79, dated 19-5-1979.
5. Government Lr. No. 52081/A/N2/79, Revenue dated 23-6-79 addressed to Board of Revenue (LR), Madras.
6. From the Board of Revenue (LR), Madras, K. Dis. (Q) 6148/79, dated 10-7-1979.
7. From the Secretary, Rural Development and Local Administration Department, Lr. No. 82246 (a)/P1/79-1, dated 1-8-79 addressed to Director of Census Operations, Madras.
8. From the Director of Rural Development, Madras Letter No. L.Dis. 148903/79, dated 4-9-1979.
9. G.O. Ms. No. 2048, Public (Election.I) dated 25-9-1979.

ORDER:

The Government of India, Ministry of Home Affairs, have stated that the next decennial population Census would be conducted under the direction of the Registrar General, India, in February-March, 1981. To ensure complete coverage at the Census, the entire country would be divided into small enumerator's blocks within the frame work of the administrative units in the State and Union Territories. The process of determining the blocks will start much in advance of the actual Census and they will be got marked on the Census maps to obviate overlapping or omission of areas. The Government of India consider that for the efficient conduct of the Census Operations it is necessary to ensure that boundaries of the administrative units are not disturbed after the blocks have been determined and until the Census enumeration and tabulation of data are completed. It is expected that the demarcation of blocks would be taken in hand from the 1st October, 1979. The Government of India are of the view that it is desirable to ensure that as far as possible the boundaries of administrative units remain undisturbed throughout the major part of the next decade. Hence, wherever any changes in the jurisdiction of the present administrative units are found necessary, it would be desirable to effect the changes well before the enumerator's blocks are demarcated. In the circumstances, the Government of India desire that all proposals for reconstituting or making adjustments in the jurisdiction of Districts, Revenue Divisions, Taluks, Municipalities etc. which may be pending or which may be taken up in the near future are finalised and given effect to before the 1st October, 1979. The Government of India have requested this Government to ensure that no changes whatsoever are made in the boundaries of these administrative units during the period from 1st January 1980 to the 30th June, 1981.

2. The Government have examined the proposals of the Government of India, mentioned in paragraph 1 above.

3. In the case of municipalities and panchayats, orders have already been issued by the Rural Development and Local Administration Department in the first two references read above imposing ban on changes in their administrative set up from 1-2-1978 and 1-3-1978 respectively till the ordinary elections to municipalities and panchayats are over. These ban orders are still in force. Further, in view of the current revision of electoral rolls of all Assembly Constituencies for the ensuing Mid-term Poll to Lok Sabha, ban orders on changes in administrative units have been issued by the Public (Elections) Department in the G. O. last read above. Apart from the above orders for the efficient conduct of census 1981, it is not desirable to effect any changes in the boundaries of administrative units after 1-1-80 till 30-6-1981. The Government accordingly direct that—

(i) Only in exceptionally unavoidable cases, proposals regarding bifurcation or revision (inclusion and exclusion of areas) of Districts, Revenue Divisions, Taluks, Sub-taluks or Villages on the Revenue side and of Municipalities, Panchayats and Panchayat Unions and constitution of Municipalities on the Local Administration side should be finalised and settled from 1-10-79 to 31-12-79; and

(ii) that no proposals involving changes of any kind in the above mentioned administrative units should be made from 1-1-80 upto 30-6-1981.

4. The Board of Revenue, Madras, the Inspector of Municipalities, Madras, the Director of Rural Development, Madras, Collectors and Commissioners, Madras and Madurai Corporations should bear in mind the above decision of the Government, mentioned in paragraph 3, and see that the above proposals are strictly implemented.

5. The recipts of this order should be acknowledged by all concerned.

(BY ORDER OF THE GOVERNOR)

V. KARTHIKEYAN,
Chief Secretary to Government.

V (v)

TAMIL NADU GOVERNMENT GAZETTE

PUBLISHED BY AUTHORITY

No. 42] MADRAS, WEDNESDAY, OCTOBER 31, 1979

[AIPPASI 14, CHITHARTHI (2010—TIRUVALLUVAR ANDU)]

Part V—Section 1

Notification by Govenment, Public (Elections) Department.

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NOTIFICATIONS BY GOVERNMENT, PUBLIC (ELECTIONS) DEPARTMENT.

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NOTIFICATIONS BY GOVERNMENT, PUBLIC (ELECTIONS) DEPARTMENT

Appointment of Census Officers under Census Act, 1948

[*G.O. Ms. No.* 2059, *Public (Elections-II)*, 26*th September* 1979.]

No. SRO D-12/79.

Under sub-section (2) of section 4 of the Census Act, 1948 (Central Act XXXVII of 1948), the Governor of Tamil Nadu hereby appoints the Officers specified in column (1) of the Table below to be Census Officers for the Census, 1981 within the local areas specified in the corresponding entries in column (2) thereof :—

THE TABLE

Officers.	*Local Area*
(1)	(2)
1. The Director of Census Operations, Deputy Directors of Census Operations and Assistant Directors of Census Operations.	The whole of the Tamil Nadu.
2. Collectors of districts (except the City of Madras)	Their respective districts.

(1)	(2)
3. Revenue Divisional Officers, Assistant Collectors and Sub-Collectors in-charge of divisions of districts elsewhere other than the City of Madras.	Their respective divisions.
4. The Commissioner of the Madras Corporation	The City of Madras.
5. The Commissioner of the Madurai Corporation	The City of Madurai.
6. (i) Tahsildars (ii) Deputy Tahsildars in-charge of taluks (iii) Independent Deputy Tahsildars in-charge of sub-taluks	All areas within their jurisdictions other than municipalities and the special charges.
7. Executive authorities or Special Officers in-charge of municipalities	Their respective municipalities.
8. Officers in-charge of townships	Their respective townships.
9. Officers commanding Army Stations or appointed by officers commanding stations for the Census of strictly military areas.	The limits of the strictly military areas as determined for each station.
10. Executive Officers of cantonments	The limits of their cantonments.
11. Officers Commanding Units or bodies of troops in camp	All persons comprised in such units or bodies.
12. Officers in-charge of Ordnance Factories	The limits of their respective jurisdiction
13. Officers Commanding Air Force Establishments	The limits of their respective Establish ments.
14. Officers Commanding Naval Establishments	The limits of their respective Establishments.
15. Officers in-charge of Port-trusts	The limits within their jurisdiction.
16. General Manager, Southern Railway	The limits of Railway Establishments.
17. Chief Conservator of Forests (General)	All areas under his complete jurisdiction.

2. The Officers named in paragraph 1 above are also hereby authorised to issue the declaration in writing referred to in sub-section (3) of section 4 of the said Act in respect of all census officer oppointed by them.

3. In exercise of the powers conferred by sub-section (4) of section 4 of the said Act, the Governor of Tamil Nadu hereby delegates to the Officers named in paragraph 1 above the power of appointing census officers within the local areas specified against their names.

4. Under sections 6 and 7 of the said Act, the Governor of Tamil Nadu hereby appoints the Commissioners of the Madras and Madurai Corporations to be the Officers in the Cities or Madras and Madurai respectively on whose direction of order the Officers and persons named in these sections shall perform the duties of census officers or give the assistance therein setforth.

5. Under section 8 of the said Act, Census Officers are hereby directed to ask all questions necessary for correctly filling up the prescribed Census forms.

6. In exercise of the powers conferred by section 12 of the said Act, the Governor of Tamil Nadu hereby authorises the Commissioners of the Corporations of Madras and Madurai in respect of the Cities of Madras and Madurai respectively and the Collectors elsewhere to accord previous sanction for the institution of prosecutions under the Census Act.

7. The Governor of Tamil Nadu hereby authorises the Census Enumerators and other Supervisory Officers to canvass the Census Schedules as may be notified at the appropriate time for the Census 1981.

D.K. OZA,

Chief Electoral Officer and Special Secretary to Government

V(vi)

GOVERNMENT OF TAMIL NADU

Abstract

Census 1981—Enumeration and supervision work—Employment of Government servants and employees of Local Bodies—Orders Issued.

PUBLIC (ELECTIONS. II) DEPARTMENT

G.O. Ms. No. 524

Dated the 27th February, 1980.

Read:

From the Director of Census Operations, Madras D.O. Letter No. 1/4/79-CEN/TN dated 7-2-1980 addressed to Chief Electoral Officer, Tamil Nadu.

ORDER:

In connection with the 1981 census, considerable preliminary work has already been taken up by the Census Directorate in Tamil Nadu. The tempo of work will tremendously increase in the coming months. As a prelude to census, the houselisting operations will be conducted during July-August, 1980. The census enumeration will take place in February-March,

1981. The appointment of staff required for house-listing and enumeration work will commence shortly. The enumeration will, as in the past, be done by making the fullest use of the staff working in various offices under the control of the Government and the Local bodies.

2. The Government attaches great importance to the efficient conduct of the census operations and considers that census enumeration is a national task involving the demands on the services of the staff of all establishments throughout the country. It is therefore necessary that the onerous responsibilities involved in taking census in Tamil Nadu are shared by all Government departments and the Local Bodies.

3. The census work will be conducted under the direct supervision and control of the Collectors in the districts and the Commissioners of Corporations of Madras and Madurai. The Government have already notified the District Collectors and other officers as Census Officers within their jurisdictions. The prime responsibilities for the various items of work rest with the Census Charge Officers, viz. Tahsildars and Municipal Commissioners who are expected to carry out the various stages of the operations in accordance with the instructions issued by the Census Directorate from time to time. The employees of the Government and the Local Bodies should perform all the work connected with the census enumeration which may be entrusted to them by the Local Charge Officers as diligently and conscientiously as they would do their normal duties. The employees should be specifically instructed to give no cause for complaint by the officers in charge of the census in regard to their performance of census duties. The manner in which they perform census duties should be taken into account while making periodical assessment of their work and conduct. It is highly essential that the heads of offices should extend their fullest cooperation in placing the services of their staff promptly whenever required by the Charge Officers and granting them late attendance etc. during the enumeration period and the training days.

4. It is incumbent on all the Heads of Departments and Local Bodies to enforce strictly the assignments for census duties. Claims for exemption and exclusion from census work of particular categories of public servants or officers must in all cases be discouraged. Individual cases will, however, be considered on merits by the Census Charge Officers. Police Officers, all categories of staff of the Tamil Nadu Electricity Board, Medical Officers, Officers and staff engaged in the operation of essential and public utility services, officers and staff of the State Transport Undertakings and the officers and staff of the Pay and Accounts Offices in Madras, should, however, be exempted from Census duty.

5. Under Section 4(2) of the Census Act, 1948, (Central Act No. XXXVII of 1948) read with paragraph 3 of G. O. Ms. 2059, Public (Elections-II) Department dt. 26th September 1979, all District Collectors, Revenue Divisional Officers etc. have been authorised to appoint Census Officers within their respective jurisdictions. Any officer or any person required to give assistance towards taking of census, who refuses or neglects to use reasonable diligence in performing any duty imposed upon him or in obeying any orders issued to him in accordance with the provisions of the Census Act or any rule made thereunder, is liable to the penalties prescribed under Section 11(1) of the Census Act.

6. All Heads of Departments and Local Bodies are requested to communicate this order very urgently to all establishments and offices under their control, for their information and guidance.

(BY ORDER OF THE GOVERNOR)

V. KARTHIKEYAN
Chief Secretary to Government

V (vii)

Direction to Census Officers regarding asking of question to all persons specified in Schedules.

[G.O. Ms. No. 1913. *Public (Census)*, 20*th August* 1980.]

No. II (2)/PUCE/4337/80—Under sub-section (1) of section 8 of the Census Act, 1948 (Central Act XXXVII of 1948), the Governor of Tamil Nadu hereby directs the Census Officers appointed under sub-section (2) of section 4 of the said Act to ask all questions of all persons, specified in the schedules below for correctly filling up the prescribed census form for the 1981 Census.

INDIVIDUAL SLIP

Universal

1. Name.
2. Relationship to head.
3. Male/Female.
4. Age.
5. Marital status
6. Mother-tongue.
7. Two other languages known.
8. Religion
9. Whether Scheduled Caste or Scheduled Tribe
10. Name of caste/tribe.
11. Literate/Illiterate.
12. Educational attainment.
13. Attending school/college.

14-A. Worked any time at all last year?

14-B If 'Yes' in 14-A, did you work for major part of last year?

15-A. Main activity last year.

If household industry/other work in 15-A—

(i) Name of establishment.
(ii) Description of work.
(iii) Nature of industry, trade or service.
(iv) Class of worker.

15-B. If 'Yes' in 14-B any other work any time last year? if 'No' in 14-B work done any time last year?

If household industry/other work in 15-B—

(i) Name of establishment.

(ii) Description of work

(iii) Nature of industry, trade or service.

(iv) Class of worker.

16. If 'No' in 14-A or 14-B seeking/available for work?

Sample

1. Birth place—
   (*a*) Place of birth
   (*b*) Rural/Urban.
   (*c*) District.
   (*d*) State/Country.
2. Last residence—
   (a) Place of last residence.
   (*b*) Rural/Urban
   (*c*) District.
   (*d*) State/Country.
3. Reasons for migration from place of last residence.
4. Duration of residence at the village or town of enumeration.
5. For all ever-married women only—
   (*a*) Age at marriage.
   (*b*) Number of children surviving at present Male/Female/Total
   (*c*) Number of children ever born alive. Male/Female/Total.
6. For currently married women only—

   Any child born alive during last one year.

HOUSEHOLD SCHEDULE

Part I—*household Particulars.*

1. Name of head of household.
2. Religion of the head of household.
3. Whether head of household belongs to Scheduled Caste or Scheduled Tribe.
4. Name of caste/tribe of head of house hold
5. Language mainly spoken in the house hold
6. Does the household live in owned house?
7. If 'No' in 6, does the household own a house or housesite in the village or town of enumeration?
8. Predominant construction material of the house occupied by household—
   (*a*) Wall.
   (*b*) Roof.
   (*c*) Floor.
9. Facilities available to the house hold—
   (*a*) Drinking water supply—
      (i) Source.
      (ii) Within premises/ Outside premises.
   (*b*) Electricity.
   (*c*) Toilet (for Urban areas only).
10. Number of living rooms in occupation of household.
11. Number of married couples usually living in the household.
12. Does the household cultivate land?
13. If 'Yes' in 12. whether owned/rented/owned and rented.
14. If Rented, enter local name of tenancy.
15. Total population of household

Part II—Population Record

1. Name.
2. Relationship to head (indicate Serial number of mother within brackets if present in the household for children upto ten years).
3. Sex.
4. Age.
5. Marital status

D.R. OZA,
Chief Electoral Officer and
Commissioner-Secretary to Government

[Published in the Part II—Section 2 of the *Tamil Nadu Government Gazette*, dated the 24th September 1980 at page Nos. 717 and 718.]

V(viii)

GOVERNMENT OF TAMIL NADU

Abstract

CENSUS 1981—Houselisting and population enumeration—Permission to employees drafted for Census work to attend office late, recognition of good work done by them and provision of Government vehicle to Charge officers and Regional Deputy Directors of Census Operations—Orders issued.

PUBLIC (ELECTIONS II) DEPARTMENT

G.O. Ms. No. 1193 Dated: 24th May, 1980.

Read.

1. From the Registrar General of India, U.O. No. 9/11/79-CD CEN/dated 27-2-1980.
2. G.O. Ms. No. 524, Public (Elections. II) Department dated 27-2-1980.

3. From the Director of Census Operations Madras, Letter No. D/21019/80-Admn. dt. 25-4-80

ORDER:

In order that the full co-operation of the State Government Officers may be ensured for the efficient conduct of 1981 Census, the Director of Census Operations. Madras has made the following suggestions for the consideration of the State Government and for suitable orders, by following the precedents during earlier Censuses.

(i) Specific orders may be issued indicating the hours of late attendance and early departure by the enumerators, Supervisors and other officers concerned with the conduct of the census and the days during which they should be treated as on duty to enable to attend to the houselisting and enumeration work.

(ii) Appreciation of outstanding work done by any of the Census Officials belonging to State Government has to be recorded in order to make him take full interest in work and do it with zeal and enthusiasm.

(iii) The Charge Officers and the Regional Deputy Directors of Census Operations have to be provided with a Government vehicle during the periods from 16-6-80 to 20-8-80 (Houselisting period) and 1-1-81 to 5-3-81 (Period of conduct of census), if they are not already provided with a vehicle, so as to enable them to move fast in their respective jurisdiction to keep up the tempo of Census Operations and to ensure the good quality and full coverage.

2. It has been decided to agree to the above proposals of the Director of Census Operations, Madras. The Government accordingly direct that—

(i) the enumerators, supervisors and others connected with the conduct of census 1981 should be allowed to attend the office late at 11-30 A.M. and leave the office at 4.00 P.M. during the following periods:—

Houselisting:

Training: : 16-6-80 — 20-7-80.

Operation : 21-7-80 — 20-8-80.

Population Census:

Training : 1-1-81 — 31-1-81.

Operation : 1-2-81 — 8-2-81.

they should be considered as on duty and permitted to be away from their offices for half a day from 9-2-81 to 28-2-81 and allowed to be exclusively on census work for the whole day from 1-3-81 to 5-3-81:

(ii) the District Collectors and the Commissioners of the Corporatioins of Madras and Madurai in their capacity as the principal Census Officers should issue proceedings in appreciation of outstanding work done by any of the Census Officials upto the level of Charge Officers and copies of these proceedings must be placed in the Confidential Reports of the person concerned and in the case of district level officers, however, like the Personal Assistant (General) to the Collectors, letters of appreciation will be issued by the Government on the recommendation of the Director of Census Operations in consultation with the District Collectors and the Commissioners of Municipal Corporations of Madras and Madurai;

(iii) all the Charge Officers and the Regional Deputy Directors of Census Operations should be provided with a Government vehicle during the periods from 16-6-80 to 20-8-80 and 1-1-81 to 5-3-81. The Collectors are authorised to requisition vehicles for this purpose from all departments of State Government except the following:—

(i) Vehicles belonging to the Police Department;

(ii) Vehicles belonging to the Fire Services Department;

(iii) Vehicles belonging to the Irrigation and Electricity projects;

(iv) Vehicles belonging to the Public Health Department and engaged on epidemic duties;

(v) Vehicles in the operative system of the Electricity Department;

(vi) Vehicles belonging to the Medical Department rendering essential medical aid to the general public;

(vii) Vehicles belonging to International Agencies for Health programmes such as antimalaria work, antifilaria work, and for primary health centres;

(viii) Fifty per cent of the vehicles belonging to the Food Productioin Circle engaged on Special Minor Irrigation Programme and D.C.R. Works;

(ix) Vehicles belonging to the District Educational Officers used for transporting CARE food articles to villages; and

(x) Vehicles belonging to Civil Supplies Department in the border districts of Kanniyakumari, Tirunelveli, Madurai, Coimbatore, Salem, Dharmapuri; Nilgiri and Chengalpattu districts and 50 per cent of the vehicles of the Civil Supplies department in Thanjavur, North Arcot South Arcot districts.

Immediately after receipt of the indent the department concerned should make available the vehicle to the Collector for being placed at the disposal of the Charge Officers.

3. The Collector while indenting upon the vehicle of other departments should see that no work which is more essential and urgent than Census work, is handicapped.

4. The Government direct that for the vehicles utilised as above, for census work, only the cost of petrol and oil should be raised against the 'Census' head of account.

5. All heads of Departments should immediately issue instructions to their subordinates who are in possession of Government vehicles for being allotted for census work.

6. This order issues with the concurrence of the personnel and Administrative Reforms, Transport and Finance Departments vide their U.O. No. 16065A/80 dt. 21-5-80, U.O. No. 29049A/Op. II/80-I dt. 23-5-80 and U.O. No. 17/DS(SVPB)/F/80 dt. 24-5-80 respectively.

(BY ORDER OF THE GOVERNOR)

D. K. OZA,
Chief Electoral Officer and
Special Secretary to Government

V(ix)

GOVERNMENT OF TAMIL NADU

Abstract

CENSUS 1981—Payment of honorarium to enumerators and Supervisors appointed for house numbering/ houselisting operations—Orders—Issued.

PUBLIC (ELECTIONS. II) DEPARTMENT

G.O. Ms. No. 1700.

DATED: 23-7-1980.
READ:—

(i) From the Registrar General, India, Ministry of Home Affairs, New Delhi letters G. 18020/3/79-Budget Cell, dated 14-2-80, 21-4-80 and 22-5-80.

(ii) From the Director of Census Operations, Madras letters No. G/18014/80/Accts/dt. 11-6-80 and 10-7-80.

ORDER:

The Registrar General, India, Ministry of Home Affairs, New Delhi in his references first read above has conveyed sanction of Government of India for payment of honorarium to the enumeration staff appointed in connection with 1981 Census and has also communicated the accounting procedure to be followed in this regard.

2. The Director of Census Operations, Madras in his letters second read above has stated that the first part of the 1981 Census viz. house numbering/houselisting operations will be held between 16th July and 20th August, 1980 and along with the houselisting, another schedule viz. "Enterprise slip" will also be canvassed during this operation. For carrying out the houselisting operations and for canvassing the Enterprise List from 16-7-80 to 20-8-80, the Government of India have decided to pay honorarium to the Enumerators and the Supervisors at the rates indicated in Annexure. I. A sum of Rs. 33,60,000/- will be required for this purpose for the entire State as detailed in Annexure. II. The Director of Census Operations has requested that the expenditure towards payment of honorarium for houselisting operations/Canvassing of Enterprise List may be met initially by the State Government and got adjusted later from the Accountant-General, Tamil Nadu who will receive cheque from the Government of India for this amount.

3. The Government accept the proposal of Director of Census Operations, Madras and accordingly sanction a sum of Rs. 33,60,000/- (Rupees Thirty three lakhs and sixty thousand only) for payment of honorarium to the Enumerators and Supervisors appointed for carrying out house numbering/house listing operations and for canvassing the Enterprise List as detailed in Annexures I&II.

4. The expenditure on this item should be debited to the head of account "265.A. Other administrative Services-AN. Census-I. Non-Plan-AA. Census Works 1981-26. other charges-4. Honorarium".

5. The honorarium has to be paid by the Charge Officers to the Enumerators and Supervisors irrespective of the Departments to which they belong immediately after the relevant records of houselisting operations/Enterprise List are handed over to them, without delay. As any delay in making this payment will create difficulties in carrying out the further programme, the Charge Officers are requested to pay the amount of honorarium promptly. The District Census Officers are requested to ensure that the payment is made promptly. The Charge Officers will furnish certified statements of expenditure separately for "houselisting" operations and for "Enterprise Lists" to the District Census Officers who in turn will furnish statement of expenditure incurred to the Board of Revenue (LR), Madras. Any unspent balance lying in the deposit shall be refunded into the treasury under intimation to the Board of Revenue and the Accountant-General, Tamil Nadu. The Treasury Officers are requested to pass the bills claiming the honorarium quickly to catch up the above programme.

6. The expenditure is on a 'New Service' and the approval of the Legislature will be obtained in due course. Pending approval of the Legislature, the expenditure will be met initially by an advance from the contingency fund, orders regarding which will be issued by the Government in the Finance (BG. I) Department. The Board of Revenue (LR) is requested to make an application in the prescribed form to the Government in Finance (BG. I) Department for sanctioning the advance. The Board of Revenue (LR) is also requested to address the Director, Data Processing Centre, Madras for obtaining D.P. Code No. for "26. Other charges-4. Honorarium" and allot the amount to the District Census Officers as detailed in Annexure. II.

7. The expenditure incurred on this account should be got reimbursed from the Accountant-General, Tamil Nadu in whose disposal the funds will be placed by the Government of India in due course. The amount

so reimbursed should be credited to "065. Other Administrative Services-C. Other Services-AD. Census-AA. Recovery from the Central Government towards 1981 Census expenses".

8. This order issues with the concurrence of Finance Department—vide its U.O. No. 96046/All. II/80-1, dated 22-7-80.

(BY ORDER OF THE GOVERNOR)

D. K. OZA,
Chief Electoral Officer and Commissioner & Secretary to Government.

ANNEXURE I

Payment of Honorariums to the Census Staff at First Stage

Honorarium for	Rate of Honorarium	Number of Enumeration Staff	Total amount involved
1	2	3	4
	Rs.		Rs.
(i) House numbering/House-listing :			
Enumerators	20	80,000	16,00,000
Supervisors	20	16,000	3,20,000
(ii) Enterprise List :			
(a) Enumerators	15	80,000	12,00,000
(b) Supervisors	15	16,000	2,40,00
			33,60,000

ANNEXURE II

Census 1981

TAMIL NADU

Districtwise requirement of funds to be disbursed to Enumerators and Supervisors

Rate of honorarium for houselisting per : Enumerator / Supervisor } Rs. 20/-

Rate of honorarium for Enterprise list per Enumerator / Supervisor } Rs. 15/-

Total honorarium per Enumerator / Supervisor } Rs. 35/-

Sl. No.	Name of the District	No. of Enumerators and Supervisors	Total honorarium
			Rs.
1.	Madras	8,733	3,05,830
2.	Chengalpattu	6,230	2,18,050
3.	North Arcot	7,540	2,63,900
4.	South Arcot	7,410	2,59,350
5.	Dharmapuri	3,499	1,22,465
6.	Salem	7,647	2,67,645
7.	Periyar	4,242	1,48,470
8.	Coimbatore	6,350	2,22,250
9.	Nilgiri	1,404	49,140
10.	Madurai	8,350	2,92,250
11.	Tiruchchirappalli	6,234	2,18,190
12.	Thanjavur	8,133	2,84,655
13.	Pudukkottai	2,403	84,105
14.	Ramanathapuram	7,265	2,54,275
15.	Tirunelveli	7,905	2,76,675
16.	Kanniyakumari	2,639	92,365
	Total	96,000	33,60,000

V(x)

GOVERNMENT OF TAMIL NADU

Abstract

CENSUS 1981—Population Census—Payment of allowance at flat rates to Enumerators and Supervisors for attending training classes—Orders—Issued

PUBLIC (CENSUS) DEPARTMENT

G.O. Ms. No. 2556. Dated : 20-11-1980.

Read :—

1. G.O. Ms. No. 1700, Public (Elections. II) Department, dt. 23-7-80.
2. G.O. Ms. No. 1847, Public (Census) Department, dt. 6-8-80.
3. From the Director of Census Operations, Tamil Nadu, Letter No. G/18014/80-Accts/dt. 10-10-80.

ORDER :

The Director of Census Operations, Tamil Nadu in the letter third read above, has stated that the first

spell of Census namely "Houselisting Operations" is over and that the second spell of Census namely "Population Census" will be conducted between 9-2-1981 and 5-3-1981.

2. Prior to population Census, the Director of Census Operations has stated that three sessions of training classes comprising 3 days, 2 days and 1 day of each successive session would be conducted to Enumerators and Supervisors between November, 1980 and January, 1981. For attending these training classes, the Director of Census Operations has proposed payment of a lumpsum allowance to the Enumerators and Supervisors in lieu of Travelling Allowance/Daily Allowance on the same scale of rate sanctioned for attending training classes for Houselisting Operations in the G.O. second read above. He has also stated that a sum of Rs. 67.63 Lakhs will be required for this purpose for the entire State as detailed in Annexure. II and that this expenditure will be met initially by the State Government and later reimbursed by the Government of India.

3. The Government accept the above proposal of the Director of Census Operations, Madras and accordingly sanction a sum of Rs. 67,63,000/- (Rupees Sixty seven Lakhs and sixty three thousand only) for payment of flat rate allowance in lieu of T.A./D.A. to Enumerators and Supervisors for attending training classes in connection with population Census 1981 at the rates specified in the Annexure I to this order. The amount sanctioned above will be allocated districtwise as specified in Annexure II. The districtwise allocation is only an estimate and if in any district the allocation falls short of actual requirement, the additional amount required may be drawn and included in the proposals for Final Modified Appropriation.

4. The expenditure on this item should be debited to the head of account "265. Other Administrative Services. A. Other Administrative Services-A. N. Census-I. Non-Plan-AA. Census works, 1981 — 01. Salaries—4. Other Allowances (DP Code 265A ANAA 0148).

5. The Charge Officers shall draw the amount in advance and disburse the allowance at the above rates to the Enumerators and Supervisors at the end of each of the three sessions, obtain acquittance thereof and furnish reconciled statement of expenditure to the District Census Officers who in turn will furnish consolidated statement to the Board of Revenue (LR), the Director of Census Operations and the Govt. In case, the Charge Officers are not themselves drawing officers on State Treasury, the Collectors concerned will draw the amount in advance and allot funds to the respective Charge Officers. Any unspent balance lying in the deposit shall be refunded into the Treasury under intimation to the Board of Revenue and the Accountant-General, Tamil Nadu.

6. In so far as Madras City is concerned, the District Census Officer and Commissioner, Corporation of Madras or an Officer authorised by him will draw the amount in advance and disburse the amount to the Enumerators and Supervisors in the manner specified in the preceding paragraphs.

7. The expenditure is on a "New Service" and the approval of the Legislature will be obtained in due course. Pending approval of the Legislature, the expenditure will be met initially by an advance from the Contingency Fund, orders regarding which will be issued by the Government in the Finance (BG. I) Department. The Board of Revenue (LR) is requested to make an application in the prescribed form to the Government in Finance (BG. I) Department for sanctioning the advance.

8. The expenditure incurred on this account should be got reimbursed from the Govt. of India and the amount so reimbursed should be credited to '065. Other Administrative Services. C. Other Services-AD. Census-AA. Recovery from the Central Government towards 1981 Census expenses' (DP Code No. 065C ADAA 0009). The Board of Revenue is requested to watch receipt of the amount in the books of the Accountant-General, Tamil Nadu in due course.

9. This order issues with the concurrence of Finance Department—vide its U.O. No. 153814/A11.II/80-1, dated 3-11-1980.

(BY ORDER OF THE GOVERNOR)

D. K. OZA,

Chief Electoral Officer &
Commissioner-Secretary to Government.

ANNEXURE I

Census 1981

Scale of flat rate allowances for attending the Training Classes

Distance involved	For Enumerator per day of training class	For Supervisor per day of training class
	Rs.	Rs.
Within 10 KMs.	8	10
10-20 KMs.	10	12
Above 20 KMs.	11	14

ANNEXURE II

CENSUS 1981

Requirement of funds for payment of lump sum allowance to Enumerators and Supervisors for attending training classes for Census 1981

Sl. No.	Name of the District	Amount Required
1	2	3
		(Rs. in lakhs)
1.	Madras	6·25
2.	Chengalpattu	4·58
3.	North Arcot	5·89
4.	South Arcot	5·73
5.	Dharmapuri	2·70

1	2	3
		(Rs. in lakhs)
6.	Salem	4·75
7.	Periyar	2·86
8.	Coimbatore	4·09
9.	Nilgiri	0·82
10.	Madurai	6·22
11.	Tiruchchirappalli	5·08
12.	Thanjavur	5·57
13.	Pudukkottai	1·56
14.	Ramnathapuram	4·50
15.	Tirunelveli	5·07
16.	Kanniyakumari	1·96
		67·63

V(xi)

GOVERNMENT OF TAMIL NADU

Abstract

CENSUS 1981—Preparation of abridged houselist—Payment of wages to Section Writers—Orders Issued

PUBLIC (CENSUS) DEPARTMENT

G.O. Ms. No. 2669. Dated : 4-12-1980.

Read :—

1. Circular No. 10 of the Director of Census Operations, Tamil Nadu dt. 28-8-80.
2. From the Director of Census Operations, Tamil Nadu letter No. G. 180/4/I/80/Accts. dt. 6-10-80.

ORDER :

The Director of Census Operations, Madras in his circular first read above, has issued instructions to the Charge Officers to prepare abridged houselists, as one of the preparatory measures for the Census, 1981.

2. The Director of Census Operations, Madras, in his letter second read above has now proposed that the Charge Officers may be permitted to appoint Section Writers to the extent necessary by recruiting people locally for the preparation of abridged houselists. He has stated that the scale of allotment of funds for each Charge Officer sanctioned by the Registrar General of India is Rs. 10/-for a unit of population of 6000 or part thereof. Each of the Charge Officers will be provided with funds depending upon the population of the respective charges as broughtout during houselisting operations completed in August, 1980 and out of this fund, the Charge Officers have to pay wages to the Section Writers. The Director of Census Operations has stated that a sum of Rs. 81,070/- will be required for this purpose for the entire State, as detailed in Annexure, and that the expenditure towards wages for Section Writers may be met initially by the State Government and later got reimbursed from the Government of India.

3. The Government accept the above proposals of the Director of Census Operations, Madras and permit the Charge Officers to appoint Section Writers for preparing abridged houselists. The Government sanction a sum of Rs. 81,070/- (Rupees Eighty one thousand and seventy only) for payment of wages to Section Writers. The amount sanctioned above will be allocated district-wise as specified in Annexure enclosed. The Collectors and the Commissioner, Corporation of Madras will allocate the funds to the Charge Officers in their respective jurisdiction in accordance with the scale of unit of population stated above.

4. The expenditure on this item should be debited to the head of account "265. A. Other Administrative Services-AN. Census-I. Non-Plan-AA. Census works 1981—26. Other charges-3. Other items (DP Code 265A ANAA 2631).

5. The Charge Officers shall draw the amount and pay the wages to the Section Writers proportionate to the work done. In case, the Charge Officers are not themselves drawing officers on State Treasury, the Collectors concerned will draw the amount in advance and allot funds to the respective Charge Officers. In regard to Madras City, the Commissioner, Corporation of Madras is authorised to draw the amount and allot to the respective Charge Officers for disbursement. The Charge Officers should furnish the reconciled statement of expenditure to the District Census Officers who in turn will furnish consolidated statement to the Commissioner for Revenue Administration, Ezhilagam, Madras-5, Director of Census Operations and the Government. Any unspent balance lying in the deposit shall be refunded into the Treasury under intimation to the Commissioner for Revenue Administration and Accountant-General, Tamil Nadu.

6. The expenditure is on a 'New Service' and the approval of the Legislature will be obtained in due course. Pending approval of the Legislature, the expenditure will be met initially by an advance from the Contingency Fund, orders regarding which will be issued by the Government in the Finance (BG. I) Department. The Commissioner for Revenue Administration is requested to make an application in the prescribed form to the Government in Finance (BG. I) Department for sanctioning the advance.

7. The expenditure incurred on this account should be got reimbursed from the Government of India and the amount so reimbursed should be credited to '065. Other Administrative Services-C. Other Services-AD. Census-AA. Recovery from the Central Government towards 1981 Census expenses'. (DP Code No. 065. C. ADAA 0009). The Commissioner for Revenue Administration is requested to watch receipt of the amount in the books of the Accountant-General, Tamil Nadu in due course.

8. This order issues with the concurrence of the Finance Department—vide its U.O. No. 890/JS(A)/80, dated 23-10-80.

(BY ORDER OF THE GOVERNOR)

D. K. OZA,
Chief Electoral Officer and
Commissioner-Secretary to Government.

ANNEXURE

Districtwise requirement of wages payable to Section Writers for writing the Abridged House List.

		Rs.
1.	Madras (City) Corporation	5,350
2.	Chengalpattu District	5,930
3.	North Arcot District	7,310
4.	South Arcot District	7,060
5.	Dharmapuri District	3,370
6.	Salem District	5,830
7.	Periyar District	3,410
8.	Coimbatore District	5,080
9.	Nilgiri District	1,080
10.	Madurai District (including Corporation)	7,640
11.	Tiruchchirappalli District	6,020
12.	Thanjavur District	6,740
13.	Pudukkottai District	1,950
14.	Ramanathapuram District	5,830
15.	Tirunelveli District	6,090
16.	Kanniyakumari District	2,380
	Total	81,070

(Rupees Eighty One Thousand and Seventy only)

V(xii)

GOVERNMENT OF TAMIL NADU

Abstract

CENSUS 1981—Payment of Special allowance to clerks in Municipalities where no clerical assistance is given—Sanctioned.

PUBLIC (CENSUS) DEPARTMENT

G.O. Ms. No. 7 Dated : 2-1-1981.

Read:—

1. G.O. Ms. No. 1629, Public (Election II) dated 1-8-79.
2. From the Director of Census Operations, Tamil Nadu Letter No. G. 14021/80-Admn. dated 9-10-80.

ORDER :

In the G.O. first read above, sanction was accorded for the employment of clerical staff in the offices of the Collectors, Tahsildars, Independent Deputy Tahsildars and in certain Municipalities to attend to work relating to Census 1981 for a period of 22 months from 1-8-1979 to 31-5-1981. No such clerical assistance was however, given to the 96 Census Charges consisting of 85 Municipalities, 9 Townships and 2 Contonments mentioned in the Annexure to this order for attending the census work. One of the clerks in these offices will attend to the work relating to census work in addition to his/her normal work.

2. In order to encourage the census clerks of the charges where no clerical assistance was given, the Director of Census Operations, Madras in his letter second read above has recommended, with the concurrence of the Registrar General of India, New Delhi, for the payment of a special allowance of Rs. 25 per month for a period of six months from 1-10-80 to 31-3-81.

3. The Government accept the above recommendations of the Director of Census Operations, Madras and accordingly sanction the sum of Rs. 14,400/- (Rupees Fourteen thousand and four hundred only) for payment of a special allowance to the clerk attending to the work relating to Census 1981 in each of the 96 charges mentioned in the Annexure to this order at the rate of Rs. 25/- (Rupees Twenty five only) per month for a period of six months from 1-10-80 to 31-3-81. This expenditure will be reimbursed by the Government of India, later.

4. The expenditure on this item should be debited to the Head of Account "265-A. Other administrative services-AN. Census-I. Non-Plan-AA. Census works 1981—26. Other charges-3. Other items (DP Code 265A ANAA 2631).

5. The Charge Officer concerned shall draw the amount for disbursement to the concerned clerk for each month and furnish the monthly statement of expenditure to the Collector of the District. On the basis of disbursement particulars furnished by the Charge Officers concerned, the Collectors will maintain separate accounts in respect of Special Allowance disbursed to the clerks monthwise and furnish a monthly consolidated statement of such expenditure for their districts to the Commissioner for Rev. Admn. with a copy to the Director of Municipal Administration, Madras-1. The Commissioner for Revenue Administration after reconciliation of the figures with those of the Accountant-General, Tamil Nadu will furnish a copy of the statement to the Directorate of Census Operations and to the Government. The Collectors concerned will be the controlling authority for this purpose.

6. Necessary funds will be provided in Revised Estimate, 1980-81 and in Final Modified Appropriation for 1980-81. The Commissioner for Revenue Administration is requested to include this expenditure in Revised Estimate 1980-81 and in Final Modified Appropriation for 1980-81.

7. The expenditure incurred on this account should be got reimbursed from the Government of India and the amount so reimbursed should be credited to, "065. Other Administrative Services-C. Other Services-AD. Census-AA. Recovery from the Central Government towards 1981 Census expenses", (D.P. Code No. 065C ADAA 0009). The Commissioner for Revenue Administration is requested to watch receipt of the amount in the Books of the Accountant-General, Tamil Nadu in due course.

8. This Order issues with the concurrence of Finance Department—vide its U.O. No. 156380/All. II/80-1, dated 21-11-1980.

(BY ORDER OF THE GOVERNOR)

D.K. OZA,

Chief Electoral Officer,

and Commissioner-Secretary to Government.

ANNEXURE

Municipalities/Townships/Cantonments where no Clerical Assistance for Census 1981 Work is given.

Name of the District & No. of Charges in each district.	Municipalities	Townships	Cantonments
1	2	3	4
I. CHENGALPATTU DISTRICT Total = 12.	1. Tambaram 2. Tiruvottiyur 3. Alandur 4. Chengalpattu 5. Pallavaram 6. Madurantakam 7. Tiruvallur.	1. Ambattur 2. Avadi 3. Kattivakkam 4. Madavaram	1. St. Thomas Mount-Cum-Pallavaram
II. NORTH ARCOT DISTRICT Total = 11	1. Gudiyattam 2. Tiruvannamalai 3. Arani 4. Ambur 5. Arcot 6. Arakkonam 7. Vaniyambadi 8. Tiruppattur 9. Ranippettai 10. Walajapet 11. Tiruvettipuram		
III. SOUTH ARCOT DISTRICT Total = 6	1. Chidambaram 2. Villupuram 3. Panruti 4. Tindivanam 5. Vriddhachalam 6. Nellikuppam		
IV. DHARMAPURI DISTRICT Total = 2	1. Dharmapuri 2. Krishanagiri		
V. SALEM DISTRICT Total = 8	1. Attur 2. Namakkal 3. Rasipuram 4. Tiruchengodu 5. Idappadi 6. Suramangalam 7. Kumarapalaiyam	1. Mettur	
VI. PERIYAR DISTRICT Total = 5	1. Gopichettipalaiyam 2. Dharapuram 3. Satyamangalam 4. Bhavani	1. Bhavanisagar	
VII. COIMBATORE DISTRICT Total = 3	1. Pollachi 2. Udumalaippet ai 3. Mettuppalaiyam		
VIII. NILGIRI DISTRICT Total = 4	1. Ootacamund 2. Coonoor	1. Aravanakad	1. Wellington

1	2	3	4
IX. MADURAI DISTRICT Total = 9	1. Palani 2. Bodinayakkanur 3. Kambam 4. Periyakulam 5. Teni-Allinagaram 6. Chinnamanur 7. Melur 8. Tirumangalam	1. Kodaikanal	
X. TIRUCHCHIRAPPALLI DISTRICT Total = 5	1. Karur 2. Srirangam 3. Ponmalai 4. Manapparai 5. Turaiyur		
XI. THANJAVUR DISTRICT Total = 6	1. Mayuram 2. Nagappattinam 3. Mannargudi 4. Thiruvarur 5. Pattukkottai 6. Sirkazhi		
XII. PUDUKKOTTAI DISTRICT Total = 2	1. Arantangi 2. Pudukkottai		
XIII. RAMANATHAPURAM DISTRICT Total = 11	1. Karaikkudi 2. Rajapalaiyam 3. Virudunagar 4. Sivakasi 5. Aruppukkottai 6. Paramakkudi 7. Ramanathapuram 8. Srivilliputtur 9. Devakottai 10. Sattur 11. Sivaganga		
XIV. TIRUNELVELI DISTRICT Total = 9	1. Palayankottai 2. Kovilpatti 3. Tenkasi 4. Sankarankovil 5. Kadaiyanallur 6. Melappalaiyam 7. Puliyangudi 8. Shencottah	1. Kuttalam	
XV. KANNIYAKUMARI DISTRICT Total = 3	1. Kolachel 2. Kuzhittura 3. Padmanabhapuram		

V(xiii)

GOVERNMENT OF TAMIL NADU

Abstract

CENSUS 1981—Payment of honorarium to District Census Officers, Deputy District Census Officers and Charge Officers—Sanctioned.

PUBLIC (CENSUS) DEPARTMENT

G.O. Ms. No. 264. Dated : 13-2-1981

Read :—

(i) From the Registrar General, India, Ministry of Home Affairs, Government of India, Letter No. G. 18020/3/79-Budget Cell dated 3-9-80.

(ii) From the Director of Census Operations, Lr. No. G/18014/80/Accts. dt. 31-12-80.

ORDER :

The Registrar General, India in his letter first read above has conveyed sanction of Government of India for payment of lumpsum honorarium to the Additional District Census Officer/Deputy District Census Officer/Sub-Divisional Census Officers in the State for the entire Census Operations, 1981.

2. The Director of Census Operations, Madras has, accordingly proposed in the letter second read above for payment of honorarium to District Census Officers, Deputy District Census Officers and Charge Officers for Census work 1981 on the scale indicated in Annexure I to this order. He has also stated that a sum of Rs. 66,100/- will be required for this purpose for the entire State as detailed in Annexure II to this order and that the expenditure may be met initially by the State Government and got reimbursed from Government of India later.

3. The Government accept the above proposal of Director of Census Operations, Madras and accordingly sanction a sum not exceeding Rs. 66,100/- (Rupees sixty six thousand and one hundred only) for payment of lumpsum Honorarium to District Census Officers, Deputy District Census Officers and Charge Officers for Census work 1981 in the scale indicated in Annexure I to this order.

4. The scale of lumpsum honorarium indicated in Annexure I to this order is for the entire length of Census Operations and for the purpose of apportioning the honorarium among different officers wherever there have been change of personnel; the total spell of the Census Operations is split as Houselisting Operations (First Phase—June 1980 to August, 1980—3 months) and Population Count (Second Phase—November 1980 to March, 1981—5 months). If more than one officer hold office as a Census functionary, namely, District Census Officer, Deputy District Census Officer and Charge Officer during course of the above spells, the honorarium will be paid in proportion to the length of their service during the above two spells.

5. The expenditure on this item should be debited to the head of account "265-A. Other Administrative Services-AN. Census-I. Non-Plan-AA. Census works 1981-26. Other Charges-4. Honorarium" (DPC 265A ANAA 2649). Necessary funds will be provided in the Revised Estimate 1980-81 and in Final Modified Appropriation for 1980-81. The Commissioner for Revenue Administration is requested to include this expenditure in Revised Estimate 1980-81 and in Final Modified Appropriation for 1980-81.

6. The District Census Officers concerned shall draw the amount for disbursement to the concerned officers only after the 15th March, 1981 and disburse the amount in the manner described in para 4 above. In regard to Madras City, the Commissioner, Corporation of Madras is authorised to draw the amount and disburse the amount to the officers concerned on the lines mentioned above. The District Census Officers including Commissioner, Corporation of Madras should maintain separate account in this respect and furnish a consolidated statement of expenditure for their districts to the Commissioner for Revenue Administration. The Commissioner for Revenue Administration after reconciliation of the figures with those of the Accountant-General, Tamil Nadu will furnish a copy of the statement to the Director of Census Operations, Madras and to the Government.

7. The expenditure incurred on this account should be got reimbursed from the Government of India and the amount so reimbursed should be credited to "065. Other Administrative Services-C. Other Services-AD. Census-AA. Recovery from the Central Government towards 1981 Census expenses" (DPC 065C ADAA 0009). The Commissioner for Revenue Administration is requested to watch receipt of the amount in the books of the Accountant-General, Tamil Nadu in due course.

8. This order issues with the concurrence of Finance vide its U.O. No. 4792/All. II/81-1, dt. 28-1-1981.

(BY ORDER OF THE GOVERNOR)

(D. K. OZA),
Chief Electoral Officer and
Commissioner-Secretary to Government.

ANNEXURE I

CENSUS 1981

Payment of Honorarium to District Census Officers, Deputy District Census Officers and Charge Officers

Honorarium for	Rate of honorarium Rs.	Strength	Total amount involved Rs.
(i) District Census Officers (Collectors except Madras and Commissioner, Corporation of Madras).	500	16	8,000
(ii) Deputy District Census Officers	300	15	4,500
(iii) Charge Officers . .	200	268	53,600
			66,100

(Rupees Sixty Six Thousand and One Hundred only)

ANNEXURE II

Districtwise allotment of funds to be disbursed to District Census Officers, Deputy District Census Officers, Charge Officers etc.

Sl. No.	Name of the District	Total Honorarium
1	2	3
		Rs.
1.	Madras	500
2.	Chengalpattu	5,800
3.	North Arcot	5,800
4.	South Arcot	4,600
5.	Thanjavur	5,600
6.	Tiruchchirapalli	4,000
7.	Madurai	6,400
8.	Ramanathapuram	6,600
9.	Tirunelveli	5,800
10.	Kanniyakumari	2,400
11.	Salem	4,800
12.	Dharmapuri	2,800
13.	Pudukkottai	2,400
14.	Coimbatore	3,000
15.	Nilgiri	2,400
16.	Periyar	3,200
		66,100

(Rupees Sixty Six Thousand and One Hundred only).

V (xiv)

GOVERNMENT OF TAMIL NADU

ABSTRACT

Census 1981 — Retrenched employees Absorption in State Government Offices Orders issued.

PERSONNEL AND ADMINISTRATIVE REFORMS (PLACEMENTS) DEPARTMENT

G.O.Ms. No. 105 Dated : 5-2-1982

Read:—

(1) G.O. Ms. No. 1651. Labour dated 17-12-1971.

(2) G.O. Ms. No. 1299. Public (Ser. J) dated 15-5-1972.

(3) G.O. Ms. No. 188. Personnel & Admn. Reforms (Per. P) dated 28-12-76.

(4) From the Registrar General and Census Commissioner, India, New Delhi D.O. letter No. 24/3/81-AD1 dated 19-10-1981.

ORDER :

In the G.Os first and second read above the Government had accorded the following concessions for absorption of retrenched employees of Census Organisation in the Department and Undertakings of this Government:—

(i) Retrenched employees of the Census Organisations with not less than six months service were placed in priority (iii) list under Group III for employment assistance through Employment Exchange;

(ii) A period of three years was ordered to be excluded in computing their age for appointment through Tamil Nadu Public Service Commission and the Employment Exchanges provided they have rendered temporary service of atleast six months in the Census Organisation of this State;

(iii) The rule of reservation was to be followed in making the appointments of retrenched census employees.

2. The Registrar General and Census Commissioner, Government of India has requested this Government to provide whatever assistance the State Government can, in absorbing, both in their own offices and in the undertakings under their control, the temporary employees of the Census Organisation who will be retrenched very soon when the Regional Tabulation Offices are wound up. The Government have examined the matter in detail and direct that the same concessions referred to in para. 1 above will be extended to the temporary employees of the Census Organisation to be retrenched in 1982.

3. The Heads of Departments and Collectors are requested to get the particulars of the retrenched employees of the Census Organisation of the State Government from the Director of Census Operations, Madras-1. The Departments of Secretariat are requested to communicate these orders to the Public sector undertakings under their administrative control for strict compliance.

(BY ORDER OF THE GOVERNOR)

(K. DIRAVIAM),
Chief Secretary to Government.

V (xv)

GOVERNMENT OF TAMIL NADU

Abstract

CENSUS 1981—Population Census—Payment of honorarium to Enumerators and Supervisors appointed for actual enumeration of Population Census 1981—Orders Issued.

PUBLIC (CENSUS) DEPARTMENT

G.O. Ms. No. 268 Dated : 13-2-1981

Read :—

(i) From the Registrar General, India, Ministry of Home Affairs, Lr. No. G. 18020/3/79-Budget Cell dt. 14-2-80, 21-4-80 and 22-5-80.

(ii) G.O. Ms. No. 1700, Public (Elections II) Dept. dt. 23-7-80.

(iii) G.O. Ms. No. 1847, Public (Census) Dept. dt. 6-8-80.

(iv) G.O. Ms. No. 2556, Public (Census) Dept. dt. 20-11-80.

(v) G.O. Ms. No. 2669, Public (Census) Dept. dt. 4-12-80.

(vi) From the Director of Census Operations, Tamil Nadu, Letter No. G. 18014/80/Accts. dt. 17-12-1980.

ORDER :

The Registrar General, India, Ministry of Home Affairs, New Delhi in his reference first read above has conveyed sanction of Government of India for payment of honorarium to the enumeration staff appointed in connection with Census 1981 and has also communicated the accounting procedure to be followed in this regard.

2. In the G.O. second read above, sanction was accorded for a sum of Rs. 33.60 Lakhs towards payment or Honorarium to Enumeration staff appointed at the time of first phase of Census viz. Houselisting and Enterprise List Operations in July-August, 1980. Subsequently in the G.Os. third and fourth read above, the Government sanctioned a sum of Rs. 30/- Lakhs and Rs. 67.63 Lakhs towards payment of flat rates allowances to Enumeration staff for attending to training classes respectively for the first and second phases of Census 1981. viz. June, July 1980 and December 1980—January, 1981. An amount of Rs. 81,070/- was also sanctioned in the G.O. fifth read above for payment of wages to Section Writers who assisted Charge Officers in the preparation of Abridged Houselists.

3. The Director of Census Operations has now proposed in the letter sixth read above for sanction of a lumpsum amount for payment of Honorarium to Enumerators and Supervisors for actual enumeration of Population Census 1981 on the scale indicated in Annexure I to this order. He has also stated that a sum of Rs. 73,80,000/- will be required for this purpose for the entire state as detailed in Annexure II to this order and that the expenditure towards payment of honorarium may be met initially by the State Government and later got reimbursed from the Government of India.

4. The Government accept the above proposal of Director of Census Operations, Madras and accordingly sanction a sum of Rs. 73,80,000/- (Rupees Seventy three lakhs and eighty thousands only) for payment of honorarium to the Enumerators and Supervisors appointed for actual enumeration of Population Census 1981 and for sample Enumeration in select Blocks as detailed in Annexure I. The amount sanctioned above will be allocated districtwise as specified in Annexure II.

5. The expenditure on this item should be debited to the head of account "265.A. Other Administrative Services-AN. Census-I. Non-Plan-AA. Census Works 1981-26. Other Charges-4. Honorarium (DPC 265A ANAA 2649)".

6. The Charge Officers are authorised to draw the amount in advance and disburse the honorarium to the Enumerators and Supervisors immediately after the collection of records. The complete payment should be made well before the closure of the financial year 1980-81. The Charge Officers should furnish the acquittance and reconciled statement of expenditure to the District Census Officers who in turn will furnish consolidated statement to the Commissioner for Revenue Administration, Madras-5, the Director of Census Operations and the Government. In case, the Charge Officers are not themselves drawing officers of State Treasury, the Collectors concerned will draw the amount in advance and allot funds to the respective Charge Officers. Any unspent balance lying in the deposit shall be refunded into the Treasury under intimation to the Commissioner for Revenue Administration and the Accountant-General, Tamil Nadu before the end of the financial year 1980-81.

7. In so far as Madras City is concerned, the District Census Officer and Commissioner, Corporation of Madras or an Officer authorised by him will draw the amount well in advance and disburse the amount to the Enumerators and Supervisors in the manner specified in the preceding paragraph.

8. The expenditure is on a 'New Service' and the approval of the Legislature will be obtained in due course. Pending approval of the Legislature, the expenditure will be met initially by an advance from the Contingency Fund, orders regarding which will be issued by the Government in the Finance (BG. I) Department. The Commissioner for Revenue Administration is requested to make an application in the prescribed form to the Government in Finance (BG. I) Department for sanctioning the advance.

9. The expenditure incurred on this account should be got reimbursed from the Government of India and the amount so reimbursed should be credited to "065. Other Administrative Services-C. Other Services-AD. Census-AA. Recovery from the Central Government towards 1981 Census expenses (DP Code No. 065C ADAA 0009)". The Commissioner for Revenue Administration is requested to watch receipt of the amount in the books of the Accountant-General, Tamil Nadu in due course.

10. This order issues with the concurrence of Finance Department vide its U.O. No. 674/All. II/81-1, dt. 13-1-1981.

(BY ORDER OF THE GOVERNOR)

(D.K. OZA),
Chief Electoral Officer and
Commissioner-Secretary to Government.

ANNEXURE I

Scale of payment of Honorarium to Enumerators and Supervisors appointed for actual Enumeration of Population Census 1981

Honorarium for	Rate of honorarium	Strength of staff	Total amount involved
1	2	3	4
	Rs.		Rs.
I. ENUMERATORS			
(i) For Census enumeration i.e. filling up of Individual Slip, Household schedules, Enumerator's abstract etc. for an enumeration block	70	82,000	57,40,000
(ii) In sample Enumeration Block	20	16,400	3,28,000
(iii) In Sample areas for canvassing of Degree Holder's and Technical Personnel	10	16,400	1,64,000
II. SUPERVISORS			
(i) For duties performed during actual census enumeration for a Supervisor's Circle	70	16,400	11,48,000
Total			73,80,000

(Sd.)
Section Officer

ANNEXURE II

CENSUS 1981

Districtwise requirements of Funds to be disbursed to Enumerators and Supervisors appointed for actual Enumeration of Population Census 1931

S. No.	Name of the District	Total Honorarium
(1)	(2)	(3)
		(Rupees in Lakhs)
1.	Madras	6·30
2.	Chengalpattu	5·04
3.	North Arcot	6·43
4.	South Arcot	6·30
5.	Thanjavur	6·12
6.	Tiruchchirappalli	5·58
7.	Madurai	6·84
8.	Ramanathapuram	4·95
9.	Tirunelveli	5·58
10.	Kanniyakumari	2·16
11.	Salem	5·22
12.	Dharmapuri	2·97
13.	Pudukkottai	1·71
14.	Coimbatore	4·50
15.	Nilgiri	0·90
16.	Periyar	3·15
	Total .	73·80

True Copy

(Sd.)
Section Officer

V(xvi)

GOVERNMENT OF TAMIL NADU

Abstract

CENSUS 1981—Payment of honorarium to Zonal Officers appointed to assist Charge Officers—Orders—Issued.

PUBLIC (CENSUS) DEPARTMENT

G.O. Ms. No. 490. Dated : 13th March, 1981.

Read :—

(1) Government of India, Ministry of Home Affairs. Letter No. F2/16/59/Pub. I dated 22-12-1959.

(2) From the Director of Census Operations, Madras Letter No. G. 18014/Zonal/80-Admn. dt. 17-2-1981.

ORDER :

The Director of Census Operations, Madras has stated that considering the work load of the Census Charge Officers in conducting training classes for Enumerators in exercising general superintendence over the Census operations and in collecting the Census records and payment of honorarium etc. he has requested the District Census Officers to provide assistance to the Charge Officers by appointing Zonal Officers from the rank of Deputy Tahsildar/Special Tahsildar according

to the needs of each Census charge. Accordingly as many as 497 Zonal Officers were appointed in the State to assist Census Charge Officers and the number of such Zonal Officers appointed in each district is shown in the Annexure to this order.

2. Under the powers vested in the reference first cited, the Director of Census Operations, Madras has sanctioned an honorarium of Rs. 100/- (Rupees one hundred only) for each Zonal Officer for the performance of duty for 1981 Census. He has stated that a sum of Rs. 49,700/- will be required for this purpose for the entire State as detailed in the Annexure to this order and that the expenditure towards payment of honorarium may be met initially by the State Government and later got reimbursed from the Government of India.

3. The Government accept the above proposal of Director of Census Operations, Madras and accordingly sanction a sum of Rs. 49,700 (Rupees forty nine thousand and seven hundred only) for payment of honorarium to the Zonal Officers appointed to assist the Charge Officers as detailed in the Annexure to this Order, and the amount sanctioned above will be allocated districtwise as specified therein.

4. The expenditure on this item should be debited to the head of account "265.A. Other Administrative Services-AN. Census-I. Non-Plan-AA. Census Works 1981—26. Other Charges-4. Honorarium" (DPC 265A ANAA 2649). Necessary funds will be provided in Final Modified Appropriation for 1980-81. The Commissioner for Revenue Administration is requested to include this expenditure in Final Modified Appropriation for 1980-81, and Revised Estimate for 1980-81.

5. The Charge Officers are authorised to draw the amount in advance and disburse the honorarium to the Zonal Officers immediately after the census records are sent to the Regional Tabulation Offices. The payment should be made well before the closure of the financial year 1980-81. The charge officers should furnish the acquittance and reconciled statement of expenditure to the District Census Officers who in turn will furnish consolidated statement to the Commissioner for Revenue Administration, Madras-5, the Director of Census Operations, Madras and the Government. In case, the Charge Officers are not themselves drawing officers in State Treasury, the Collectors concerned will draw the amount in advance and allot funds to the respective Charge Officers. Any unspent balance lying in the deposit shall be refunded into the Treasury under intimation to the Commissioner for Revenue Administration and the Accountant-General, Tamil Nadu before the end of the financial year 1980-81.

6. The expenditure incurred on this account should be got reimbursed from the Government of India and the amount so reimbursed should be credited to "065. Other Administrative Services-C. Other Services-AD. Census-AA. Recovery from the Central Government towards 1981 Census expenses" (DPC 065C ADAA 0009). The Commissioner for Revenue Administration is requested to furnish a consolidated statement of expendtiure to Accountant General, Tamil Nadu, so as to facilitate the latter to obtain reimbursement from the Government of India in due course.

7. This order issues with the concurrence of Finance Department—vide its U.O. No. 24393/All. II/81-I, dt. 26-2-1981.

(BY ORDER OF THE GOVERNOR)

Joint Secretary to Government
Public (Census) Department.

ANNEXURE

Districtwise requirements of Funds to be disbursed to Zonal Officers appointed for actual Population Census, 1981

Sl. No.	Name of the District	No. of Taluks	No. of Zonal Officers nominated by Collector	Amount of honorarium payable at Rs. 100/- each
1	2	3	4	5
				Rs.
1.	Chengalpattu	12	44	4,400
2.	North Arcot	13	39	3,900
3.	South Arcot	12	44	4,400
4.	Dharmapuri	8	24	2,400
5.	Salem	11	45	4,500
6.	Periyar	6	21	2,100
7.	Coimbatore	6	17	1,700
8.	Nilgiri	4	6	600
9.	Madurai	13	48	4,800
10.	Tiruchchirappalli	10	32	3,200
11.	Thanjavur	16	45	4,500
12.	Pudukkottai	6	33	3,300
13.	Ramanathapuram	18	52	5,200
14.	Tirunelveli	14	35	3,500
15.	Kanniyakumari	4	12	1,200
	Total	153	497	49,700

ANNEXE VI

ADMINISTRATION AND ACCOUNTS

ANNEXE VI

VI (i)

Lr. No. 1/34/79-Ad. I dt. 26-6-79 from the Registrar General India, addressed to the Chief Secretaries to the Government of all States and Union Territories.

SUBJECT.—*Clerical assistance to District, Sub-divisional, Tahsil/Taluk/Thana establishments and Urban Local Bodies—in connection with the* 1981 *Census work.*

Sir,

I have the honour to say that the preliminary work to organise the national census of population, during February-March, 1981, has connected in full swing in all the States and Union Territories. As a prelude to the Census count, houselisting operations in which a houselist and, along with it an economic census schedule is proposed to be canvassed, will be carried out in 1980, about a year in advance of the actual population count in 1981. Traditionally, this country has had the privilege of conducting these operations with the voluntary and close cooperation of the State/UT. Authorities since the latter are deeply interested in taking the Census in their respective territories. The State Govt./U.T. Administration will be declaring the Dy. Commissioners/Collectors, Sub-divisional officers, and Tahsildars, etc., as the Census Officers in their respective jurisdictions. These officers will be responsible for the conduct of the Census operations in their respective areas under the guidance of the Director of Census Operations in the State/UT. The Census Officers will be required to attend to the delimitation of census charges, selection and training of census enumeration agency, introduction of the system of permanent house-numbering. Census Publicity, Receipt and Despatch of Census Enumeration Schedules, instructions and other literature on census, and the actual census count, in consultation with the Director of Census Operations.

2. As the State/UT. officials and their offices, especially those who will be associated with the Census Operations in their areas, are heavily worked, it has been considered necessary to provide some clerical assistance to District/Sub-Divisional/Tahsil establishments, and Urban Local Bodies, such as Corporations, Municipal bodies, etc. so as to help them in carrying out the Census Operations in the correct way and according to the time schedule. I may add in this connection that this pattern of providing clerical assistance to these establishments was first introduced in the 1961 Census and continued in the 1971 census. It is considered necessary to continue this practice in the 1981 Census as well.

3. The scale of clerical assistance provided to the District etc. establishments for 1971 Census Operations in all States/UT. was as follows :

District Census Offices in States/UTs	1 Upper Division Clerk 1 Lower Division Clerk 1 Peon
Sub-divisional Offices in Bihar and Assam	1 Upper Division Clerk
Sub-divisional offices in Orissa and West Bengal	1 Lower Division Clerk
Tehsil/Taluk/Thana Offices in Other States/UTs.	1 Lower Division Clerk
Local Bodies	
(i) Cities with between 1 and 2 lakhs of population	1 Upper Division Clerk
(ii) Cities with over 2 lakhs of population	1 Upper Division Clerk 1 Lower Division Clerk for every additional 1 lakh of population

The aforesaid scale of assistance will be available for the 1981 Census also from 1-8-1979 upto the end of May, 1981, except in the cases of cities of Greater Bombay, and Madras respectively, the arrangement that was followed by the State Governments, for the 1971 Census, may be continued for the 1981 Census as well. For the City of Greater Bombay, clerical assistance of the following scale was provided to the Municipal Corporation, at the 1971 Census, keeping in view that fact that the Bombay Municipal Corporation bore 50% of the total expenditure incurred on the census of that city:—

(i) Section Officers	100
(ii) Instructors	125
(iii) Full time clerks	60
(iv) Full time labourers	30

For the city of Madras, the following staff were appointed under the Deputy Director of Census Operations (for Madras City):—

(i) Assistant Revenue Officer	1
(ii) Manager	4
(iii) Steno-typist	1
(iv) Upper Division Clerk	4
(v) Lower Division Clerk	1
(vi) Typist	1
(vii) Peon	10

The staff worked under the administrative control of the Commissioner of the Corporation of Madras. They were treated as part of the Corporation Staff and were paid the local rates of pay. The Madras Corporation incurred the expenditure initially which was reimbursed to them in full by the Census Organisation, later. For the metropolitan city of Calcutta, there will be a separate unit under the Director of Census Operations, West Bengal to look to the details of the Census Operation in that city, as in 1971 Census.

4. The staff to be appointed against these posts will have to be treated as part of the district/sub-divisional, etc., establishments of the State Government/UT. Administration and their pay and allowances will be the

same as those of other members of corresponding grades of the respective establishments. That is to say, the required number of posts will be created as additional posts in the district and other establishments, on local scales of pay for the corresponding posts and appointments will be made to these posts by the competent authority of the State Government/UT. Administration. The expenditure to be incurred on pay and allowances of this extra staff will be met in full by the Government of India.

5. At the 1971 Census, provision for this expenditure was made in the Census budget in each State/UT. circle of accounts under the sub-head "B-Enumeration". The Director of Census Operations on his part allocated provision under this sub-head to each district officer depending upon the quantum of clerical assistance provided to that district according to the scale of assistance mentioned in paragraph 3 above. The pay and allowances of the staff were drawn by the district officers concerned and the expenditure debited directly to the Government of India, against the Census budget, under the sub-head "B-Enumeration". The district officers were required to send monthly expenditure figures to the Director of Census Operations concerned for effective financial control and for reconciliation of the expenditure figures with those booked by the Accountant General in the respective State/UT.

But, on re-examination later, the Accountant General, Central Revenues, informed this office that the procedure evolved and followed at the 1971 Census did not conform to the accounting procedure to be followed in regard to transactions arising in connection with the agency functions entrusted the State Governments under Article 258 of the Constitution, as laid down in Govt. of India, Ministry of Finance O.M. No. F. 1 (136)-B-64 dated 9th January, 1965, the relevant part of which is extracted below:

The extra cost to the State Govts. arising mainly in respect of the additional staff employed or contingent and other expenditure, as in the case of work devolving on the State Govts. in connection with the administration of the Census Act, is re-imburseable under Article 258(3) of the Constitution. Expenditure in this regard should be provided in the State Budget in the first instance and adjusted in the accounts of the State Govts. under the normal Heads of Accounts. These will be reimbursed in lump to the State Governments."

The Ministry of Finance, Government, of India, and the Comptroller and Auditor General of India, who were consulted by this office, about it, advised that the procedure mentioned above was the correct procedure and should be followed in future in such cases of agency functions entrusted to the State Govt. under Article 258(3) of the Constitution. Accordingly, it is proposed to follow this procedure in regard to the expenditure to be incurred on the clerical assistance to the District/Sub-Divisional/Taluk, etc. offices, for the 1981 Census. In other words, the expenditure on clerical assistance will be incurred by the State Govts./UT. Administration initially, which will be re-imbursed to them in full by the Government of India. Incidentally, this was the procedure followed at the 1961 Census. In order that the expenditure incurred by the State Govt./UT. Administration during a financial year is reimbursed to them before the close of that financial year itself, by the Govt. of India, the expenditure figures as certified by the Accountant General may be communicated to the Director of Census Operations in your State/UT., in the month following the month to which the figures relate. The intention is that funds provided for the purpose, by the Govt. of India, during a particular year, is not allowed to lapse.

6. I am to request that orders of the State Govt./UT. Administration may kindly be issued:—

(i) For the creation of the requisite No. of posts with effect from 1st August, 1979 according to the scale indicated in paragraph 3 above;

(ii) Requesting the District/Sub-divisional/Tehsil/Taluks or Thana Officers, and Urban Local Bodies to post the best available staff for census work as soon as the posts are created in their respective establishments;

(iii) For the provisions of requisite funds in the budgets of the Districts/Sub-divisions/Tehsils or Taluks or Thana and of the Urban Local Bodies concerned, during the current and subsequent financial years, for meeting the expenditure on the clerical assistance to be provided to them for 1981 Census work; and

(iv) For the maintenance of separate accounts in respect of the pay and allowances, etc. of the staff appointed against the posts to be created for Census work and for furnishing a monthly consolidated statement of such expenditure for each district and for the State/UT. as a whole, duly certified by the Accountant General of your State/UT. to the Director of Census Operations in your State/UT. for arranging reimbursement to the State Govt./UT. Administration.

7. As the 1981 Census work has gained considerable momentum, it will be very much appreciated if orders of the State Govt./UT. Administration, as requested in the preceding paragraph, are issued immediately so as to maintain the pace of progress so far achieved and to make the 1981 Census Operations a success.

8. A copy of the orders issued by the State Govt. UT. Administration may kindly be endorsed to the Director of Census Operations in your State/Union Territory.

VI (ii)

GOVERNMENT OF TAMIL NADU

ABSTRACT

Census 1981—Clerical staff in districts, Taluks and Municipal Offices for work relating to Census—Sanctioned

PUBLIC (ELECTIONS II) DEPARTMENT

G.O. MS. No. 1629 Dated : 1-8-79

Read:

1. From the Registrar General, India Lr. No. 1/3/79-Ad. I dated 26-6-79.

2. From the Director of Census Operations, Madras, letter No. A/12037/1/79-Admn. dated 12-7-79.

ORDER :

Sanction is accorded to the employment of the following staff in the offices of the Collectors, Tahsildars, Independent Deputy Tahsildars and Municipalities for a period of 22 months commencing from 1st August, 1979, or date of employment upto 31st May, 1981.

OFFICES OF THE COLLECTORS OTHER THAN THE COLLECTOR OF MADRAS

1 Assistant on Rs. 400-15-490-20-650-25-700.

1 Junior Assistant on Rs. 350-10-420-15-600.

1 Peon on Rs. 250-5-330-10-400.

Taluk Offices :

1 Assistant on Rs. 400-15-490-20-650-25-700.

Independent sub Taluk Offices :

1 Assistant on Rs. 400-15-490-20-650-25-700.

Municipal Offices :	Assistant	Junior Assistant
Salem	1	1
Coimbatore	1	2
Madurai Corporation	1	3
Tiruchchirappalli	1	1
Kanchipuram, Vellore, Cuddalore, Erode, Tiruppur, Singanallur, Dindigul, Kumbakonam, Thanjavur, Tuticorin, Tirunelveli and Nagercoil	1 (for each office)	

The above staff will draw the usual Dearness Allowance, house rent allowance, etc. applicable to the State Government employees.

2. The expenditure should be debited to "265—Other Administrative Services-An. Census-I Non-Plan-AA Census works 1981" (new minor and sub head to be opened.)

3. Necessary expenditure may be incurred and arrangements made to get re-imbursement from the Government of India and the amount so recovered should be credited to 065. Other Administrative Services—C. Other Services—AD. Census—AA. Recovery from the (new minor/sub head to be opened).

4. All the Collectors are requested to post the best available staff for Census work by drawing from the surplus list with Collector's call and to ensure that these staff members continue in their assignments without disturbance till end of May, 1981.

5. The Collectors should maintain separate accounts, in respect of the pay and allowances, etc. of the staff appointed in their respective districts, in connection with the Census, 1981. They should furnish a monthly consolidated statement of such expenditure for their district to the Director of Census Operations, Madras after reconciliation of the figures with the Accountant General Tamil Nadu, Madras. A copy of that statement should be marked to Government. The Tahsildars, Independent Deputy Tahsildars and Municipal Commissioners concerned should furnish a monthly statement of expenditure in respect of their offices to the Collectors concerned.

6. The expenditure is on a 'New Service' and the approval of the legislature will be obtained in due course. Pending approval of the legislature, the expenditure will be met initially by an advance from the contingency fund, orders regarding which will be issued by the Government in the Finance (BG 1) Department. The Board of Revenue (LR) is requested to make an application in the prescribed form to the Government in Finance (BG 1) Department for sanctioning the advance.

7. This order issues with the concurrence of the Finance Department—vide its U.O. No. 1543/JS/F/79 dated 24-7-79.

(BY ORDER OF THE GOVERNOR)

(D. K. OZA)

Chief Electoral Officer and Special Secretary to Government

VI (iii)

Nucleus Staff set-up as on March, 1979

Sl. No.	Name	Designation
1	2	3
1.	Shri T.V. Srinivasan	Deputy Director of Census Operations
2.	,, M. Thangaraju	Do
3.	,, M. Panchapakesan	Assistant Director
4.	,, M. Nagappan	Do.
5.	,, A. V. Vallinathan	Investigator
6.	,, Anser Ahmed	Do.
7.	,, J. Thomas Machado	Do.
8.	,, R. Narayanan	Tabulation Officer
9.	,, T.S. Rajaram	Do.
10.	,, L.J. Christopher	Do.
11.	,, S. Packiaraj	Do.
12.	,, C.K. Somasundaram	Do.
13.	,, C.T. Rajan	Do.

1	2	3
14.	Shri K. Jayarao	Head Assistant
15.	,, Jogesh Doss	Senior Geographer
16.	,, C. Arumugam	Assistant
17.	,, Smt. T. Saramma	Senior Stenographer
18.	Shri. R. Lakshminarayanan	Statistical Assistant
19.	,, N. Sukumar Nandagopal	Do.
20.	,, A.R. Narayanan	Do.
21.	,, A. Ramadoss	Do.
22.	,, T. Balakrishnakurup	Do.
23.	Smt. M.V. Rajalakshmi	Do.
24.	Shri R. Munuswamy	Do.
25.	Smt. B. Jayalakshmi	Do.
26.	,, M. Jagadeeswari	Do.
27.	Shri A.V. Raman	Do
28.	Smt. A.M. Mangayarkarasi	Do.
29.	Shri R. Srinivasan	Do.
30.	,, V.V. Balan Nambiar	Do.
31.	,, K. Kuppuswamy	Do.
32.	,, A. Rajamani	Artist
33.	,, M.Y. Sirajuddin	Accountant
34.	Smt. V. Alamelu	Upper Division Clerk
35.	,, S. Rani	Do.
36.	Shri V. Gopinathan	Do.
37.	,, S. Seeniappan	Do.
38.	,, A. Kumaran	Do.
39.	Smt. G. Rajamanickam	Do.
40.	,, M.S. Kasthuri	Do.
41.	,, K. Sundarambal	Do.
42.	,, L. Tharasundari	Do.
43.	,, P. Jayalakshmi	Do.
44.	,, R. Chandra	Do.
45.	Shri P. Chinnakulandai	Record Keeper
46.	,, K. Sambamoorthy	Computor
47.	,, P. Venugopalan	Do.
48.	Smt. R. Rani Bai	Do.
49.	,, G. Suguna Bai	Do.
50.	Shri K. Jagannivasan	Do.
51.	,, D. Chandrasekaran	Do.
52.	,, P. Ramakrishnan	Do.
53.	,, T.R. Krishnan	Do.
54.	,, S. Gajendran	Do.
55.	,, P.G. Sankaran	Do.
56.	,, A. Guruswamy	Do.
57.	,, M. Thangavelu	Do.
58.	,, V. Ramabadran	Do.
59.	,, S. Ranganathan	Do.
60.	,, N. Gnanasekaran	Do.
61.	,, D.K. Sethuraman	Do.
62.	,, S. Raghavan	Do.
63.	,, S. Chandrasekaran	Do.
64.	,, S. Sundararaman	Do.
65.	Smt. K.M. Maheswari	Do.
66.	Shri B. Sankar	Do.
67.	Smt. R. Vasantha	Do.
68.	Shri R. Dharmaraj	Do.
69.	,, R. Prakash	Do.
70.	,, G. Subramani	Do.
71.	Smt. S. Malligeswari	Computor
72.	Shri J. Mahadevan	Do.
73.	,, V. Dheenan	Do.
74.	Smt. T. Selvarani	Do.
75.	,, R. Sakunthala	Do.
76.	,, N. Muniammal	Do.
77.	Shri M.A. Sridharan	Do.
78.	,, F. Shames	Do.
79.	Smt. A. Parvathikumari	Do.
80.	Shri M.G. Nagaraj	Do.
81.	,, K. Kannappan	Do.
82.	,, A. Appunu	Do.
83.	,, S. Vittal Rao	Do.
84.	Shri N. Chandran	Draftsman
85.	,, S. Palani	Do.
86.	,, M. Krishnan	Junior Stenographer
87.	Smt. K. Chandra	Do.
88.	,, M.S. Shantha	Do.
89.	Shri M. Ramanathan	Lower Division Clerk
90.	,, V. Kasinathan	Do.
91.	,, R. Nandakumar	Do.
92.	,, R. Kothandaraman	Do.
93.	Smt. L.M. Chandra	Do.
94.	,, G.K. Umadevi	Do.
95.	,, S. Jayalakshmi	Do.
96.	Shri V. Shanmugam	Do.
97.	Smt. S.M. Tamil nadu	Do.
98.	,, V. Lalitha	Do.
99.	,, B. Rajeswari	Do.
100.	,, S. Meera Bai	Do.
101.	Shri M. Elumalai	Do.
102.	,, A. Radhakrishnan	Assistant Compiler
103.	,, S. Sreedharan	Do.
104.	Smt. S.P. Kanchanamala	Do.
105.	Shri R. Balasubramaniam	Do.
106.	Smt. Alice P. Sugirtharani	Do.
107.	Shri P.G. Jayaraman	Do.
108.	,, S. Thirunavukkarasu	Do.
109.	,, S. Kalidoss	Do.
110.	,, K. Vakkuvaliyan	Do.
111.	,, G. Jayabalan	Do.
112.	,, K. Sundaram	Do.
113.	,, S. Nellayappan	Do.
114.	,, K. Surendrababu	Do.
115.	,, S.P. Venkatasamy	Do.
116.	,, K. Madhavan	Do.
117.	,, N. Thirunavukkarasu	Do.
118.	,, T. Veeramuthu	Do.
119.	Smt. V.E. Kalyani	Do.
120.	Shri R. Sankara Sharma	Do.
121.	,, B. Raghavan	Do.
122.	,, K. Sridharan	Do.
123.	Smt. R. Sarojabai	Do.
124.	Shri M. Daniel Jayaraj	Do.
125.	Smt. V. Manimekalai	Do.
126.	,, K. Dakshayani	Do.
127.	Shri Abdul Muneem	Do.

1	2	3
128.	Shri R. Lakshmipathy	Assistant Compiler
129.	,, N. Srinivasan	Do.
130.	,, S. Natarajan	Do.
131.	,, M. Ravindran	Do.
132.	,, S. Balasubramaniam	Do.
133.	,, A.N. Shanmugam	Do.
134.	,, G. Umapathy	Do.
135.	,, K. Jayakumar	Do.
136.	,, G.R. Mukundan	Do.
137.	,, S. Suvecharan	Do.
138.	,, S.Suntharesan	Do.
139.	,, S. Jayaramakrishnan	Do.
140.	Smt. N.E. Ramani	Do.
141.	,, G. Vasantha	Do.
142.	,, T. Sugunasundari	Do.
143.	,, P. Susheela	Do.
144.	,, S. Ambujam	Do.
145.	,, P.R. Subbulakshmi	Do.
146.	,, Malika Sultana	Do.
147.	,, G.K. Banumathi	Do.
148.	,, J. Santha	Do.
149.	,, V. Santha	Do.
150.	Kum. K. Thirupurasundari	Do.
151.	Smt. B. Santhanalakshmi	Do.
152.	,, E. Indirani	Do.
153.	,, T.R. Saroja	Do.
154.	,, Namburu Anuradha	Do.
155.	,, B. Rajakumari	Do.
156.	,, N. Geetha	Do.
157.	,, S. Dhanalakshmi	Do.
158.	Kum. S. Thilagam	Do.
159.	,, S. Philomina	Do.
160.	Smt. B. Saradha	Do.
161.	,, Thahabi	Do.
162.	,, G.R. Geetha	Do.
163.	,, T. Santhakumari	Do.
164.	,, M. Saroja	Do.
165.	Smt. F. Margret Rita	Assistant Compiler
166.	,, A. Roshan	Do.
167.	,, K. Malathy	Do.
168.	,, R. Geetha	Do.
169.	,, K. Shakunthala	Do.
170.	,, R. Vaijayanthi	Do.
171.	Kum. K. Uma	Do.
172.	Smt. M.C. Vijayalakshmi	Do.
173.	Smt. R. Premakumari	Do.
174.	Kum. R. Sujadevi	Do.
175.	Smt. P. Meera	Do.
176.	,, M. Shobitha Bai	Do.
177.	,, S. Saraswathy	Do.
178.	Kum. K. Kalavathy	Do.
179.	Smt. Padma Vidhyasankar	Do.
180.	,, S. Jagadeeswari	Do.
181.	Shri N.N. Rajamanickam	Do.
182.	Smt. S. Mahalakshmi	Do.
183.	Kum. K. Kanchana	Do.
184.	Shri M. Kothandaraman	Hand Press Machine Operator
185.	,, D. Varadan	Staff Car Driver
186.	,, C. Venkatakrishnaiah	Gestetner Operator
187.	,, V. Meganathan	Attender
188.	,, K. Ananthakrishnababu	Do.
189.	,, G. Srinivasan	Do.
190.	,, D. Sandrakasan	Peon
191.	,, V. Rajendran	Do.
192.	,, D. Sundar	Do.
193.	,, A. Govindasamy	Do.
194.	,, G. Kalidoss	Farash
195.	,, T. Prabhakaran	Do.
196.	,, A. Belavendran	Do.
197.	,, K. Gopal	Do.
198.	,, N. Muthu	Mali
199.	,, K.M. Kunnirama Kurup	Chowkidar
200.	,, M. Pachaiappan	Do.

VI (iv)

Staff Position of Regional Tabulation Offices

Name of the Regional Tabulation Office	Investigator	Statistical Assistant	Head Clerk	Upper Division Clerk	Junior Steno.	Lower Division Clerk	Peon	Chowkidar	Supervisors	Checker	Tabulators
1	2	3	4	5	6	7	8	9	10	11	12
Madras	1	4	1	1	1	3	1	1	12	37	220
Vellore	1	3	1	1	1	3	1	1	11	34	207
Cuddalore	1	3	1	1	1	3	1	1	8	23	137
Madurai	1	4	1	1	1	3	1	1	15	44	263
Coimbatore	1	3	1	1	1	3	1	1	7	20	120
Salem	1	3	1	1	1	3	1	1	10	30	181
Tiruchchirappalli	1	3	1	1	1	3	1	1	9	26	156
Tirunelveli	1	3	1	1	1	3	1	1	9	27	164
Thanjavur	1	3	1	1	1	3	1	1	7	22	129

VI (v)

Fixed Pay Staff allotted for PEC/CES work

Sl. No.	Name of RTO	Number of posts sanctioned	
		Supervisor	Checker
1.	Madras	3	25
2.	Vellore	2	27
3.	Cuddalore	2	18
4.	Salem	2	29
5.	Coimbatore	2	17
6.	Tiruchchirappalli	2	24
7.	Thanjavur	2	17
8.	Madurai	2	31
9.	Tirunelveli	2	22
		19	210

VI (vi)

Service Conditions governing the persons appointed on consolidated wages

1. *Casual leave*:
   Casual leave was allowed at the rate of one day for each month's service.

2. *Earned leave, Half pay leave and Commuted leave*:

   These kinds of leave was allowed under rules, 26, 29 and 30 of the CCS (Leave) Rules, 1972, as amended from time to time.

3. *Medical Facilities*:

   Medical Facilities as admissible to Government servants on regular scales of pay were allowed.

4. *Tuition fees/Children Education Allowance*:

   The provisions of Ministry of Finance O.M. No. 18011/1/E-II(8)/76 dated 28-8-86 and O.M. No. 12011/1/E-II(8)/76 dated 25-8-76, respectively, were applied.

5. Such staff were not entitled for any advance and they were not asked to subscribe to General Provident Fund.

VI (vii)

Delegation of Financial Powers

The following are the main delegation of Financial powers delegated to the Directors of Census Operations in States for a period upto 31-12-82. It is further extended upto 31-12-1983.

(1) Powers to create Class III and Class IV posts during the census period after obtaining formal approval from the Registrar General, India.

(2) Powers to incur contingent expenditure upto Rs. 2,000/- per annum (recurring) in each case, and Rs. 10,000/- (non-recurring) in each case as against the powers to incur expenditure upto Rs. 1,000/- per annum (recurring) in each case and Rs. 5,000/- (non-recurring) in each case which were delegated vide Ministry of Home Affairs' letter No. F2/16/59-Pub-I(I) dated 13-11-59.

(3) Local purchase of stationery—power to make local purchase of stationery stores upto Rs. 1,000/- per annum.

(4) Purchase of books, other news papers and other non-official publications—Full powers to purchase for use of office.

(5) Declaring Director of Census Operations, as Head of office.

(6) Powers to draw on account advance not exceeding Rs. 1,500/- at a time to meet contingent expenses.

(7) The expenditure on the purchase, hire, upkeep of and repairs to all offices equipments including typewriters, intercom equipments, calculators, electronic stencil cutter, dictaphones, tape recorders, photo copiers, copying machines etc., excluding computers of all kinds upto the following limits:—

Recurring — Rs. 500/-

Non-recurring — Rs. 5,000/-

VI (viii)

BUDGET GRANT AND ACTUAL EXPENDITURE FOR THE YEAR 1978-79

	Budget Grant for 1978-79	Actual Expenditure for 1978-79
NON-PLAN		
*A*1(1) *Superintendence*		
1. Salary of Establishment	3,84,900	4,01,330
2. Wages	9,500	9,628
3. Travelling Expenses	4,300	5,409
4. Office Expenses	43,200	68,401
5. Rent Rates and Taxes	97,800	47,076
*Total A*1(1) *Superintendence*	5,39,700	5,31,844
*A*1(3) *Abstraction & Compilation*		
1. Salary of Establishment	7,77,400	8,88,506
3. Travelling Expenses	5,300	20,757
*Total A*1(3) *Abstraction & Compilation*	7,82,700	9,09,263
*A*1(4) *Publication*		
1. Publication	82,500	2,25,633
*Total A*1(4) *Publication*	82,500	2,25,633

	Budget Grant for 1978-79	Actual Expenditure for 1978-79
A1(7) Registration etc.		
1. Salary of Establishment	1,83,900	1,85,885
3. Travelling Expenses	50,200	59,976
4. Office Expenses	1,000	1,696
5. Payments of Professional and Special Studies	33,700	43,212
7. Publication	600	125
8. Other Charges	1,000	967
Total A1(7) Registration etc.	2,70,400	2,91,861
TOTAL NON-PLAN	16,75,300	19,58,601
PLAN		
A1(7) Registration etc.		
1. Salary of Establishment	79,100	97,696
3. Travelling Expenses	10,000	8,032
4. Office Expenses	1,000	792
5. Payments of Professional and Special Studies	58,500	23,775
Total A1(7) Registration etc.	1,48,600	1,30,295
A1(8) Regional Charges		
1. Salary of Establishment	..	1,891
Total A1(8) Regional Charges	..	1,891
TOTAL PLAN	1,48,600	1,32.186
TOTAL NON-PLAN AND PLAN	18,23,900	20,90,787

BUDGET GRANT AND ACTUAL EXPENDITURE FOR THE YEAR 1979-80

	Budget Grant for 1979-80	Actual Expenditure for 1979-80
NON-PLAN		
A1(1) Superintendence		
1. Salary of Establishment	3,57,500	4,67,216
2. Wages	6,300	7,859
3. Travelling Expenses	3,900	12,835
4. Office Expenses	25,600	1,17,132
5. Rent Rates and Taxes	1,53,000	94,090
Total A1(1) Superintendence	5,46,300	6,99,132
A1(2) Enumeration		
1. Salary of Establishment	3,10,500	..
2. Wages	1,300	..
3. Travelling Expenses	900	101
4. Honorarium	3,200	800
5. Other Charges	800	3,833
Total A1(2) Enumeration	3,16,700	4,734
A1(3) Abstraction and Compilation		
1. Salary of Establishment	7,31,100	9,19,668
3. Travelling Expenses	4,200	12,012
Total A1(3) Abstraction and Compilation	7,35,300	9,31,680

	Budget Grant for 1979-80	Actual Expenditure for 1979-80
A1(4) Publication		
A1(4) Publication	61,100	1,02,344
Total A1(4) Publication	61,100	1,02,344
A1(7) Registration etc.		
1. Salary of Establishment	2,81,000	1,80,499
3. Travelling Expenses	40,600	58,760
4. Office Expenses	300	2,233
5. Payment of Professional and Special Studies	38,900	42,925
6. Other Charges	700	672
Total A1(7) Registration etc.	3,61,500	2,85,089
TOTAL NON-PLAN	20,20,900	20,22,979
PLAN		
A1(7) Registration etc.		
1. Salary of Establishment	1,00,200	1,38,320
3. Travelling Expenses	12,000	18,642
4. Office Expenses	4,500	1,198
5. Payments of Professional and Special Studies	24,000	25,250
Total A1(7) Registration etc.	1,40,700	1,83,410
A1(8) Regional Services		
1. Salary of Establishment	34,500	17,389
Total A1(8) Regional Services	34,500	17,389
TOTAL PLAN	1,75,200	2,00,799
TOTAL NON-PLAN AND PLAN	21,96,100	22,23,778

BUDGET GRANT AND ACTUAL EXPENDITURE FOR THE YEAR 1980-81

	Budget Grant for 1980-81	Actual Expenditure for 1980-8
NON-PLAN		
A1(1) Superintendence		
1. Salary of Establishment	3,93,000	5,55,216,
2. Wages	7,000	14,742
3. Travelling Expenses	12,000	17,832
4. Office Expenses	73,000	3,09,449
5. Rent Rates and Taxes	98,000	1,53,445
Total A1(1) Superintendence	5,88,000	10,50,684
A1(2) Enumeration		
1. Salary of Establishment	20,09,500	..
2. Wages	8,000	..
3. Travelling Expenses	2,16,000	47
4. Honorarium	20,00,000	..
5. Other Charges	3,06,000	..
Total A1(2) Enumeration	45,39,500	47

	Budget grant for 1980-81	Actual Expenditure for 1980-81
A1(3) Abstraction & Compilation		
1. Salary of Establishment	14,21,600	14,07,728
3. Travelling Expenses	20,000	1,67,297
4. Office Expenses	30,000	1,67,056
Total A1(3) Abstraction & Compilation	14,71,600	17,42,081
A1(4) Publication		
A1(4) Publication	1,00,000	4,33,565
Total A1(4) Publication	1,00,000	4,33,565
A1(7) Registration etc.		
1. Salary of Establishment	1,83,100	1,88,373
3. Travelling Expenses	58,000	52,827
4. Office Expenses	1,500	1,332
5. Payments of Professional and Special Studies	32,000	42,200
7. Publication	1,000	..
8. Other Charges	1,000	..
Total A1(7) Registration etc.	2,76,600	2,84,732
TOTAL NON-PLAN	69,75,700	35,11,109
PLAN		
A1(7) Registration etc.		
1. Salary of Establishment	1,39,100	1,48,452
3. Travelling Expenses	20,000	11,947
4. Office Expenses	1,000	827
5. Payment of Professional and Special Studies	26,400	25,950
Total A1(7) Registration etc.	1,86,500	1,87,176
A1(8) Regional Division		
1. Salary of Establishment	34,500	28,641
Total A1(8) Regional Division	34,500	28,641
TOTAL PLAN	2,21,000	2,15,817
TOTAL NON-PLAN AND PLAN	71,96,700	37,26,926

BUDGET GRANT AND ACTUAL EXPENDITURE FOR THE YEAR 1981-82

	Budget Grant for 1981-82	Actual Expenditure for 1980-81
NON-PLAN		
A1(1) Superintendence		
1. Salary of Establishment	7,00,000	7,06,773
2. Wages	50,000	49,342
3. Travelling Expenses	30,000	31,605
4. Office Expenses	2,35,000	2,79,457
5. Rent Rates and Taxes	3,89,000	3,77,726
Total A1(1) Superintendence	14,04,000	14,44,903
A1(3) Abstraction & Compilation		
1. Salary of Establishment	83,40,000	85,79,289
2. Wages	1,27,000	1,24,877
3. Travelling Expenses	1,40,000	1,55,282
4. Office Expenses	6,73,000	6,84,733
5. Rent Rates and Taxes	3,80,000	2,91,423
Total A1(3) Abstraction & Compilation	96,60,000	98,35,604
A1(4) Publication		
A1(4) Publication	1,00,000	1,16,681
Total A1(4) Publication	1,00,000	1,16,681
A1(6) Registration etc.		
1. Salary of Establishment	2,00,000	2,01,271
3. Travelling Expenses	50,000	51,596
4. Office Expenses	2,000	1,091
5. Payments of Professional and Special Studies	30,000	38,620
Total A1(6) Registration etc.	2,82,000	2,92,578
TOTAL NON-PLAN	1,14,46,000	1,16,89,766
PLAN		
A1(6) Registration etc.		
1. Salary of Establishment	1,60,000	1,56,728
3. Travelling Expenses	8,000	23,546
4. Office Expenses	1,000	862
5. Payments of Professional and Special Studies	29,000	31,220
Total A1(6) Registration etc.	1,98,000	2,12,356
A1(7) Computerisation of India		
1. Salary of Establishment	22,000	22,403
2. Travelling Expenses	2,000	2,500
3. Office Expenses	20,000	282
4. Rent Rates and Taxes	70,000	72,000
5. Maintanence	..	..
6. Equipments	2,00,000	..
Total A1(7) Computerisation of India	3,14,000	97,185
A1(9) Cartography		
1. Salary of Establishment	53,000	54,731
A1(9) Cartography	53,000	54,731
TOTAL PLAN	5,65,000	3,64,272
TOTAL NON-PLAN AND PLAN	1,20,11,000	1,20,54,038

ANNEXE VII

MISCELLANEOUS OTHER IMPORTANT LETTERS AND STATEMENTS

ANNEXE VII

VII (i)

Lr. No. 9/17/79-CD (CEN) dt. 10-5-79 from Shri M. L. Kampani, Additional Secretary to Government of India addressed to the Chief Secretaries of all States and Union Territories.

SUBJECT: *Boundaries of administrative units—fixity during 1981 Census Operations.*

I am directed to say that the next decennial population census would be conducted under the direction of the Registrar General & Census Commissioner for India in February-March 1981. To ensure complete coverage at the census, the entire country will be divided into small enumerator's blocks within the framework of the administrative units in the States and Union Territories. The process of determining the blocks has to start much in advance of the actual census and they will be got marked on the census maps to obviate overlapping or omission of areas. In fact, monitoring of jurisdictional changes after 1971 Census is being done by the State Census Directorates with a view to updating the census maps. In this connection, the Registrar General, I understand, had written to you vide his letter No. 1/24/77-RG(P) dated 11 January, 1978.

2. I need hardly say that for the efficient conduct of the census operations, it is necessary to ensure that the boundaries of the administrative units are not disturbed after the blocks have been determined and until the census enumeration and tabulation of data are completed. It is expected that the demarcation of blocks would be taken in hand from the 1st October, 1979.

3. If the areas of the administrative units on the basis of which the census data are collected, are altered after the census, the usefulness of the data, you will doubtless appreciate, would be considerably reduced. It is, therefore, desirable to ensure that as far as possible, the boundaries of administrative units remain undisturbed throughout the major part of the next decade. Hence, wherever any changes in the jurisdiction of the present administrative units are found necessary, it would be desirable to effect the change well before the enumerator's blocks are demarcated, i.e., before 1 October, 1979.

4. In the circumstances, Government of India would appreciate if all proposals for reconstituting area or making adjustments in the jurisdiction of municipalities, revenue villages, tehsils, police stations, development blocks, talukas, sub-divisions, districts, revenue divisions etc., which may be pending or which may be taken up in the near future are finalised and given effect to before the 1st October, 1979. All such changes may please be intimated to the State Census Director concerned and to the Registrar General, India. In any case, the State Govt. may kindly ensure that no changes whatsoever are made in the boundaries of these units during the period from 1 January, 1980 to 30 June, 1981.

5. Further correspondence in regard to this matter, if any, may kindly be addressed to the Registrar General, India, 2/A, Mansingh Road, New Delhi-110 011 (Telegraphic address: REGGENLIND, New Delhi, Telephone: 383761).

VII (ii)

D.O. Letter from Shri Zail Singh, Home Minister, India addressed to the State Governor on 10-3-1980.

As you are aware, the next Census of India is being taken in February, 1981. In effect, the census operations must be considered as already having commenced because the houselisting operations are being held this year. From now on the tempo of census work will increase enormously culminating in the enumeration in February, 1981 and the entire work is being conducted through the State hierarchy. The Census operations are a highly controlled exercise where attention to detail and complete familiarity with jurisdictions of the officers concerned is essential. All officers including the Collectors and Deputy Commissioners, Tahsildars, Sub-Divisional Officers, Block Development Officers and others, particularly teachers, are being trained in this work. It would seriously tell upon both quality and coverage if at this stage large scale transfers were to take place of such officers since continuity of administration of the census is essential till March, 1981. I am, therefore, writing to request you to be so good as to issue necessary instructions for postponement of such large-scale transfers of officers and others, particularly teachers, involved in census work till March-April, 1981. I am sure you will appreciate the need for such a postponement particularly as the State Government is the largest beneficiary of the Census data and doubtless shares with us our anxiety to ensure the quality of the Census.

With regards,

Yours sincerely,
(ZAIL SINGH)
Home Minister

VII (iii)

D.O. Lr. No. 7794/80-1 Pub. (Elections) dt. 14-3-80 from Shri Prabhudas B. Patwari, Governor of Tamil Nadu addressed to Shri Zail Singh, Union Minister for Home Affairs, Government of India.

Dear Shri Zail Singhji

SUBJECT: *Census of India* 1981—*Issue of instructions for postponement of large scale transfers of officers and others, particularly teachers, till March-April* 1981.

I am in receipt of your D.O. Letter No. 9/11/79-CD (CEN) dated 7th March, 1980, on the subject indicated above. Action as suggested in the letter will be taken in the next few days and everything possible to ensure the quality of the Census work will be undertaken by this Government.

With affectionate regards,

Yours Sincerely,
(PRABHUDAS B. PATWARI)
Governor

VII (iv)

Lr. No. 9/11/79-CD(CEN) dt. 14-7-1980 from the Registrar General, India, New Delhi addressed to Shri J.S. Raju, President, Tamil Nadu Elementary School Teachers' Federation, 158, Bells Road, Madras-5 & Copy to the Director of Census Operations, Madras.

I invite your kind reference to your letter of 10th July, 1980 and to our personal discussion on Thursday, the 10th July 1980 when Shri S. Eswaran, General Secretary of your federation was also present. We discussed the main issues with regard to the involvement of teachers in the census operations and I am indicating here the more important points.

Let me first say that the census operations have always depended upon teachers for the smooth conduct of the census, and for its accuracy and completion in time. We appreciate that this is an additionality to the normal work load of the teachers and have, therefore, been fully conscious of the need to raise the honorarium. As you are aware, as against the honorarium of Rs. 15/- for houselisting and Rs. 25/- for the actual enumeration paid at the 1971 census, we intend paying this time Rs. 20/- for the houselisting and Rs. 70/- for the actual enumeration, with an additional honorarium of Rs. 20/- to those enumerators who would be called upon to canvass the sample questionnaire also in certain selected blocks. This is apart from Rs. 15/- which we are paying to the enumerators for the enterprise list which would be canvassed during the houselisting operations. I am sure you will agree that this honorarium is an improvement on what was paid in 1971 but I would also like to mention that in deciding the scale of honorarium the magnitude of the operations is an important factor which doubtless you would appreciate.

The honorarium is essentially a token of recognition of the admirable work done by the teachers and other enumerators and it is our hope that it will be viewed in this light and accepted as such. For your information I should mention that the total number of enumerators and supervisors in the country will be nearly 12.5 lakhs which, by any standards imposes a severe limit on the honorarium that can be paid.

As I mentioned, we have already agreed that TA and DA should be paid to teachers and others who attend census training classes and in fact this has already been indicated to the State Government and to the Directors of Census Operations. We have issued instructions and I am reiterating these instructions that both honorarium and TA/DA should be paid promptly. I am sure the Director of Census Operations, Tamil Nadu will ensure that this is done.

I must mention that in order to avoid unnecessary travelling at the last minute by the teachers and other enumerators we have suggested to the Directors that arrangements must be made for collection of forms after the 5th March, 1981 at centralised places so that unnecessary burden is not cast on the teachers.

The question of limiting of transfers has already been taken up with the State Government and I am sure the State Government will issue necessary instructions in this matter.

Incidentally, a point had been made that it would be preferable if ladies are posted near the areas where they live or where they work and that the posting of ladies as enumerators in difficult areas such as lodges etc. should be avoided. I am writing to the Director of Census Operations on this and I am sure he will issue further instructions on this matter to the charge officers.

I trust this covers the more important points that we discussed. May I again say that we share with you your anxiety regarding prompt payment of TA/DA and honorarium and are requesting the Director of Census Operations to ensure this? I would also suggest that if you have any particular problem it would be desirable if you could call on Shri A. P. Muthuswami Director of Census Operations, Tamil Nadu, 58, Poes Garden, Madras who, I am sure would look into any issue raised by you. I am writing to Shri Muthuswami also and sending him a copy of this letter. As requested, next time when I come to Madras, I would be happy to meet you if you think it is necessary.

VII (v)

D.O.Lr. No. 9/11/79-CD(CEN) dt. 15-7-1980 from Shri P. Padmanabha, Registrar General, India, New Delhi addressed to Shri A.P. Muthuswami, Director of Census Operations, Madras.

I am enclosing a copy of the letter dated 10th July 1980 from the Tamil Nadu Elementary School Teachers' Federation. Shri Raju and Shri Eswaran, President and General Secretary respectively of this organisation, had met me with this letter and we had discussed the issues for some time. I must say that though they seemed upset at the beginning, their attitude was quite helpful and I got the impression that they are unlikely to create any problem. However, some of the issues they have raised do appear to need some attention. I am indicating these hereunder.

The Government of Tamil Nadu must have issued orders regarding the transfer of teachers being held in abeyance but I understand that despite this, transfers are taking place. I wonder whether you can take this up with the Education Secretary or the Director of Education as the case may be in Tamil Nadu.

The other point they made was regarding the posting of lady enumerators to far away places and in areas where they may feel some difficulty or face unpleasantness. For example, they mentioned that lady enumerators would find it difficult to work in some of the areas where there are large lodges, etc.

since this would need a single lady going into a large building, etc. This of course was in relation only to Madras city and other bigger cities in the State. It may be desirable if you could issue general instructions on this matter and ask the charge officers to review the position.

The other point made was that TA/DA and honorarium are not paid quickly. With particular reference to TA, I would feel that this can be drawn and distributed on the last day of the training classes and it would be undesirable to expect teachers to come all the way for collecting TA only. Probably, the Deputy Tahsildar can be made responsible for paying the TA to the concerned officials. A similar system of prompt payment of honorarium may be desirable. You will doubtless have already gone into this. Another issue which they had raised was whether some advance can be paid to them. I was rather doubtful and had said so but I thought I should write to you on this. What they wanted was whether about Rs. 15 to Rs. 20 out of the total honorarium can be given to them for the enumeration phase for tea/meals etc. You could probably go into this further and discuss this with the Finance Department because, in the system now developed, this would first have to be paid from State funds and later recovered from the Centre.

Incidentally, when I do come to Madras next time, I would be happy if you could keep the office bearers of the Federation informed since they expressed a desire to meet me at Madras. This would help them in unburdening themselves to their problems, if nothing else.

(Enclosure to the letter)

THE TAMILNADU ELEMENTARY SCHOOL TEACHERS' FEDERATION

S. ESWARAN
General Secretary

158, Bells Road, Madras-5
Date 10th July, 1980
Camp: New Delhi

To

The Census Commissioner of India
New Delhi.

Sir,

SUB: *Census* 1981—*Increase in TA & DA to Elementary School Teachers involved in Census work demanded.*

With reference to the above, we wish to bring the following facts for your consideration and necessary action.

In Tamil Nadu, Elementary School Teachers are asked to do the job of Census work. They have to do this job even after the school hours. They have to travel to interior forest areas, hilly areas to complete their assigned job. Naturally they have to work till late hours for many days. The remuneration offered to the teachers are far below in comparison to the nature of their work. This has demanded the spirit of the teachers. Moreover, the teachers have to spend their incidental expenses from their pocket and they can reimburse the expenditure only after several months. You are well aware of the financial conditions of the elementary school teachers, who with their meagre pay are unable to make both ends meet. Hence, we request the following demands for your urgent considerations.

1. Each teacher should be given an advance of Rs. 100/- before the starting of census work.
2. Remuneration should be at the rate of Re. 1/- per house.
3. TA, DA should be given to the teachers who have to attend the Census classes.
4. Rs. 25/- should be paid to each teacher as contingency expenses for pencil, paper, ink, carbon etc.
5. Spot payment for the census work to be made as soon as the job is completed.

These are the burning problems of the Tamil Nadu Elementary School teachers who are involved in the Census work and we request you to take immediate positive step in this matter.

Thanking you,

Yours sincerely,
(S. ESWARAN)
Gen. Secy.

VII (vi)

D.O. No. 9/49/80-CD(CEN) dt. 1-1-1981 from Shri P. Padmanabha, Registrar General, India, 2A, Mansingh Road, New Delhi-110 011 addressed to Shri V. Karthikeyan, Chief Secretary to the Government of Tamil Nadu, Madras.

Dear Shri Karthikeyan,

The Prime Minister has addressed to all Chief Ministers regarding the population census which is being held from 9th February 1981 to 5th March, 1981 and has suggested that nothing should be allowed to come in the way of successful conduct of the census. In particular, it has been mentioned that elections to local bodies, transfers of officials, etc. are put off till after the census is over and that school and college examinations may also be adjusted suitably. I am enclosing a copy of the Prime Minister's letter for your kind informations. I would be grateful if suitable instructions are issued urgently.

With regards,

(Enclosure to the letter)

PRIME MINISTER OF INDIA

NEW DELHI

No. 2041-PMO/80

December 17, 1980

The decennial Census is being conducted from 9th February 1981 to the 5th of March 1981. Between now and the commencement of the Census a vast organisation has to be built up and geared for the task. It is obvious that the Census operations should be conducted with maximum smoothness and precision. I suggest, therefore, that instructions be issued to ensure that nothing is allowed to come in the way of the successful conduct of the Census. In particular, it may be necessary to see that elections to local bodies and transfers of officials are put off until after the Census is over. School and College examinations may also have to be suitably adjusted.

Yours sincerely,

(INDIRA GANDHI)

Prime Minister

VII (vii)

GOVERNMENT OF INDIA

MINISTRY OF HOME AFFAIRS

As various Central Ministries & Departments are aware, the Census of India, 1981 is being held from 9th February, 1981 and for this purpose & large number of enumerators and supervisors would have to be appointed. The Census has always been conducted by assigning enumeration duties to officials drawn from Government departments, both States and Central. It has been reported that lists of officials are not being forwarded by some departments and organisations, to the Directors of Census Operations concerned, when requested. This would seriously hamber the appointment and training of enumerators and supervisors. It is, therefore, requested that instructions be issued on this matter categorically placing the responsibility of forwarding the lists on all heads of departments and Public Sector organisations in the country. It may be indicated in these instructions that Census work is a statutory function under the Census Act. 1948 and that no person can refuse to perform this function under the law. This matter may be treated as most urgent and necessary instructions issued to all Departments and Public Sector organisations under the Ministries and Departments of Government of India. Intimation of instructions issued may be forwarded to the Registrar General, India, 2/A Mansingh Road, New Delhi-110 011.

(B. G. DESHMUKH)

Additional Secretary

VII (viii)

No. 14024/6/81-*Estt.(D)*

GOVERNMENT OF INDIA

MINISTRY OF HOME AFFAIRS

DEPARTMENT OF PERSONNEL & A.R.

Dated, the 5-7-82.

OFFICE MEMORANDUM

SUBJECT: *Re-employment/absorption of retrenched Temporary Central Government employees of the Directorates of Census Operations in States and U.Ts.*

The absorption of the retrenched 1981 census employees in alternative employment has been receiving the attention of the Government. The matter has been considered carefully and keeping in view the large body of retrenched census staff, it has been decided to grant further concession to the retrenched census employees in addition to those already admissible to the retrenched Central Government employees. Accordingly the following concessions will be admissible to such employees subject to the conditions stipulated below:

(i) Considering the fact that these employees have put in an appreciable length of service in the Central Government and during this period, a number of them might have crossed the maximum age limit prescribed for recruitment to the various posts, it has been decided by the Government that the retrenched census employees in the Directorates of census operations in the States and U.T.s who were initially recruited through the employment exchange or other permissible channels and who have put in not less than six months of continuous service and have been retrenched due to reduction in establishment will be eligible to appear in the examinations conducted by the Staff Selection Commission and the Railway Service Commission for recruitment to Group C posts, till the end of 1983. This concession will, however, be available only to such of those retrenched census employees who were within the age limit prescribed for

appearing in examinations by the Staff Selection Commission/Railway Service Commission at the time of their initial recruitment in the census organisation and only if they are otherwise eligible to compete in these examinations on the basis of educational and other qualifications prescribed in the rules for recruitment to the posts in question.

(ii) In order to facilitate the absorption of these retrenched census employees, it has also been decided that such of them as had been initially recruited through employment exchanges and had put in not less than 6 months of continuous service and were retrenched due to reduction in establishment will also be eligible to apply for recruitment to vacancies advertised by various recruitment authorities without their having to be sponsored through the respective employment exchanges even though they might have got themselves registered with the employment exchanges for the purpose of availing of concession of high priority (Priority III, in the submission rosters of these employment exchanges).

(iii) Further, it has been decided that the retrenched census employees who were initially recruited through employment exchanges and have put in not less than 6 months of continuous service before their retrenchment due to reduction in establishment might be considered for absorption in vacancies in Group C posts arising in the Census Organisation upto the end of Dec. 1982, without the necessity of their being sponsored through the employment exchanges. Such an absorption will, however, be permissible only if the post concerned is not one to which recruitment is to be made through the Staff Selection Commission/Railway Service Commission and would be further subject to the condition that the retrenched census employees proposed to be absorbed are eligible to be considered for the post having regard to educational qualification, experience, etc, laid down in the same grade in which the retrenched census employees was initially recruited through the employment exchanges.

(iv) The above concessions will be admissible only to the employees of the 1981 Census Operations who have been retrenched due to reduction in establishment and will not be applicable to the retrenched employees of other Departments/Offices of the Govt. of India.

Ministry of Finance, etc., are requested to bring the contents of this Office Memorandum to the notice of various recruitment authorities under this administrative control.

(K.S.R. KRISHNA RAO)

Under Secretary to the Govt. of India.

VII (ix)

INAUGURAL SPEECH OF SHRI DHANIK LAL MANDAL, MINISTER OF STATE, MINISTRY OF HOME AFFAIRS, DELIVERED ON 24TH. AUGUST 1979.

Friends,

I am happy to be with you today as you begin your deliberations on the census operations for the 1981 census of India. Not merely by virtue of its size but also because of its great utility, the census of India is of paramount importance. We, in this country, have had a rich census heritage which one can trace back over the last hundred years. In fact, we are among the few countries of the world that have had an unbroken series of censuses from 1872.

The next census is due in 1981 and none of us can or should underestimate the magnitude of the task ahead of you. The census of India is the most important single source of information about the people. Census data are valuable because of certain unique features which include completeness of coverage, availability of data at various points of time, possibility of analysis of inter-related characteristics, availability of data for small areas, particularly at village level, and comparability of data among the States in the country.

Over the years, the census has grown not merely quantitatively but in qualitative terms also. It is no longer a mere head count. While there is no doubt an essential purpose equally important is its role in the collection of vast amount of information on basic characteristics of the people. This is what makes the census important—the fact that census data lend themselves to a variety of basic uses. It would be difficult to imagine the formulation of plans for economic and social development without census data. Over the years, the census has come to be recognised as an essential tool for bench-mark data. Given this importance of the census, the need for careful planning of the census operations scarcely needs any emphasis.

The census operations in our country are internationally recognised for their excellence and coverage and we also have received international recognition for the quickness with which the results are published. The census today is universally acknowledged as the most authentic and comprehensive source of information about our land and the people. It is not necessary for me to indicate here the many uses to which census data can be put but it is useful to always keep in mind the fact that census data have certain legal and constitutional uses which would necessitate our taking all possible care to ensure the accuracy of the results.

In the context of the present plan with its focus on rural needs and particularly its emphasis on employment and the revised minimum needs programmes, census results acquire particular importance.

The plan envisages the strengthening of infrastructural facilities in the villages, providing employment to the people, making available the essentials for what might be called the "good life" to the vast masses of the country and all this would need accurate data which the Government can use for ensuring that the plans are well formulated. It is in this context that I would like to urge all of you to pay particular attention to the need for total coverage and accuracy in the collection of census data.

There can be no decision making in the critical fields of economic and social development without adequate data and the inter-dependence between sectors, the need for regional balances and the complexities of planning can only be taken care of with a firm and accurate data base. It is in this strategic task of generation and providing this data base that you form an important link. This is a role of which you can be proud.

A great degree of sophistication has now come into our methods of collection, tabulation and analysis of statistical data. The census plays a crucial role in the formulation of the plans and schemes for social and economic development and it provides a firm basis for policy decisions in these fields. There can, therefore, be little doubt that all of us should ensure total reliability of the data. We must also ensure that the results are available with the least possible delay.

The census of India as I had mentioned on earlier occasions, is one of the largest administrative exercises in the world and because of its basic importance none of us should under-estimate the magnitude or complexity of the task. I am sure, all of you share with me our extreme anxiety in ensuring that the 1981 census of India is a total success both in terms of coverage and accuracy of reporting. In order to ensure this, each step towards the ultimate census count would need your careful attention and constant supervision. Attention to details is in fact an extremely major requirement of your task. Unlike most of the administrative tasks with which you would have been entrusted, the census is a challenge which would call for the best from you and I am sure you will give of your best.

In keeping with our administrative structures the census operations are implemented almost solely through the hierarchies of the Governments of the States and Union Territories and you have, therefore, a more difficult task since you would have to function not merely as the supervision of the operations but also as a coordinator. You will have to work through hierarchies which are not under your direct control and you would have to enthuse vast armies of enumerators and others to perform a task which is essentially an addition to their work load. By any standards this is difficult and I would like to assure you that you can count upon our support in this major task.

The Government of India and the Governments of the States and the Union Territories attach great importance to the conduct of the census operations. Our anxiety is reflected in the appointment of the Directors of Census Operations and other officers in this organisation. Each one of you has been specially selected and hand-packed for this work and, therefore, we are confident that the census operations will be carried out not merely with its traditional efficiency but with increasing improvement in techniques, methods, organisation and accuracy.

On glancing through the agenda notes of your conference I am struck with the vide variety of organisational matters with which you would be concerned and also by the highly technical nature of the subject. This is a rare combination in a single activity and I am sure you will all work with a sense of pride and dedication in this task of national importance. Your responsibilities are great and your task is not too easy. The census will call for single minded devotion to the task ahead in the few months left before us and I am confident that the Government of India can rest assured on this matter. Doubtless at the end of your conference when you go back to your States you will carry with you a feeling of total involvement in this vast operation. I am indeed extremely happy to associate myself with this conference and I look forward to receiving reports regarding the organisatioin of the census and ultimately its results. I wish your conference all success and also success to each one of you in the task before you in the months to come. I have great pleasure in inaugurating the conference.

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EXTRACT FROM THE SUMMARY OF THE PROCEEDINGS OF THE CENSUS CONFERENCE OF DIRECTORS OF CENSUS OPERATIONS BETWEEN 24TH TO 29TH AUGUST, 1979.

The first conference of the state directors of census operations was held at the India International Centre, New Delhi during 24-29 August, 1979 to discuss the results of the second pretest, to finalise the instructions and procedures and to discuss the organisational matters relating to the 1981 census operations. The conference was inaugurated by Shri Dhanik Lal Mandal, Minister of State in the Ministry of Home Affairs. Shri T.C.A. Srinivasavardan, Home Secretary and Shri M. L. Kampani, Additional Secretary were also present at the inaugural session of the conference. A list of participants representing the various state census directorates is given in Annexe 'A'.

Welcoming the Minister and the distinguished participants the Registrar General thanked the Hon'ble Minister, the Home Secretary and the Additional Secretary in the Ministry of Home Affairs who had found time to attend the inaugural session of the conference inspite of their extremely busy schedule. In this context he mentioned that this conference of Directors of Census Operations had a very heavy

agenda and would concentrate on the organisation of the Census with particular reference to the preliminary stages and the organisation of the houselisting operations next year. He went on to say, "after the two conferences of the Data Users we have had extremely detailed internal reviews of the census forms, their contents and concepts and have also, as a follow up, held various field trials. In the pilot study, census organisation concentrated on assessing the reliability of the economic questions as formulated because of the extreme importance that the Government of India and the State Governments attach to these data. The filed tests encouraged us and gave us sufficient feed back on the basis of which the questionnaires have more or less been finalised. It is these questionnaires and their associated instructions which we would be discussing in the present conference". The questionnaires which are proposed to be canvassed at the 1981 census are based on detailed discussions with the Planning Commission, the Central Statistical Organisation and other major departments and have been cleared by the Government. At this point he mentioned that the Minister would be very happy to know that census organisation have agreed to integrate the economic census with the census operations or more specifically with the houselisting operations next year because it is felt that the same enumeration agency should not be repeatedly burdened with similar tasks. An important result of the population census undertaking the economic census would be considerable saving in expenditure which would otherwise have been incurred exclusively for the economic census. He said, "another noteworthy aspect of the census questionnaires would be the adoption of sampling for the first time during the enumeration with particular regard to fertility and migration data, the generation of a household schedule which will provide a socio-economic profile of each household in the country including the characteristics of the housing unit and the expansion of the economic questions so as to derive data on secondary workers adequately. We are also including a question on 'seeking work' which we hope, would provide very valuable data to those concerned with policies of employment. For the first time after 1931 we have agreed to attempt to gather data regarding certain categories of the handicapped, namely, the totally blind, the totally dumb and the totally crippled. We are also gathering data with regard to the availability of infrastructural facilities in every village and town through special forms. These data basic are specifically being oriented towards helping the Government to formulate schemes under the revised minimum needs programme".

He also briefly mentioned that the census operations are carried out through the machinery over which the Directors have little or no direct control. They operate mainly through the abundant goodwill that they have from the state Governments and what encourages them is the fact that the Government of India, is fully behind them. It is this assurance that sustains all of us in this national task. Thereafter he requested the Hon'ble Minister to inaugurate the conference.

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LIST OF URBAN AGGLOMERATIONS AND THEIR CONSTITUENT UNITS IN TAMIL NADU, 1981

Sl. No.	Urban Agglomeration	Constituent Units
1	2	3
1.	Madras Urban Agglomeration	Madras (M. Corp.)
		Tiruvottivur (M)
		Avadi (T.S.)
		Alandur (M)
		Tambaram (M)
		Ambattur (T.S.)
		Pallavaram (M)
		Madavaram (T.S.)
		St. Thomas Mount-Cum-Pallavaram (Cantt.)
		Poonamallee (P)
		Kattivakkam (T.S.)
		Kunnattur (P)
		Tiruverkadu (T.S.)
		Anakaputtur (P)
		Naravarikuppam (P)
		Tirumahishai (P)
		Pammal (P)
		Tinnanur (P)
		Pulal (P)
		Maduravoyal (P)
		Tirunirmalai (P)
		Sittalapakkam (P)
		Nandambakkam (P)
		Nerkunram (P)
		Perungalattur (P)
		Vellanur (P)
		Peerkankaranai (P)
		Sennirkuppam (P)
		Nazarethpettai (P)
		Chembrambakkam (P)
		Polichalur (P)
		Kannapalaiyam (P)
		Minambakkam (P)
		Pallikaranai (P)
		Tirusulam (P)
		Kattupakkam (P)
		Kottivakkam (P)
		Melmanambedu (P)
		Soranjeri (P)
		Kathirvedu (P)
		Perungudi (P)
		Nadukkuthagai (P)
		Mattur (P)
		Varadharajapuram (P)
		Vengavasai (P)
		Nemilicheri (P)
		Sadayankuppam (P)
		Mudichchur (P)
		Madippakkam (P)

1	2	3
2.	Coimbatore Urban Agglomeration	Coimbatore (M)
		Kurichchi (P)
		Kuniyamuttur (P)
		Madukkarai (T.S.)
		Vellalore (P)
		Sulur (P)
		Periyanayakkanpalaiyam (P)
		Kurudampalaiyam (P)
		Kavundampalaiyam (P)
		Veerakeralam (P)
		Perur Chettipalaiyam (P)
		Perur (P)
		Chinnavedampatti (P)
		Narasimhanayakkan-palaiyam (P)
		Pallapalaiyam (P)
		Vilankurichchi (P)
		Muthugoundenpudur
		Railway Colony (S. Rly. Admn.)
3.	Madurai Urban Agglomeration	Madurai (M. Corp.)
		Avaniapuram (P)
		Tirupparangunram (P)
		Paravai (P)
		Vilangudi (P)
		Samayanallur (P)
		Harveypatti (T.S.)
		Tirunagar (P)
		Thathaneri (P)
		Thiagarajar Colony (P)
4	Tiruchchirappalli Urban Agglomeration	Tiruchchirappalli (M)
		Srirangam (M)
		Ponmalai (M)
		Golden Rock Railway Colony (S. Rly. Admn.)
		Tuvagudi (P)
		Ariyamangalam (P)
		Alathur (P)
		Abishekapuram (P)
		Pirattiyur (P)
		Tiruverambur (P)
		Navalpattu (P)
		Ulkadai Ariyamangalam (P)
5.	Salem Urban Agglomeration	Salem (M)
		Suramangalam (M)
		Jarikondalampatti (P)
		Seelanayakkanpatti (P)
		Annadanapatti (P)
		Ammapalaiyam (P)

1	2	3
5.	Salem Urban Agglomeration (Contd.)	Ammapettai (P)
		Puttur (P)
		Kondalampatti (P)
		Thadampatti (P)
		Alagapuram (P)
		Neykkarappatti (P)
		Sivadapuram (P)
		Meiyanur (P)
		Komarasamipatti (P)
		Kandampatti (P)
		Reddipatti (P)
		Narasojipatti (P)
		Pallapatti (P)
6.	Tirunelveli Urban Agglomeration	Tirunelveli (M)
		Palayankottai (M)
		Melappalaiyam (M)
		Tachchanallur (P)
		Naranammalpuram (P)
		Talaiyuttu (P)
		Palayankottai (P)
		Sankarnagar (T.S.)
		Alaganeri (P)
		Melanattam (P)
		Pettai (P)
7.	Vellore Urban Agglomeration	Vellore (M)
		Darapadavedu (P)
		Allapuram (P)
		Sattuvacheri (P)
		Katpadi Extension (P)
		Torappadi (P)
		Konavattam (P)
		Virudambattu (P)
8.	Tuticorin Urban Agglomeration	Tuticorin (M)
		Muttayyapuram (P)
		Mappilaiurani (P)
		Palayakayal (P)
		Milavittan (P)
		Attimarappatti (P)
		Tuticorin (P)
		Korampallam (P)
		Mullakkadu (P)
		Ayanadaippu (P)
9.	Erode Urban Agglomeration	Erode (M)
		Veerappanchattiram (P)
		Kasipalaiyam (P)
		Pallipalaiyam (P)
		Brahmana Periya Agraharam (P)
		Alampalaiyam (P)
		Surampatti (P)

1	2	3
10.	Tiruppur Urban Agglomeration	Tiruppur (M) Avanashi (P) Velampalaiyam (P) Tirumuruganpundi (P) Veerapandi (P) Chettipalaiyam (P)
11.	Kanchipuram Urban Agglomeration	Kanchipuram (M) Sevilimedu (P) Nattapettai (P) Putteri (P)
12.	Kumbakonam Urban Agglomeration	Kumbakonam (M) Dharasuram (P)
13.	Pollachi Urban Agglomeration	Pollachi (M) Uttukkuli (P) Suleeswarampatti (P) Makkinampatti (P) Chinnampalaiyam (P) Puliyampatti (P)
14.	Karaikkudi Urban Agglomeration	Karaikkudi (M) Kandanur (P) Kottaiyur (P) Pallattur (P) Puduvayal (P) Kanadukattan (P) Sankarapuram (P)
15.	Karur Urban Agglomeration	Karur (M) Inamkarur (P)
16.	Arcot Urban Agglomeration	Arcot (M) Ranippettai (M) Walajapet (M)
17.	Nagappttinam Urban Agglomeration	Nagappattinam (M) Akkaraipettai (P) Andanappettai (P)
18.	Neyveli Urban Agglomeration	Neyveli (T.S.) Gengaikondan (P) Melpathi (P)
19.	Coonoor Urban Agglomeration	Coonoor (M) Wellington (Cantt.) Jagathala (P) Hubbathala (P) Aravankad (T.S.) Berhatty (P)
20.	Gudiyattam Urban Agglomeration	Gudiyattam (M) Seevur (P) Cheruvanki (P)
21.	Vaniyambadi Urban Agglomeration	Vaniyambadi (M) Udayendram (P)
21.	Vaniyambadi Urban Agglomeration (contd.)	Jaffrabad (P) Devasthanam (P)
22.	Sivakasi Urban Agglomeration	Sivakasi (M) Tiruttangal (P)
23.	Chidambaram Urban Agglomeration	Chidambaram (M) Annamalai Nagar (T.S.)
24.	Bhavani Urban Agglomeration	Kumarapalaiyam (M) Bhavani (M) Urachchikkottai (P)
25.	Tiruchchendur Urban Agglomeration	Kayalpattinam (P) Arumuganeri (P) Tiruchchendur (P)
26.	Palani Urban Agglomeration	Palani (M) Sivagiripatti (P)
27.	Ambasamudram Urban Agglomeration	Ambasamudram (P) Kallidaikurichchi (P)
28.	Devarshola Urban Agglomeration	Devarshola (P) Nelliyalam (P)
29.	Mallasamudram Urban Agglomeration	Mallasamudram (P) Attayyampatti (P) Papparapatti (P) Marulayampalaiyam (P) Seppaiyapuram (P)
30.	Kottagiri Urban Agglomeration	Kottagiri (P) Konakkarai (P)
31.	Naduvattam Urban Agglomeration	Naduvattam (P) Masinigudi (P)
32.	Thondi Urban Agglomeration	Thondi (P) Nambutalai (P)
33.	Mallur Urban Agglomeration	Mallur (P) Kumarapalaiyam (P)
34.	Vembaditalam Urban Agglomeration	Vembaditalam (P) Senaipalaiyam (P)

M.C.	:	Municipal Corporation
M	:	Municipality
P	:	Panchayat
T.S.	:	Township
Cantt.	:	Cantonment
S. Rly. Admn.	:	Southern Railway Administration

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List of Standard Urban Areas in Tamil Nadu as per 1981 Census

Sl. No.	Name of S.U.A.	Districts
1.	Madras	Madras and Chengalpattu
2.	Kanchipuram	Chengalpattu
3.	Ambur*	North Arcot
4.	Arcot, Ranippettai, Walajapet	North Arcot
5.	Gudiyattam	North Arcot
6.	Tiruvannamalai	North Arcot
7.	Vaniyambadi*	North Arcot
8.	Vellore	North Arcot
9.	Cuddalore	South Arcot
10.	Neyveli*	South Arcot
11.	Villupuram	South Arcot
12.	Salem	Salem
13.	Erode	Periyar
14.	Coimbatore	Coimbatore
15.	Pollachi	Coimbatore
16.	Tiruppur	Coimbatore
17.	Valparai*	Coimbatore
18.	Ootacamund	Nilgiri
19.	Bodinayakkanur	Madurai
20.	Dindigul	Madurai
21.	Madurai	Madurai
22.	Karur	Tiruchchirappalli
23.	Tiruchchirappalli	Tiruchchirappalli
24.	Kumbakonam	Thanjavur
25.	Mayuram	Thanjavur
26.	Nagappattinam	Thanjavur
27.	Thanjavur	Thanjavur
28.	Pudukkottai	Pudukkottai
29.	Aruppukkottai	Ramanathapuram
30.	Karaikkudi	Ramanathapuram
31.	Rajapalaiyam	Ramanathapuram
32.	Srivilliputtur	Ramanathapuram
33.	Virudunagar	Ramanathapuram
34.	Kadaiyanallur*	Tirunelveli
35.	Tirunelveli	Tirunelveli
36.	Tuticorin	Tirunelveli
37.	Nagercoil	Kanniyakumari

*These SUAs were recognised at the time of 1981 Census.

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List of New Towns in 1981 Census

Chengalpattu District

1. Kattivakkam (T.S.)
2. Nandambakkam (P)
3. Maduravoyal (P)
4. Ammavarikuppam (P)

North Arcot District

5. Allapuram (P)
6. Sholinghur (P)

VII (xiii) contd.

South Arcot District

7. Gengaikondan (P)
8. Melpathi (P)
9. Thorapadi (P)

Salem District

10. Seclanayakkanpatti (P)
11. Veerakkalputtur (P)
12. Alampalaiyam (P)

Periyar District

13. Andhiyur (P)
14. Chennimalai (P)
15. Ottapparai (P)
16. Gaithode (P)
17. Kunnattur (P)

Madurai District

18. Vedasandur (P)

Tiruchchirappalli District

19. Tiruverambur (P)
20. Tuyagudi (P)
21. Navalpattu (P)
22. Inam Karur (P)

Thanjavur District

23. Tirubuvanam (P)

Pudukkottai District

24. Keeranur (P)

Ramanathapuram District

25. Analyur (P)
26. Pallapatti (P)
27. Viswanatham (P)
28. Rosalpatti (P)
29. Chatrapatti (P)

Tirunelveli District

30. Sivanthipuram (P)

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List of Towns Declassified in 1981 Census

District	Taluk	Name of Town
6. Salem	7. Sankari	1. Sankari (P)
	9. Namakkal	2. Velur (P)
7. Periyar	5. Perundurai	3. Punjai Uthukuli (P)
		4. Morattupalayam (P)
	6. Dharapuram	5. Vellakoil (P)
8. Coimbatore	1. Mettuppalaiyam	6. Sirumugai (P)
9. Nilgiri	2. Ootacamund	7. Ithalar (P)
		8. Mulligoor (P)
10. Madurai	6. Uttiamapalaiyam	9. Highways (T.S.)
	13. Tirumangalam	10. T. Kallupatty (P)
11. Tiruchchirappalli	9. Tiruchchirappalli	11. Sirugamani (P)
14. Ramanathapuram	13. Rajapalaiyam	12. Samsikapuram (P)
15. Tirunelveli	11. Ambasamudram	13. Manimuttar (T.S)

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Jurisdictional Changes pertaining to Districts and Taluks in Tamil Nadu since 1st April, 1971

District	Taluk	G.O. No. and date	with effect from	Changes
1	2	3	4	5
1. Madras	..	G.O. Ms. No. 790 R.D. and L.A. dated 29-5-78	1-6-78	*10 urban areas and three villages of Saidapet taluk of Chengalpattu district have been added with Madras city.
2. Chengalpattu	(a) Saidapet	-do-	-do-	-do-
	(b) Gummidipundi Ind. Sub-Taluk	G.O.Ms. No. 574 dated 10-3-75	20-3-75	Upgraded into full-fledged Taluk.
	(c) Uttiramerur Ind. Sub-Taluk	G.O. Ms. No. 1982 Rev. dated 14-10-77	15-10-77	-do-
3. South Arcot	(a) Panruti Dep. Sub-taluk of Cuddalore taluk	G.O.Ms. No. 579, dated 10-3-75	20-3-75	-do-
	(b) Ulundurpettai Dep. Sub-Taluk of Tirukkoyilur Taluk	G.O. Ms. No. 2992, dated 20-7-74	1-1-75	-do-
	(c) Kattumannarkoil Dep. Sub-Taluk of Chidambaram Taluk	G.O. Ms. No. 1915 dated 17-8-78	23-8-78	-do-
	(d) Tittakudi Dep. Sub-Taluk of Vriddhacha am Taluk	G.O. Ms. No. 1454 dated 4-7-79	4-7-79	-do-
4. Dharmapuri	(a) Palakkodu Ind. Sub-Taluk	G.O. Ms. No. 1913 dated 19-4-73	1-5-73	-do-
	(b) Pennagaram Dep. Sub-Taluk of Dharmapuri Taluk	G.O. Ms. No. 1454 dated 4-7-79	4-7-79	-do-
5. Salem	Yercaud Ind. Sub-Taluk	G.O. Ms. No. 1933 dated 14-10-77	15-10-77 1-2-77	-do-
		Salem Collector proceedings Roc. 45696/75 (G1)	26-1-77	113 Irukalur Pudupalayam Village of Tiruchengodu Taluk transferred to Sankari Taluk.
6. Coimbatore	(a) Satyamangalam Dep. Sub-Taluk of Gopichettipalaiyam Taluk	G.O. Ms. No. 573 dated 10-3-75	20-3-75	Upgraded into full fledged Taluk.
	(b) Perundurai Dep. Sub-Taluk of Erode Taluk	G.O. Ms. No. 1454 dated 4-7-79	4-7-79	-do-
	(c) Mettuppalaiyam Dep. Sub-Taluk of Avanashi Taluk	-do-	-do-	-do-
	(d) Bhavani, Satyamangalam Gopichettipalaiyam, Erode, Perundurai and Dharapuram Taluks	G.O. Ms. No. 1917 dated 31-8-79	17-9-79	6 Taluks have been transferred to newly formed "Periyar District".
7. Periyar	Newly formed District	G.O. Ms. No. 1917 dated 31-8-79	17-9-79	Taluks from Coimbatore District and form the new District details given above
8. Nilgiri	Coonoor	G.O. Ms. No. 95 Rev. dt. 24-4-78	1-5-78	Bifurcated into Coonoor and Kotagiri Taluks.

1	2	3	4	5
9. Madurai	(a) Nattam Dep. Sub-Taluk of Melur Taluk	G.O. Ms. No. 1454 dt. 4-7-79	4-7-79	Upgraded into full-fledged Taluk.
	(b) Madurai North Taluk	G.O. Ms. 169 R.D. & L.A. Department dated 30-1-74	Feb. 74	†5 towns and two villages from Madurai North Taluk have been merged with Madurai (M.C.) of Madurai South Taluk.
	(c) Madurai South Taluk	-do-	-do-	Details given above (Madurai North Taluk).
10. Tiruchchirappalli	(a) Alangudi Taluk	G.O. Ms. No. P 7140 dated 30-11-73	14-1-74	Bifurcated into Alangudi & Pudukkottai Taluks.
	(b) Kulattur, Alangudi and Tirumayam Taluks	-do-	-do-	Three taluks have been transferred to newly formed Pudukkottai District.
11. Thanjavur	(a) Arantangi	G.O. Ms. No. 7140 dated 30-11-73	-do-	Transferred to Pudukkottai District.
	(b) Thanjavur	G.O. Ms. No. 7140 dated 30-11-73	-do-	5 villages transferred to Pudukkottai Taluk
	(c) Orattanadu	-do-	-do-	30 villages transferred to Pudukkottai Taluk.
	(d) Peravurani Ind. Sub-Taluk	-do-	-do-	7 villages transferred to Arantangi Taluk.
	(e) Peravurani Ind. Sub-Taluk	G.O. Ms. No. 7140 dated 30-11-73	-do-	22 villages transferred to Alangudi Taluk.
	(f) -do-	G.O. Ms. No. 578 dated 10-3-75	20-3-75	Upgraded into full-fledged Taluk
	(g) Thiruvarur Dep. Sub-Taluk of Nagappattinam Taluk	G.O. Ms. No. 577 dated 10-3-75	-do-	-do-
	(h) Thiruvidaimarudur Dep. Sub-Taluk	G.O. Ms. No. 1454 dated 4-7-79	4-7-79	-do-
	(i) Thiruvaiyaru Dep. Sub-Taluk	-do-	-do-	-do-
	(j) Vedaranniyam Dep. Sub-Taluk	-do-	-do-	-do-
12. Pudukkottai	(a) Newly formed District	G.O. Ms. No. 7140 dated 30-11-73	14-1-74	Taluks from Tiruchchirappalli and Thanjavur Districts transferred and formed the new District details given above.
	(b) Tirumayam Taluk	G.O. Ms. No. 2024 dated 13-9-79	13-9-79	Seventeen villages transferred to upgraded Avudaiyarkovil Taluk.
	(c) Avudaivarkovil Dep. Sub-Taluk	(i) G.O. Ms. No. 1454 dated 4-7-79 (ii) G.O. Ms. No. 2024, dated 13-9-79	4-7-79	Upgraded into full-fledged Taluk Seventeen villages transferred from Tirumayam Taluk of Pudukkottai District.
13. Ramanathapuram	(a) Rajapalaiyam Ind. Sub-Taluk	G.O. Ms. No. 576 dated 10-3-75	20-3-75	Upgraded into full-fledged Taluk
	(b) Virudunagar Ind. Sub-Taluk	G.O. Ms. No. 1981 dated 14-10-77	15-10-77	-do-
	(c) Karaikkudi Ind. Sub-Taluk	G.O. Ms. No. 1913 dated 19-4-73	1-5-73	-do-

1	2	3	4	5
13. Ramanathapuram—*Contd.*	(d) Ramanathapuram	G.O. Ms. No. 1943 Rev. 7-10-77	8-10-77	Formation of Rameswaram Island from Ramanathapuram Taluk as Ind. Sub-Taluk.
	(e) Tiruchchuli Ind. Sub-Taluk	G.O. Ms. No. 1454 dated 4-7-79	4-7-79	Upgraded into full fledged Taluk
	(f) Kamudi Ind. Sub-Taluk	-do-	-do-	-do-
	(g) Devakottai Ind. Sub-Taluk	-do-	-do-	-do-
14. Tirunelveli	(a) Ottappidaram Ind. Sub-Taluk	G.O. Ms. No. 575 dated 10-3-75	20-3-75	Upgraded into full fledged Taluk
	(b) Sattankulam Dep. Sub-Taluk	G.O. Ms. No. 1454 dated 4-7-79	4-7-79	-do-

*The following areas of Saidapet Taluk of Chengalpattu District have been added with Madras Corporation:

1. Tiruvanmiyur (P), 2. Velacheri (P), 3. Kodambakkam (P), 4. Virugambakkam (P), 5. Saligramam (P), 6. Koyambedu (P), 7. Thirumangalam (P), 8. Villivakkam (P), 9. Erukkancheri (P), and 10. Kodungaiyur (P) and Kanagam Taramani & Kulathur (P).

†The following areas of Madurai North Taluk of Madurai District have been added with Madurai Corporation:

1. Vilangudi (P), (Partly), 2. Thallakulam (P), 3. Thathaneri (P) (partly), 4. Bibikulam (P), 5 Sathyamangalam (P), a portion of Managiri village and Sellur Village.

VII(xvi)

STATEMENT SHOWING THE NUMBER OF THE MAIN CENSUS SCHEDULES AND INSTRUCTION BOOKLETS PRINTED DURING 1981 CENSUS FOR TAMIL NADU

Name of the Schedule	Number printed in lakhs in					
	Tamil	English	Telugu	Malayalam	Kannada	Total
1	2	3	4	5	6	7
A. Individual Slip						
(a) Universal (black)	478·94	8·28	4·97	1·66	1·31	495·16
(b) Sample (blue)	119·75	2·07	1·24	0·42	0·33	123·81
For actual census	598·69	10·35	6·21	2·08	1·64	618·97
(c) For training (red)	109·93	1·88	1·15	0·42	0·30	113·68
TOTAL	708·62	12·23	7·36	2·50	1·94	732·65
B. Household Schedule						
(a) For actual census (black)	117·83	2·00	1·23	0·44	0·32	121·82
(b) For training (red)	22·59	0·40	0·24	0·10	0·07	23·40
TOTAL	140·42	2·40	1·47	0·54	0·39	145·22
C. Houselist						
(a) For actual houselisting operation (black)	22·60	0·39	0·245	0·100	0·07	23·405
(b) For training (red)	2·39	0·04	0·020	0·015	0·01	2·475
TOTAL	24·99	0·43	0·265	0·115	0·08	25·880
D. Houselist Abstract						
(a) For actual houselisting operation (black)	2·20	0·04	0·03	0·015	0·020	2·305
(b) For training (red)	1·03	0·03	0·01	0·005	0·005	1·080
TOTAL	3·23	0·07	0·04	0·020	0·025	3·385
E. Instruction Booklets for filling of						
(a) Individual Slip	1·226	0·03	0·015	0·005	0·005	1·281
(b) Houselist	1·030	0·03	0·012	0·005	0·005	1·082
TOTAL	2·256	0·06	0·027	0·010	0·010	2·363
F. Notional Maps						
(a) For actual Operation (black)	..	..	..	..	..	4·90
(b) For training (red)	..	..	..	..	..	1·15
TOTAL	..	..	..	..	..	6·05

NOTE : 1. Notional Maps were printed in diglot, i.e., Hindi and English.

2. All the items mentioned above in 'Tamil' except the Instruction booklets were printed at the Government of India Press at Coimbatore. The Tamil instruction booklets were printed at the Tamil Nadu Government Press at Madras.

VII(xvii)

DETAILS OF CERTAIN FORMS, BOOKLETS ETC. OTHER THAN THE MAIN SCHEDULES AND INSTRUCTION BOOKLETS PRINTED IN PRIVATE PRESSES FOR 1981 CENSUS IN TAMIL NADU

Sl. No.	Form/Booklet	No. of copies printed	Language
1	2	3	4
1.	Appointment Orders for Houselisting		
	(i) Enumerators	125,000	English
	(ii) Supervisors	30,000	„
2.	Appointment Orders for Enumeration		
	(i) Enumerators	110,000	English
	(ii) Supervisors	30,000	„
3.	Badges for Houselistiing		
	(i) Enumerators	100,000	Tamil
	(ii) Supervisors	25,000	„
4.	Badges for Enumeration		
	(i) Enumerators	110,000	„
	(ii) Supervisors	30,000	„
5.	Abridged Houselist (Red)	125,000	„
6.	Abridged Houselist	125,000	„
7.	Abridged Houselist Section II	125,000	„
8.	Abridged Houselist Section III	125,000	„
9.	Supervisors Manual		
	Houselisting	25,000	„
	Enumeration	30,000	„
10.	Guidelines to Enumerators and Supervisors		
	Enumerators	110,000	„
	Enumerators	5,000	English
	Supervisors	25,000	Tamil
11.	Calendar of Outstanding Occurrences	125,000	English
12.	Scheduled Castes/Scheduled Tribes	125,000	English & Tamil
13.	Inventory for Enumerators	225,000	Tamil
14.	Inventory for Supervisors	60,000	Tamil
15.	Statement showing the Degree Holders and Technical Personnel Cards received	110,000	Tamil
16.	Working Sheets for filling up Enumerator's Abstract	800,000	Tamil
17.	Control Chart	75,000	English

VII(xviii)

LIST OF ISLANDS IN TAMIL NADU

Name of Taluk	Name of Town/Village (with Location Code) in which the Island is included	Name of Island
1	2	3
	Chengalpattu District	
Chengalpattu Taluk	340. Voyalur	Vengadu Thittu
Madurantakam Taluk	89. Kadalur	Kannanthazhai Thittu
	South Arcot District	
Cuddalore Taluk	IX Cuddalore (M)	Singarathope & Gori Sonankuppam
	Ramanathapuram District	
Mudukulattur Taluk	82 Mookaiyur	Upputhanni Theevu
	84 Morriyur	Salli Theevu
		Karai Theevu
		Nallathanni Theevu
Ramanathapuram Taluk	XXXVI Kilakarai (P)	Yanai Parai Theevu
		Pillayar Urani Theevu
		Appavu Theevu
		Peevanasampattu Theevu
		(Poovarasampattu Theevu)
	51. Peria Pattinam	Talari Theevu
		Valai Theevu
		Mulli Theevu
	XXXVII Mandapam (P)	Muyal Theevu
		Manali Theevu
		Manali Pothu Theevu
Rameswaram Sub-Taluk	1. Pamban	Poomarichan Theevu
		(Poona Uchan or Palla Theevu)
		Pallivasal Island
		(Peria Kundu Theevu)
		Kurusadai Theevu
		Singalir Theevu
		Nadu Theevu
		Pamban including Kundakai
	XXXVIII. Rameswaram (T.S.)	Rameswaram
		Ramanatha Odai
		(Raman Theedai)
	Tirunelveli District	
Ottappidaram Taluk	37. Pattinamarudur	Sulli Theevu
		Vilangu Theevu
	38. Tharuvaikulam	Koswar Theevu
	63. Keela Arasadi	Van Theevu or Charchi Theevu
Vilattikulam Taluk	104. Vaippar	Karisally Theevu
		Melasalli Theevu

M — Municipality
T.S. — Town Ship
P. — Panchayat

ANNEXE VIII

CENSUS SCHEDULES, 1981

UNIVERSAL CONFIDENTIAL

CENSUS OF INDIA 1981

INDIVIDUAL SLIP

(Pilot)

Pad No. .....

Slip No. .....

Location Code .....( ) Household No. ( )

1 Name	2 Relationship to head
3 Male (1).....Female (2).....4 Age	5 Marital status
6 Mother tongue	7 Nationality
8 Religion	10 Literate (1)..... Illiterate (2)
9 S.C. or S.T.	11 Educational attainment

12 Worked any time last year ?	Yes (1)	No (2)	H/ST/D/B/R/I/O
13A If yes in 12, whether worked major part last year ?			Yes (C/AL/HHI/OW)
If yes in 13A,			No (H/ST/D/B/R/I/O)
(i) Name of establishment			
(ii) Industry, trade, profession or service			
(iii) Description of work			
(iv) Class of worker			
13B Any other work any time last year ?		Yes (C/AL/HHI/OW).....	No.....
(i) Name of establishment			
(ii) Industry, trade, profession or service			
(iii) Description of work			
(iv) Class of worker			
13C If no in 12 or 13A, Seeking work ?		Yes (1)	No (2)
14A If yes in 12, worked at least one day in last week ?		Yes (C/AL/HHI/OW)	
If yes in 14A,		No	
(i) Name of establishment			
(ii) Industry, trade, profession or service			
(iii) Description of work			
(iv) Class of worker			
14B If no in 14A, Seeking work during last week ?		Yes (1)	No (2)

CENSUS OF INDIA 1981

HOUSELIST

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

Name of Taluk/Tahsil/PoliceStation/Dev. Block.....Code No. .....

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

Serial No.	Building No. (municipal or local authority or census No.)	Census house No.	Predominant construction material of census house			Purpose for which census house is used	FACILITIES IN THE HOUSE		
			Wall	Roof	Floor		Electricity	Drinking water supply	
							Available 1 Not available 2	Available 1 Not available 2	Source Well 1 Tap 2 Hand pump 3 River 4 Tank 5 Others 6
1	2	3	4	5	6	7	8	9	10

Facilities in the house (urban areas only)	Is this house used wholly or partly as an establishment?			If used wholly or partly as a residence			
Toilet	If yes, describe	If household type activity go to Estt. Sch. and note Serial No. (from Col. 1)	Household No.	Name of the Head of household	If S.C. or S.T., write name of caste/tribe	Is there a physically handicapped persons in the household ? If so indicate No. within brackets for each category	No. of living rooms in the occupation of census household
Available 1 Not available 2						Totally blind 1 Totally dumb 2 Totally disabled 3	
11	12	13	14	15	16	17	18

If used wholly or partly as a residence

Does the household live in owned or not owned house ?	No. of persons normally residing in census household on day of visit of the enumerator			Does the household cultivate land ?	No. of married couples in the household (both spouses usually living in the household)	Remarks
(i) Owned 1 (ii) Not owned 2	M	F	T	If yes, owned or rented ? Owned 1 Rented 2 Owned and Rented 3 Does not cultivate 4		
19	20	21	22	23	24	25

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

CENSUS OF INDIA, 1981

HOUSELIST ABSTRACT

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

Name of Tahsil/Thana/Anchal/Island..... Code No.....

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

Page No. of Houselist	Number of Census Houses						Number of Households		Total Population		
	Occupied residential census Houses			Vacant census Houses	Census Houses put to other uses	Total of columns 4, 5 and 6	Total Households including Institutional Households	Institutional households	Males	Females	Total
	Wholly residential	Partly residential	Total								
1	2	3	4	5	6	7	8	9	10	11	12
Total											

Checked and found correct

Signature of Enumerator .....

Date.....

Signature of Supervisor .....

Date.....

(First Pretest)

CENSUS OF INDIA 1981

HOUSEHOLD ESTABLISHMENT SCHEDULE

(For household type activity only)

Name of District .....Code No..... Name of Taluk/Tahsil/Police Station/Dev. Block/Island .....Code No.....

Name of Village/Town.....Code No..... Name or No. of Ward/Mohalla/Hamlet/Enumerator's block No. .....Code No. .....

Sr. No.	Line No. in houselist	Census House No.	Name of the establishment/ head of household	Average No. of persons working daily last week/ last season		Type of fuel/ power used	Description of the products, processing, servicing done or goods bought and/or sold	In case of manufacturing	Financial assistance
				Total	hired			Seasonal 1 Perennial 2 In case of trade Wholesale 3 Retail 4	Government 1 Bank credit 2 Co-op. Societies 3 Private 4 Others 5 Not available 6
1	2	3	4	5	6	7	8	9	10

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

FIRST PRETEST | **CENSUS OF INDIA 1981** | **CONFIDENTIAL**

INDIVIDUAL SLIP

(Universal)

Pad No.....

Slip No.....

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

1 Name _____ 2 Relationship to head _____

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

6 Mother tongue _____ 7 Nationality _____

8 Religion _____ 10 Literate (1) ☐ Illiterate (2) ☐

9 Name of S. C. or S. T. _____ 11 Educational attainment _____

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

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

If HHI/OW in 13A,

(i) Name of establishment _____

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

(iii) Description of work _____

(iv) Class of worker _____

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

If HHI/OW in 13B,

(i) Name of establishment _____

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

(iii) Description of work _____

(iv) Class of worker _____

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

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

If HHI/OW in 14A,

(i) Name of establishment _____

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

(iii) Description of work _____

(iv) Class of worker _____

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

FIRST PRETEST **CONFIDENTIAL**

CENSUS OF INDIA 1981

INDIVIDUAL SLIP

(Sample)

1 Any other language known

2 Birth place

(a) Place of birth

(b) Rural (1)/Urban (2)

(c) District

(d) State/Country

3 Last residence

(a) Place of last Residence

(b) Rural (1)/Urban (2)

(c) District

(d) State/Country

4 Duration of residence at the village or town o enumeration

5 For all ever-married women only

(a) Age at marriage

(b) Number of children ever born

Male Female

(c) Number of children living

Male Female

6 For currently married women only

(a) Any child born during last one year

Yes (1)/No (2)

(b) Has this birth been registered?

Yes (1)/No (2)

(First Pretest)

CONFIDENTIAL

CENSUS OF INDIA 1981

POPULATION RECORD

(To be compiled from Individual Slip)

Location Code.....

Enumerator's block No.....

Name of village or town .....

Household No.....

Sl. No.	Name (Q.1)	Relationship to head (Q.2)	Sex (Q.3)		Age (Q.4)	Marital Status (Q.5)	Male								
			M	F			S.C. (Q.9)	S.T. (Q.9)	Literate (Q.10)	Illiterate (Q.10)	Worked any time at all during last year (Q.12)				
											Yes				No
											C	AL	HHI	OW	
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)	(16)

Total of all columns except Columns 2, 3, 6 and 7.

Male												Female			
If yes, in Q.12, was this your main work last year/season (Q.13A)					Seeking work ? (Q.13C) (Check 'No' in col. 16 or 21)		If yes, in Q. 12, worked at least one day in last week (Q. 14A)					S.C. (Q.9)	S.T. (Q.9)	Literate (Q.10)	Illiterate (Q.10)
Yes				No	Yes	No	Yes				No				
C	AL	HHI	OW				C	AL	HHI	OW					
(17)	(18)	(19)	(20)	(21)	(22)	(23)	(24)	(25)	(26)	(27)	(28)	(29)	(30)	(31)	(32)

(First Pretest)

CONFIDENTIAL

CENSUS OF INDIA 1981

POPULATION RECORD

(To be compiled from Individual Slip)

Location Code.....

Enumerators Block No.....

Name of village or town.....

Household No.....

Female

Worked any time at all during last year (Q.12)					If yes, in Q.12, was this your main work last year/season (Q.13A)					Seeking Work ? (Q.13C) (Check 'No' in Col. 37 or 42)		If yes, in Q.11, worked atleast one day in last week (Q.14A)				
		Yes		No		Yes			No	Yes	No		Yes			No
C	AL	HHI	OW		C	AL	HHI	OW				C	AL	HHI	OW	
(33)	(34)	(35)	(36)	(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)	(49)

Signature of Enumerator

Date:

Signature of Supervisor

Date:

35—2 RGI/ND/85

(Second Pretest)

CENSUS OF INDIA 1981

HOUSELIST

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

(2) Name of Tahsil/Taluka/P.S./Dev. Block/ Island etc .....
Code No.....

(3) Name of Village/Town .....Code No.....

(4) Name or No. of Ward/Mohalla/Hamlet/E.B. .....Code No.....

Serial No.	Building No. (Municipal or local authority Census No.)	Census house-No.	Purpose for which census house is used (if totally non-residential go to ECS)	House-hold No.	Name of the head of house hold	Is the household engaged in an enterprise using the member of the household or hiring outside labour within or outside this census house and with or without premises, if so, go to ECS	Is there a physically handicapped person in the household? If so, indicate No. within brackets for each category totally blind 1; totally dumb-2; totally crippled-3 (like 1(2) 3(1); 2(1) etc.	No. of persons normally residing in census household on day of visit of the enumerator	Remarks
1	2	3	4	5	6	7	8	9	10 11 12

Signature of Enumerator

Date.....

Signature of office compiler

Date.....

Signature of field Supervisor

Date.....

(Second Pretest)

CENSUS OF INDIA 1981

HOUSELIST ABSTRACT

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

Name of Tahsil/Taluka/P.S./Dev. Block/

Island etc .....Code No.....

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

Name or Number of Ward/Mohalla/Hamlet .....

Enumerator's Block .....Code No.....

Page No. of Houselist	Number of Census Houses						Total Number of Households	Total Population		
	Occupied residential Census Houses			Vacant Census Houses	Census Houses put to other uses	Total of columns (4, (5) and (6)		Males	Females	Total
	Wholly residential	Partly residential	Total							
1	2	3	4	5	6	7	8	9	10	11

Checked and found correct

Signature of Enumerator

Date.....

Signature of Supervisor.....

Date.....

CENSUS OF INDIA 1981 CONFIDENTIAL

(Second Pretest) INDIVIDUAL SLIP Pad No.....

(Universal) Slip No.....

Location Code.....( ) Sl. No. of Household ( )

1. Name.....
2. Relationship to head.....
3. Male (1)/Female (2).....
4. Age.....
5. Marital Status.....
6. Mother tongue.....
7. Two other languages known.....

.....

.....

8. Nationality.....
9. Religion.....
10. Name of S.C.....

or

S.T.....

11. Illiterate (1)/Literate (2).....
12. Attending School /College Yes (1)/No (2).....
13. Educational attainment.....

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

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

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

If HHI/OW in 15A

(i) Name of establishment.....

(ii) Description of work.....

(iii) Nature of industry, trade or service.....

(iv) Class of worker.....

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

If HHI/OW in 15B

(i) Name of establishment.....

(ii) Description of work .....

(iii) Nature of industry, trade or service.....

(iv) Class of worker.....

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

(Second Pretest) **CENSUS OF INDIA 1981** CONFIDENTIAL

INDIVIDUAL SLIP

(Sample)

1. Birth place
   (a) Place of birth.....
   (b) Rural(1)/Urban (2).....
   (c) District.....
   (d) State/Country.....
2. Last residence
   (a) Place of last residence.....
   (b) Rural (1)/Urban (2).....
   (c) District.....
   (d) State/Country.....
3. Reasons for Migration from place of last residence (Code)*.....
4. Duration of residence of the village or town of enumeration.....
5. For all ever-married women only :
   (a) Age at Marriage.....
   (b) Number of children surviving at present

   Male Female Total

   (c) Number of children ever born alive

   Male Female Total

6. For currently married women only :
   Any child born alive during last one year.....
   .....

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

(Second Pretest) CONFIDENTIAL

CENSUS OF INDIA 1981

HOUSEHOLD SCHEDULE

PART 1 : Household Particulars

1. Location Code.....

2. Serial number of household (Col. 6 of abridged houselist).....

3. Type of household Normal/Institutional/Houseless.....

4. Name of head of household.....

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

6. *If S.C./S.T. in 5 write name of $\frac{\text{Scheduled Caste}}{\text{Scheduled Tribe}}$.....

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

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

9. Total Population (Total of col. 1 of part II Population Record).....

---

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

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

3. Predominant construction material of the house occupied by household.....

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

   (b) ROOF Grass, leaves, reeds, thatch, wood, mud, unburnt bricks or bamboo (1) Tiles, slate or shingle (2) Corrugated iron, zinc, or other metal sheets (3) Asbestos Cement Sheets (4) Brick, stone and lime (5) Stone (6) Concrete R.B.C., R.C.C. (7) Others (8) .....

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

4. Facilities available to the household:

   (a) Drinking water supply : (i) Source Well (1) Tap (2) Hand pump/Tube well (3) River/Canal (4) Tank (5) Others (6).....
   (ii) Within/premises (1)/Outside premises (2).....

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

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

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

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

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

---

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

Page No. . . .

CENSUS OF INDIA 1981

HOUSELIST

Name of State/Union Territory.....Code No.....
Name of District.....Code No.....
Name of Tehsil/Taluka/P.S./Dev. Block/Circle etc.....Code No.....

Name of Village/Town.....Code No.....
Name or No. of Ward/Mohalla/Hamlet.....Code No.....
Enumerator's Block No.....

Line No.	Building No. (Municipal or local authority or census No.)	Census house No.	Purpose for which census house is used (if wholly or partly non-residential, fill Enterprise List)	House-hold No.	Name of the head of household	Is the household engaged in an enterprise outside this census house and without premises? If yes, fill Enterprise List	Number of persons normally residing in census household			Is there a physically handicapped person in the household? If so, indicate number of those who are totally			Remarks
							Males	Females	Total	Blind	Crippled	Dumb	
1	2	3	4	5	6	7	8	9	10	11	12	13	14
1													
2													
3													
4													
5													
6													
7													
8													
9													
0													
Total	××	(a)	×××	(a)	×××	××							×××

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

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

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

Note: (a) Count No. of entries and give total.

Strike total for each of the columns 8 to 13.

CENSUS OF INDIA 1981

HOUSELIST ABSTRACT

Name of State/Union Territory.....Code No.....

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

Name of Tehsil/Taluk/P.S./Dev. Block/Circle etc. .....Code No .....

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

Name or No. of Ward/Mohalla/Hamlet.....Code No.....

Enumerator's Block No .....

Page No. of houselist	Total No. of census houses (from Col. 3 of houselist)	Number of census houses by use						Total No. of households	Total population			Total No. of handicapped Persons		
		Occupied residential census houses			Vacant census houses	Total of Cols. 5 & 6	Census houses put to other uses (Col. 2 minus Col. 7)		Males	Females	Total	Totally blind	Totally crippled	Totally dumb
		Wholly residential	Partly residential	Total										
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
Total														

Checked and found correct

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

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

CENSUS OF INDIA 1981

(ECONOMIC CENSUS)

ENTERPRISE LIST

Page No .....

1. State/Union Territory .....Code No.....
2. District .....Code No.....
3. Tehsil/Taluka/P.S./Dev.Block/Circle etc. .....Code No.....
4. Village/Town .....Code No.....
5. Name or No. of Ward/Mohalla/Hamlet .....Code No.....
6. Enumerator's Block No .....
7. C.D. Block .....Code No.....
8. Rural/Urban .....Code No.....

Line number of Houselist (col. 1 of HL)	Census house No. (col. 3 of HL)	Sl. No. of enterprise (col. 4 of HL)	Sl. No. of enterprise (col. 7 of HL)	Description of activity of enterprise	Code	Classification of enterprise (agri-1, non-agri-2)	Nature of operation (perennial-1, seasonal-2)	Type of ownership*	Social group of owner (SC-1, ST-2, others-3)	Power/fuel used for activity**	Number of persons usually working daily: Non-agricultural enterprises (Code 2 in col. 5) — Total (including unpaid workers)			Non-agricultural enterprises (Code 2 in col. 5) — Hired			Agricultural enterprises (Code 1 in col. 5)		Remarks
											Males	Females	Total	Males	Females	Total	Total (including unpaid workers)	Hired	
1	1(i)	2	3	4	4(i)	5	6	7	8	9	10	11	12	13	14	15	16	17	18
Total	X X	[a]	[a]	X X X	X	[b]	[b]	[b]	[b]	[b]			[c] [ ]			[c] [ ]		[c] [ ]	X X X

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

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

[a] Count number of entries and give total.

[b] Count number of entries with code 1 and give total.

[c] Count number of entries and give total in the brackets

*Type of ownership—private-1, cooperative-2, central govt-3, state govt-4, local body-5, others-6.

**Power/fuel used for activity — without power-1, electricity-2, coal/soft coke/wood-3, petrol/diesel-4, gas-5, animal power-6 others-7.

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Total No. of Enterprise List Pages.....

CENSUS OF INDIA 1981
(ECONOMIC CENSUS)

ENTERPRISE LIST ABSTRACT

1. State/Union Territory..... Code No.....
2. District..... Code No.....
3. Tehsil/Taluka/P.S./Dev. Block/Circle etc..... Code No.....
4. Village/Town..... Code No .....
5. Name or No. of Ward/Mohalla/Hamlet..... Code No.....
6. Enumerator's Block No.....
7. C.D. Block.....Code No.....
8. Rural/Urban.....Code No.....

Page no. of Enterprise List [EL]	Total No. of enterprises		Total no. of agri. enterprises [col. 5 of EL]	Total number of enterprises				Total number of persons including unpaid workers usually working in non-agricultural enterprises			Total no. of non-agri. enterprises [figure within brackets of col. 12 of EL]	Number of hired persons usually working in non-agricultural enterprises			No. of non-agri. enterprises with hired employment [figure within brackets of col. 15 of EL]	Total no. of persons usually working in agricultural enterprises		No. of agri. enterprises with hired employment [figure within brackets of col. 17 of EL]
					owned by														
	with premises [col. 2 of EL]	without premises [col. 3 of EL]		perennial [col. 6 of EL]	private [col. 7 of EL]	SC [col. 8 of EL]	without power [col. 9 of EL]	Males [col. 10 of EL]	Females [col. 11 of EL]	Total [col. 12 of EL]		Males [col. 13 of EL]	Females [col. 14 of EL]	Total [col. 15 of EL]		Total including unpaid workers [col. 16 of EL]	Hired [col. 17 of EL]	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19
Total																		

Checked and found correct

Signature of Enumerator ....date .....

Signature of Supervisor .....date ...

CONFIDENTIAL

CENSUS OF INDIA 1981 **INDIVIDUAL SLIP**
(Universal)

Pad No.....
Slip No.....

Location Code.....( ) Sl. No. of Household [ ]

1 Name.....

2 Relationship to head

3 Male (1)/Female (2)

4 Age

5 Marital status

6 Mother tongue

7 Two other languages known

8 Religion

9 Whether S.C. (1) or S.T. (2)

10 Name of Caste/tribe

11 Literate (1)/Illiterate (2)

12 Educational attainment

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

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

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

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

If HHI/OW in 15A

(i) Name of establishment

(ii) Description of work

(iii) Nature of Industry, trade or service

(iv) Class of worker

15B 14B Yes—Any other work any time last year ? Yes (C/AL/HHI/OW)/No
14B No—work done any time last year? (CA/L/HHI/OW)

If HHI/OW in 15B

(i) Name of establishment

(ii) Description of work

(iii) Nature of Industry, trade or service

(iv) Class of worker

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

CENSUS OF INDIA 1981 **INDIVIDUAL SLIP** **CONFIDENTIAL**

(Sample)

1 Birth place

(a) Place of birth _____

(b) Rural (1)/Urban (2) _____

(c) District _____

(d) State/Country _____

2 Last residence

(a) Place of last residence _____

(b) Rural (1)/Urban (2) _____

(c) District _____

(d) State/Country _____

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

4 Duration of residence at the village or town of enumeration _____

5 For all ever-married women only

(a) Age at marriage _____

(b) Number of children surviving at present

Male ☐ Female ☐ Total ☐

(c) Number of children ever born alive

Male ☐ Female ☐ Total ☐

6 For currently married women only

Any child born alive during last one year _____

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

CENSUS OF INDIA 1981

HOUSEHOLD SCHEDULE

Book No.....CONFIDENTIAL

Part I : Household Particulars

Form No.....

Location Code.....Serial number of household (Col. 7 of abridged houselist).....Type of household, whether Institutional or houseless*....

1. Name of head of household.....
2. Religion of the head of household.....
† 3. Whether head of household belongs to S.C. or S.T. If scheduled caste write (1)/If scheduled tribe write (2).....
4. Name of caste/tribe of head of household.....
5. Language mainly spoken in the household.....
6. Does the household live in owned house? Yes (1)/No (2).....
7. If 'No' in 6, does the household own a house or house site in the village or town of enumeration? Yes (1)/No (2).....
8. Predominant construction material of the house occupied by household:

(a) WALL | Grass, leaves, reeds or bamboo (1) | Mud (2) | Unburnt bricks (3) | Wood (4) | Burnt bricks (5) | G. I. sheets or other metal sheets (6) | Stone (7) | Cement concrete (8) | Ekra (9) | Others (0)

(b) ROOF | Grass, leaves, reeds, thatch, wood, mud, unburnt bricks or bamboo (1) | Tiles, slate or hingle (2) | Corrugated iron, zinc or other metal sheets (3) | Asbestos cement sheets (4) | Brick, stone and lime (5) | Stone (6) | Concrete R.B.C., R.C.C. (7) | Others (8)

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

9. FACILITIES AVAILABLE TO THE HOUSEHOLD:

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

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

(b) Electricity: Yes (1)/No. (2).....

(c) Toilet (for Urban areas only) Yes (1)/No (2).....

10. Number of living rooms in occupation of household.....
11. Number of married couples usually living in the household.....
12. Does the household cultivate land? Yes (1)/No (2).....
13. If 'Yes' in 12, category | Owned (1) | Rented (2) | Owned and rented (3)
14. If rented, enter local name of tenancy.....
15. Total population of the household (Total of Col. 2 of part II Population Record).....

*For institutional write 'I', for houseless write '0'

†Consult list supplied to you.

If not belonging to S.C./S.T., put cross (X) in the box.

MALE

Serial No.	Name	Relationship to head (Indicate Serial No. of mother within brackets if present in the household for children upto 10 years)	Sex		Age	Marital Status	Name of Scheduled Caste/Tribe, if any		Literacy		Entry in 14A	
			Male	Female			Caste	Tribe	Literate	Illiterate	Yes	No
1	2	3	4	5	6	7	8	9	10	11	12	13
Total	(a)	X X X			X	X	(a)	(a)				

Checked with reference in individual slip

Compiler.....

(a) Enter total after counting number for entries

Record

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

Checked and found correct

Supervisor.....

(a) Enter total after counting number of entries

Signature of Enumerator.....

IMPORTANT INSTRUCTIONS

1 Record location code on each schedule and form, etc.

2 Do not leave any household or person uncovered in your block.

3 Do not forget to enter columns 1 to 7 of the Population Record before starting individual enumeration.

4 Do not forget to make repeated enquiries about young children, newly born babies and visitors not enumerated elsewhere.

5 Enter serial number of mother if present in the household against her son and daughter aged 10 years and below.

6 While making entries for names of Scheduled Castes/ Scheduled Tribes, check names of Scheduled Castes/ Scheduled Tribes with list supplied to you by your Supervisor.

7 Write legibly.

8 Do not do overwriting.

9 Do not hesitate to ask your supervisor if you have doubt on any matter.

10 Do not allow your work of filling up of entries in the Population Record to accumulate. It should be completed for enumeration done at the end of each day's work.

11 Do not misplace or lose any of your forms or papers while performing duties as census enumerator.

12 During revisional round, fill in fresh slips for newly born babies and up date the Population Record.

13 Cover households which have shifted to your block after your first visit but before sunrise of **1st March, 1981,** if not enumerated already in some other block.

14 In case of any death in your block before sunrise of **1st March, 1981,** cancel slip of that person if enumerated by you and make necessary corrections in the Population Record also.

15 While ticking for information in columns 8 to 35 in the Population Record, make sure that columns 8 to 21 refer to males and columns 22 to 35 to females.

16 Check totals of columns in the Population Record before posting in working sheets for enumerator's abstract.

PART - B

ADMINISTRATION REPORT

TABULATION

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CHAPTER I

TABULATION PROCEDURES OF 1981

Introduction

Similar to census enumeration which requires careful planning and organisation at every stage, the processing and tabulation of the voluminous data collected, which constitute the second and at the same time the most important part of the operation, calls for equally vigorous efforts. This stage is also marked by hectic activity and involves meticulous planning with a view to ensure systematic processing of the filled-in schedules, numbering in millions, and the ultimate extraction of the requisite demographic data and generation of the different tables, in accordance with the accepted plan of tabulation. While the emphasis during the census enumeration was on field canvassing of the schedules, ensuring completeness in the coverage of population, etc, the 'tabulation' procedures include the setting up of the regional tabulation offices, recruitment of staff and training them intensively in the techniques of processing of the schedules, the proper handling and movement of the filled-in records through the different stages and the ultimate compilation of the census tables without distortion so as to depict the population profile as returned by the people during the enumeration.

The entire tabulation of the census data was done till 1951 census by manual processing only. A beginning towards mechanical processing can be said to have been made soon after 1961, when the processing of the Household Schedule was made with the help of the Unit Record Machine at the Registrar General's Office. In the last 1971 Census, though some of the basic tables and the Primary Census Abstract (PCA) were prepared manually, a considerable part of the data was processed by mechanical means. The manual processing (upto Primary Census Abstract stage) was decided upon as the generation of Primary Census Abstract data for every village and ward/block of town through the computer involved the handling of several millions of schedules and hence was expected to take much longer time. Further, the basic scrutiny and editing of the schedules, which includes the removal of inconsistencies in them, had to be done only manually. Computerisation in 1971 was resorted to for processing 20 per cent sample of census houses in regard to 'Houselist' Schedules, the 'Establishment' Schedules in full, one per cent sample of 'Individual Slips' for generation of advance tables at national level and 20 per cent sample of urban individual slips, degree holders and technical personnel cards (in full) and sample population records for generation of most of the tables. The Primary Census Abstract and a few other tables on language, religion, scheduled castes/scheduled tribes and workers by broad age-groups and educational levels and single year age data were prepared on full count basis manually.

After 1971 Census enumeration, a special unit was also created in the Directorate in connection with the mechanical processing. This unit looked after the editing/coding of schedules and also punching and verification of the cards. The punched cards were then processed in the Southern Railway Computer Centre at Madras where the information on cards was transferred to magnetic tapes, using IBM 1401 Computer. These tapes were later sent to the Data Processing Division of the Registrar General's Office for generation of tables. The regular staff strength of the Directorate working in this unit was increased suitably in 1981 by recruiting the required number of temporary staff on consolidated salary and all were trained for the proper scrutiny and coding of the 1981 census schedules.

The details of the tabulation work done in 1981 as narrated in the following pages would give a clear idea of the various techniques adopted for extracting the data on the socio-economic, cultural and other demographic characteristics of the population from the millions of individual slips and the other schedules canvassed during the enumeration. Together with the report on enumeration, this report, it is hoped, will provide a good guide for future censuses.

Processing of the Schedules in 1981

The three schedules that had been canvassed and processed during the 1981 census are the Houselist, Individual Slip and Household Schedule. Barring some minimum manual compilations, practically the entire processing of these schedules has been done by mechanical means. Direct Data Entry Systems have been set up in Madras and a number of centres in other States with a view to speed up the data input. The tables that have been prepared manually on a cent per cent processing of the schedules in 1981 are those on disabled persons, (based on Houselist Schedules), Religion, Language and individual Scheduled Castes and Scheduled Tribes (from Household Schedules) and the Primary Census Abstract for the General Population as also Scheduled Castes and Scheduled Tribes (from the Individual Slips). The processing for the Primary Census Abstract giving data down to the village and town and ward levels was done by editing the answers on a few questions relating to Primary Census Abstract like sex, literacy, Scheduled Castes and Scheduled Tribes and economic activity and comparing the answers recorded in the Population Record (that is, Part-II of the Household Schedule) with those in the related Individual Slips. The books of household schedules and pads of individual slips were not broken up this time for the above processing and this makes a distinct departure from the traditional system of sorting of slips or schedules, resorted to in all the earlier censuses, upto and including 1971. In 1971 and earlier censuses each individual slip was handled separately and sorted out manually according to the different characteristics by sorters, using special wooden tables with pigeon-holes. In 1981 Census, however, the basic Primary Census Abstract data can be said to have

been compiled by the enumerators themselves at household level by entering the relevant data and adding them up in the 'Population Record', which is a part of the Household Schedule. These were checked, edited and matched by teams of workers in the regional offices, consisting of tabulators, checkers and supervisors and data were later compiled for each Enumeration Block and then for villages and wards/towns. The staff for this work were appointed on consolidated pay and were initially given necessary training. Corrections to the figures entered in population record were incorporated, wherever necessary, after scrutiny and matching done in accordance with the edit/match instructions. With the help of compilation sheets prepared later for each block and also the Master Primary Census Abstract, the Primary Census Abstract data were ultimately arrived at for each village and ward/enumerator block of town. The Supervisory staff who checked the compilation of data at the Regional Tabulation Offices, were Statistical Assistants and Tabulation Officers most of whom are regular staff of this Directorate. Besides them, a few deputationists from the State Government Departments were also taken for this purpose, at supervisory levels.

In regard to the other detailed economic, cultural, migration, fertility, etc. tables, the processing could not be done fully and as in 1971, only sample slips have been considered for this purpose. This procedure is now inevitable because of the magnitude of the population size and the need to bring out the tables from the individual data within a reasonably short time. The processing for these tables has been made on a sample of 20 per cent of enumeration blocks for all the tables of economic, social and cultural, migration and fertility series. It is proposed to generate a few additional economic tables from a further 20 per cent sample of the individual slips. All the individual slips of Scheduled Castes and Scheduled Tribes were also identified and coded so as to enable generation of some special tables on Scheduled Castes and Scheduled Tribes on a full-count basis, at a later stage. The questions relating to mother-tongue, bilingualism and religion, i.e., questions 6, 7 and 8 of the Individual Slip, have also been edited/coded on a cent per cent basis to enable generation of full count tables on these interesting cultural aspects, subsequently.

The Household Schedules have been manually processed for preparing some tables on religion, language and individual scheduled castes and scheduled tribes and this was done on a cent per cent basis. A 20 per cent sample of the Household Schedules has also been picked out and processed for the generation of the other Household Tables.

Area Sampling at Enumeration Stage

The 1981 Census broke new ground in that sampling was resorted to at the enumeration stage itself for the first time in census history. The main schedule, viz., the Individual Slip consisted of a set of 'universal' items, canvassed for every individual and an additional set of 'sample' questions, meant for the population in the sample areas. The additional questions related to migration and fertility. For this purpose, a 20 per cent sample of enumerator blocks was selected in a systematic manner from a random start, separately for the rural areas of each taluk, 'city' or 'urban agglomerations with populations of one lakh and over' and 'non-city urban areas' of each district. While 16 questions falling under the 'universal' portion were canvassed in all the areas, these questions along with six additional questions under 'sample' portion were canvassed in the sample blocks. These sampled blocks also form the sample for the generation of most of the detailed tables under B, C, D and F Series.

Regional Tabulation Offices

The compilation of the Primary Census data upto village level in the case of rural areas and town/ward/enumerator block level in urban areas was done in these offices. The filled-in records processed here were later sent to the Editing and Coding cell, set up at Madras, for further detailed editing and processing. Each regional office was given the responsibility of processing and compiling the Primary Census Abstracts relating to the district(s) under its jurisdiction. The practice of exclusively assigning the urban schedules alone to some regional offices for processing, followed during the earlier censuses was not found necessary this time and the regional offices therefore dealt with the schedules of both the urban as well as rural schedules relating to the districts which were assigned to them. The allocation of the work among the nine regional tabulation offices during 1981 was as below:

Regional Tabulation Office	*Districts assigned for Primary Census Abstract compilation*
1. Madras	Madras and Chengalpattu
2. Vellore	North Arcot and Dharmapuri
3. Cuddalore	South Arcot
4. Salem	Salem and Periyar
5. Coimbatore	Coimbatore and Nilgiri
6. Madurai	Madurai and Ramanathpuram
7. Tiruchchirappalli	Tiruchchirappalli and Pudukkottai
8. Thanjavur	Thanjavur
9 Tirunelveli	Tirunelveli and Kanniyakumari

The offices were located in big cities as spacious buildings for accommodating a large complement of staff and storing of the voluminous records were available in these cities only. Further, a number of educated youth were also available in these places for recruitment and short-term employment. These places are also well connected by road and rail for easy travel and have the facility of good communication links with each other as also Madras. In 1971 too, there were nine Regional Tabulation Offices. There were two offices in Madras then as against only one in 1981. Cuddalore was a centre in 1981 where a tabulation office was established and in 1971 there was no tabulation office in this place. In the rest of the above other centres, offices functioned in the previous 1971 census too.

Functions of the Regional Tabulation Offices

The regional offices which were established in the early part of the year 1980 initially had a small complement of staff which was sufficient just to oversee



Registrar General, India and the Director of Census Operations checking the coded slips in one of the RTOs.



Another view of checking of coded slips by the Registrar General, India

the operational aspects of census enumeration. Later these offices began functioning as "Regional Tabulation Offices" from April '81 when the tabulation work was taken up. The staff strength of these offices was also augmented to the extent necessary by recruitment of personnel on fixed pay towards the compilation of the Primary Census Abstract and other connected work.

The first task of the Regional Tabulation Offices was to receive all the filled-in records from the different Charge Officers falling in the respective regions and preserve them in a systmatic manner. The receipt of the various census records pertaining to each Enumerator Block had to be properly checked. The manual compilation of the Primary Census Abstract after the scrutiny and matching of the relevant entries in the schedules viz., Household Schedule as well as Individual Slip, was the principal task of the Regional Tabulation Offices. Towards this end, the formation of teams, and assignment of work to each employee, training and a close supervision of the compilation work etc. were all done. in the first instance. A team consisted of six tabulators, and a checker was put in charge of a team. There was one supervisor for three teams. Each Tabulator was assigned work relating to one Enumerator Block at a time and he/she had to go through the prescribed six steps of editing and matching of entries in all the schedules relating to this Enumerator Block before taking up the work relating to another Enumerator Block. The staff were first imparted training on this work by the Deputy Directors. The entire work was closely supervised by the Statistical Assistants and Tabulation Officers, under the overall guidance of the Regional Deputy Directors.

The compilation of Primary Census Abstract and also the data on Houseless and Institutional households along with their population by sex (Appendix 3 to Table A-1) was done simultaneously. The extraction of data for the latter was done by the checker.

The processing of the schedules for compiling Primary Census Abstract was done in four stages as under:

(1) In the first instance, 5 per cent sample blocks were taken up to enable advance tabulation at national level. This five per cent blocks represented a fourth of the blocks, selected already for 20 per cent area sample at the time of census enumeration.

(2) Processing of the schedules of the balance of 20 per cent of area blocks, that is, 15 per cent of blocks.

(3) An additional 20 per cent of the blocks was selected with a view to make detailed tables on certain characteristics. The sample blocks under this category were processed in the third stage for Primary Census Abstract compilation. Subsequently, however, this sample was ignored for mechanical processing and instead a sample of individual slips was resorted to.

(4) The remaining blocks, i.e., balance 60 per cent, were taken up finally.

The various forms that were utilised for the final compilation of the Primary Census Abstract were: (i) the Block compilation sheets for recording the data for every household in the block; (ii) the rural Master Primary Census Abstract for rural Enumerator Blocks and village-wise compilation; (iii) the urban Master Primary Census Abstract for Urban Enumerator Blocks and Town and Ward-wise compilation; and finally (iv) the Urban/Village Primary Census Abstract giving village-wise and town/ward-wise population. A compilation sheet was also used for the preparation of Appendix 3 to Table A-1 (on Houseless and Institutional population). The slips relating to Scheduled Castes and Scheduled Tribes were identified during the processing for Primary Census Abstract compilation and these were distinctly stamped 'S'. The above mentioned forms were printed at Madras and distributed to the Regional Tabulation Offices, according to their requirements.

Arrangements for the proper maintenance of records, separately for each charge, for taluk rural and each urban area and sample and non-sample blocks. was made in the regional offices by keeping them in separate racks in the record room and staff were posted to issue and receive them after the work was completed in a systematic manner. The absence of proper record management in the regional offices had led to problems in the past and we therefore took special precautions to ensure the operation of a good record maintenance system in the regional offices this time and this resulted in the orderly progress of Primary Census Abstract compilation work.

Primary Census Abstract for Scheduled Castes and Scheduled Tribes

Another item of work executed along with the Primary Census Abstract compilation work was the compilation of separate Primary Census Abstract for Scheduled Castes and Scheduled Tribes. This work was taken up in July, 1981 simultaneously with general Primary Census Abstract work and completed around January-February, 1982 when the compilation of Primary Census Abstract for general population was also over. For this purpose a special Tabulator was appointed for each Supervisor's team and their work was checked by one or two special Checkers in each Regional Tabulation Office. This work was done at Madras at the Editing and Coding Cell in respect of the 5 per cent and 15 per cent of Enumerator Blocks, as the records relating to these first two stages had earlier been sent to Madras by the Regional Tabulation Offices. The Scheduled Castes/Scheduled Tribes Primary Census Abstract in regard to the other 80 per cent Enumerator Blocks records was compiled in the respective Regional Tabulation Offices. Necessary forms of Block Compilation Sheets and Rural/Urban Master Primary Census Abstracts for use in the compilation of Scheduled Castes/Scheduled Tribes Primary Census Abstract were also printed at Madras and supplied to the Regional Tabulation Offices. This data have been compiled only for district/taluk/urban agglomeration/city/town level and not at village or ward level as in the case of the general Primary Census Abstract.

Sampling of Individual Slips

Selection of samples of individual slips was yet another important work that was assigned to the Regional Tabulation Offices. It was initially considered that the social, cultural and economic tables could also be generated on the basis of the 20 per cent area sample (of Enumerator Blocks) in which additional questions on fertility and migration were asked. Since this was subsequently found to be insufficient to provide reliable and unbiassed estimates, it was decided to go in for additional 20 per cent sample of individual slips from out of the schedules relating to the balance of 80 per cent of blocks, i.e., other than the area sample of 20 per cent blocks selected earlier. This work was taken up in the Regional Tabulation Offices a bit late, that is, in February, 1982 when they were about to be wound up. While the slip sampling relating to the 60 per cent of Enumerator Blocks, (the records of which were then available at the Regional Tabulation Offices) were done there, the sampling of slips of the additional 20 per cent of blocks was done at a special cell created for this purpose at Madras. This was done because the records relating to these 20 per cent blocks had earlier been sent by the Regional Offices to the Editing and Coding Cell at Madras for further processing. Two forms, viz., the list of Enumerator Blocks and the control chart were printed and supplied towards performance of the sampling work in a systematic manner. The work involved the identification of every sample individual slip by the 'Sampler', then mark in it through a special stamp, viz., 'P' after selecting the numbers of slips with a random start for each Enumerator Block. This work was completed around March-April '82. The Regional Tabulation Offices were wound up around this time when all the schedules handled by them were transferred to Madras for further detailed processing.

CHAPTER II

PROCESSING OF HOUSELIST SCHEDULES

Houselist Tabulation

The tabulation of the Houselist Schedules was taken up soon after the Houselisting was over in July-August, 1980 and this preceded the general tabulation of census schedules, as was the practice in the past censuses. The filled-in Houselist Schedules were asked to be handed over to the Charge Officers by the Supervisors on 20th August, 1980. The Charge Officers were asked to compile a 'Charge Houselist Abstreact' from these filled-in records before handing them over to the District Census Officer. An abstract at district level was also prepared and this gave a summary of the data collected for each taluk in the case of rural areas and each town like Municipality, Municipal Township, Cantonment and other Census Towns in regard to urban areas. These abstracts were sent to the Directorate before the end of August, 1980 and were useful in planning for the main enumeration. The Charge Officers were asked to retain one copy of the Houselist (out of two copies prepared by the enumerator) as also the Notional map and Lay-out sketch for use in connection with the delineation of enumerator blocks for the main census enumeration, in a more rational manner. The other copy of the Houselist was sent to the main office at Madras by the District Census Officers after arranging them Location Code-wise and Enumeration Block-wise for each charge.

Houselist

The 'Houselist' schedule was meant to cover all buildings and houses, whether used for habitation or otherwise and contained the basic information on the number of persons by sex in every family. The information gathered on the number of families, number of persons etc. and the indication of the house numbers helped in ensuring a correct census count and besides enabled calculation of approximate population at the time of census, which took place six months later. A better and even allocation of a specific number of households for each census enumerator which makes possible the completion of the field work within the stipulated period could be done based on the Houselist. Also, the estimation of the various forms, booklets and other instructions, material for printing and their distribution in the different districts/taluks according to the needs were rendered easier by the compilation of Houselist population for the various units.

Simplified Houselist Schedule

The Houselist Schedule this time was very much simplified. Besides the basic information on each building, house and household information on the use of census house and data on totally blind, crippled and dumb were gathered. A number of details about enterprises were gathered separately after identifying them in the houses used for non-residential purposes, either wholly or partly. A column to identify and note enterprises that are carried on without premises was also included in the Houselist and this was noted while eliciting the details of every household. The questions on the construction material of wall, roof, etc. and the number of living rooms and certain other amenities in households (which were in the Houselist Schedule of 1971) have now been included in the Household Schedule, canvassed during the main census. This simplification of the Houselist schedule is essentially due to the introduction of the additional schedule, "Enterprise List", which was canvassed alongwith Houselist by census enumerators. This schedule forms part of the periodical Economic Census conducted by the Central Statistical Organisation with the help of the State Statistical Bureau. This schedule replaces the "Establishment Schedule" which was canvassed in the 1971 Census along with House listing.

Enterprise List

An 'enterprise' has been defined as an undertaking engaged in production and/or distribution of goods and/or services not for the sale purpose of own consumption. The workers in an enterprise may consist of members of the household or hired workers or both. The activities of an enterprise may be carried on in a single census house, in more than one census house or in the open, i.e., without premises. The activity of some enterprises may also be carried on only for a part of the year but on a fairly regular basis. Such cases have also been considered as enterprises. An enterprise may be owned and operated by a single household or by several households jointly (on a partnership basis) or by an institutional body. A variety of data on type of ownership, social group of owner, power/fuel used, nature of operation, average number of persons working, etc. were collected about each enterprise. The processing and tabulation of the Enterprise List, as the responsibility of the State Statistics Department under the guidance of the Central Statistical Organisation and hence these schedules after the field coverage by census enumerators along with Houselist were handed over to the Taluk Statistical Inspector of the Statistics Department of the Tamil Nadu Government. After compiling tables on the enterprises, the Statistics Department has brought out reports separately.

Period of Houselisting

Houselisting in 1981 Census was actually done during a period of one month, viz., July 16 to August 15, 1980 and this was found to be quite convenient. Thus there was six months period between houselisting and main census in 1981 whereas during 1971 census, Houselisting was conducted one full year ahead of census, i.e. in February, 1970 and in 1961 it was done during October-November, 1960, just four months ahead of the census count. The intervening period of six months between the two field operations, now tried in 1981 census, was quite ideal and was neither too short nor long.

Receipt of Houselist Schedules

The filled-in schedules of Houselist started flowing to the special cell created for this purpose at Madras by the end of August, 1980. The completion of the field operation in August, 1980 enabled us to set up a unit for the scrutiny and processing of the schedules in September, 1980 itself. The schedules were all arranged for each taluk charge (for rural areas) and each town (for urban areas) in the order of Location Code numbers, Ward/Block Number and Enumerator Block Number. The District Census Officers who initially collected all the schedules arranged to despatch them safely in lorries to Madras, accompanied by the concerned census assistant. The records were all fully received by September, 1980 and the processing of the same commenced thereafter. Additional temporary posts of tabulators on cosolidated pay of Rs. 280/- were created for the purpose of Houselist tabulation.

Tables compiled from Houselist

In view of the limited particulars gathered in the Houselist, only two tables have been prepared from this schedule. The two tables are (1) Table H-1: Census Houses and the uses to which they are put and (2) Table H-2: Disabled population by type of disability. Table H-1 was processed on the computer after editing, sampling of houses and coding. The final table gives estimated data on the number of occupied census houses used as residence, shop-cum-residence, workshop-cum-residence, hotels, shops, business houses and offices, factories, workshops and worksheds restaurants, places of entertainment, places of worship, etc., This table gives the above data for the State, the 16 districts and the cities and urban agglomerations with over one lakh of population. Data for the State and districts have been compiled separately for total, rural and urban areas. Table H-2 giving disabled population by three types, viz., totally blind, totally crippled and totally dumb, has been tabulated on cent per cent processing of the schedules and this was done manually. The processing of the 'Houselist' schedule for Table H-2 was first taken up and completed in our State in January, 1981, i.e. ahead of the main census enumeration work, which began in February, 1981. The work on the editing and coding of the schedules in regard to the 20 per cent of sample houses in Houselist was continued and this was over around April-May, 1981, after which Table H-1 on uses of census houses was generated over the computer around the end of 1981.

Manual Compilation of Table H-2

This work was done in accordance with the instructions of the Registrar General, India by using the technical staff of the Directorate at the supervisory level and direct recruits on consolidated pay (Tabulators) at the lower level. The unit for processing the schedules was located at Madras itself and the entire work was effectively supervised by an Assistant Director. By using compilation sheets, one for each line of the Houselist (for each family) relating to one Enumerator Block and another compilation sheet for each Enumerator Block of a taluk (rural) or town, data were compiled for each town or city, besides the taluk and later for the districts and the State. Thus, the compilation of data for Table H-2 was first made by reading and recording the data for every household (where disabled persons were found and recorded) in every Enumerator block without using the disabled data available for the block as a whole in the Houselist Abstract, for the block, prepared by the enumerator. The figures available in these block abstracts were used as control figures during the final check. A few Computors and Statistical Assistants closely supervised this work to ensure accuracy.

Five Tabulators formed one team and a Computor was put in charge of this team. An official of the cadre of Statistical Assistant was in charge of four such teams. The work relating to an enumerator block took on an average only about five minutes. Data under Table H-2 were finally compiled for all the towns/urban agglomerations besides, taluk, districts and State.

Processing for Table H-1

This work was begun after compiling the Table H-2 on the 'disabled'. The processing for Table H-1 involved the selection of 20 per cent sample of census houses from the Houselist and their identification by a separate serial number, marked in it. The next stage was the coding of the lines selected and the transfer of the data on the tape for mechanical processing.

Editing and Sampling

The Houselists and the Houselist Abstract were first edited before sampling. Editing involved a detailed scrutiny of the Houselists and the Houselist Abstract of each Enumerator block thoroughly, viz., the identity or location particulars and the line numbers as also the building, census house and household number noted in each line. After correctly identifying the census houses, a fresh serial number for the census houses was assigned distinctly in red colour between column 2 and 3 of the Houselist along the line. The sample of 20 per cent houses was then systematically selected by using a separate random number for each operational unit at the start and by selecting every fifth house thereafter (by circling the new serial number) in respect of all the Enumerator blocks of the operational unit. The operational units used for sampling purposes were: (1) City or urban agglomeration (of one lakh persons and over). Each such city or urban agglomeration of a district formed a separate operational unit. (2) Non-city urban area of a district: all the urban areas of the district other than cities, together constituted an operational unit. (3) Taluk for rural areas.

In the case of taluk charges, the random numbers were used in pairs—the first number selected from 1-5 from the Fisher and Yates "Random Number Tables" and the second as the balance out of six. This procedure was evolved by the Registrar General's office with the objective of avoiding under or over sampling. A run of high values of the random numbers may result in under-sampling and the run of low values of random numbers in over sampling. The selection of pairs of random numbers as above was resorted to overcome this possibility and effectively avoid distortion of the above types. With a view to ensure that the sampling procedures are correctly observed, a

control chart was prepared indicating the total number of census houses and the houses selected as sample for each block. The whole sampling process was effectively supervised.

The work of editing, renumbering of census houses and selection of sample census houses was attended to by Tabulators, formed into teams. A team had eighteen Tabulators and three Computors, each Computor in charge of six tabulators and a Supervisor (Statistical Assistant) was put in overall charge of the entire team. Each Tabulator was asked to cover daily around 10 Enumerator blocks of normal size for the editing and sampling.

Coding of entries on use of Census Houses

The coding of the Houselist was restricted to the sampled census houses (20%). The batching of the Houselist schedules at 100 schedules in each bundle with an index slip for each Enumerator Block and each bundle was first completed. The state, district, taluk and each city urban agglomeration and its constituent towns and other towns (i.e. outside the city urban agglomeration) were all coded in accordance with the code structure circulated by the Data Processing Division of Registrar General's office. In the case of the villages/wards, enumerator block numbers and census houses, no codes were necessary. The most important item that was coded was the fourth column of the Houselist, viz., purpose for which census house is used. While six different (two-digit codes) codes were recorded for the vacant houses with reasons for vacancy, four other codes were used for houses used as residence either solely or along with shop, workshop, etc. Nine codes (21-29) were used for indicating the eight categories of non-residential uses and 'unspecified'. The various uses of census houses, presented in Table H-1 of 1981 are the same as those in the last 1971 census. The table then too was generated out of 20 per cent sample of census houses as in 1981. An illustrative list of various uses and the code for each set of uses was also circulated to the coders to ensure accuracy at the time of marking of codes.

The coding of the Houselist Schedules of Pondicherry Union Territory was also asked to be done at the Madras Office. The Pondicherry Houselist schedules were received accordingly for coding purposes after necessary editing and batching of the bundles at the Census Directorate, Pondicherry. The schedules of Pondicherry Union Territory were coded fully (i.e. for all houses) as the processing for the Union Territory was made on a cent per cent basis and not on sample basis. The Houselist schedules of both Tamil Nadu and Pondicherry Union Territory were all ultimately sent to the D.P. Division of Registrar General's Office, New Delhi in March, 1981, in bundles along with inventories for taping and the generation of table on the computer.

While H-2 table was finalised around June, 1981 the other Table H-1 was ready by December, 1981. These two tables with a brief report form the content of the 1981 publication Part VII-Tables on Houses and Disabled Population.

CHAPTER III

COMPILATION OF PRIMARY CENSUS ABSTRACT AND OTHER WORK DONE AT THE REGIONAL TABULATION OFFICES

Compilation of the 1981 Primary Census Abstract at the quickest possible time while ensuring precision, was the subject of serious discussion even in 1980, an year ahead of the census enumeration. The procedures for the generation of Primary Census Abstract and other detailed tables were decided upon after protracted deliberations and meetings. A comprehensive Tabulation Plan indicating the scope and contents of the different tables with detailed notes on them was also released by Registrar General, India in August, 1980. As in the past censuses, priority was accorded to the compilation of Primary Census Abstract, in the first instance, as this type of data was widely demanded soon after the compilation of field work, by Government and private agencies alike. These abstracts throw open the basic census data down to village and town/ward level and are hence eagerly awaited by data users.

Primary Census Abstract compilation in 1981

Change in procedure

Till the 1971 Census, the Primary Census Abstract and certain other important tables were generated manually by breaking the Individual slip pads and resorting to the sorting of individual schedules by using pigeon-holed racks. As a distinct departure from this procedure, the tabulation system of the 1981 Census avoided the breaking of the pads containing the census schedules and also the laborious manual sorting of the individual slips. The instructions this time were that the pads containing schedules, whether they relate to the Individual slips or the Household Schedules, should not be broken. Data for the Primary Census Abstract were obtained by compilation of data available in Part-II of the Household Schedule, viz., Population Record after matching them and editing along with Individual slip entries. The nine regional offices, earlier established for the census operations, were converted after completion of enumeration in March, 1981, into Regional Tabulation Offices. Separate staff on fixed pay were provided for this compilation work in each of these Regional Tabulation Offices.

Fixed Pay Staff

The Primary Census Abstract was sought to be compiled within a period of about 10 months after the census. Keeping in view the work involved in the compilation of Primary Census Abstract and taking into consideration the time-span within which it was sought to be finalised, the norm for the appointment of fixed pay staff was determined by Registrar General, India, as follows. One post of Tabulator for every 30,000 population, one post of Checker for every six Tabulators and a post of Supervisor for every three Checkers. A Statistical Assistant was put in charge of three Supervisors. The existing regular staff, to the extent available, was used for middle level supervisory work apart from the services of senior officers who exercised overall control and direction besides conducting training and making periodical review of the work. Persons of the rank of Investigators/Tabulation Officers and Statistical Assistants were provided by promotion of the regular Census Staff and also to some extent by deputation from State Government Departments.

Receipt and Handling of Records

The proper transit and receipt of the various census records, at the regional offices, particularly the filled-in schedules for each enumerator block of every village/town without any omission, loss or damage was first arranged. In our circular No. 15 dated 30th January, 1981, detailed instructions for despatch of records were issued. Each enumerator was asked to prepare an inventory showing the number of filled-in and blank forms/schedules relating to each Enumerator Block, handed over by him at the conclusion of enumeration. The records along with such inventories handed over by the enumerators to the supervisor, who, prepared in turn, another inventory showing the schedules/forms, both filled-in and blank, pertaining to the Enumerator Blocks in each supervisor circle, were returned to the Charge Officer. At the Charge level, the records were individually verified for each block before acceptance. The records were received at the zonal centres like firka headquarters, specified for the purpose or at the taluk/municipal or town headquarters by the representatives of the Charge Officers like zonal Officers, etc. (Tahsildars, Deputy Tahsildars or others). All the Charge Officers in the State received the records without much difficulty within the stipulated period i.e. 6th March 1981. The Census Assistant of every Charge Office was asked to prepare yet another inventory at Charge level, listing the details carefully for every enumerator block without omission. The Charge Officers handed over the filled-in forms/schedules to the concerned Regional Tabulation Offices directly and not through the District Census Officers. The blank and unused forms were asked to be sent over to the Directorate at Madras and these were later destroyed by pulping. The filled-in records of all the charges were received at the Regional Tabulation Offices well ahead of the stipulated last date, viz., 12th March, 1981. The records handed over included Notional Map, Layout sketch, Abridged House-list, filled-in Household Schedules and Individual Slip pads, Working Sheets for Enumerator's Abstract, Enumerator's Abstracts and Degree Holder and Technical Personnel Schedules.

The above records were asked to be bundled safely and each type of schedule/form was asked to be kept separately without getting them mixed with other records. The records were all arranged in the ascending order of the enumerator block numbers in each charge. Each Charge Officer prepared the detailed inventory in triplicate listing the records finally sent, for each Enumerator Block, separately for rural

and urban areas. A copy of this inventory along with the records including the inventories of the Enumerators and Supervisors for each Enumerator Block and supervisor circle were handed over to the Regional Tabulation Offices. A copy of the inventory prepared by the charge officer was also sent to the Directorate at Madras. The records were accompanied by a responsible official and all precautions were taken to transport the records securely and safely, after making them into convenient bundles.

The Regional Tabulation Offices were advised to receive the records after due check and call for any missing records or schedules immediately so that the records are complete before the start of the tabulation. The charge registers were also verified to ensure the receipt of records relating to all the Enumeration Blocks under each charge without any omission. A properly arranged 'Record Room' was asked to be set up in each regional office well in advance with wooden racks neatly kept in good order and leaving space in between the racks for persons to move about and handle the records. This was ready when the records were despatched by the charge officers in March, 1981. The records were all kept separately for each district and the different records pertaining to each charge, including military charge, if any, within a district, were kept side by side separately. The rural and urban records as also the 20 per cent sample Enumeration Block records and the balance records of the other 80 per cent non-sample Enumerator Blocks were maintained separately.

The record rooms in the Regional Tabulation Offices were placed under the charge of two or three knowledgeable and trained individuals who were conversant with the various census charges and the sets of records maintained. The record keepers were asked to maintain individual record registers for each record like Household Schedule, Individual Slip, etc. in prescribed formats. The regional offices were advised to ensure that the records were handled very carefully by the tabulation personnel and that registers for watching their movement were maintained. The maintenance of records, their issue for processing, receipt after processing, etc. were all done in a systematic manner without any loss or damage.

The preliminary check of the records made by the staff included the supply of some omitted information in the Individual Slips and Household Schedules like location code numbers, pad numbers, slip numbers, serial numbers of households, etc. so as to ensure that the filled-in schedules are fully ready before starting tabulation. These are essential identification particulars noted on each schedule.

The 'Degree Holders and Technical Personnel' Schedules which were received at the Regional Tabulation Offices along with the other census records were all asked to be sent to the Directorate along with the statements giving the number of schedules issued and the number of filled-in schedules received back, etc. These were later sent to the Council of Scientific and Industrial Research, New Delhi, in May, 1981 for further processing. The rest of the filled-in schedules were all stocked in the regional offices for use during the processing for Primary Census Abstract.

Compilation of Provisional Primary Census Abstract

Soon after the receipt of the records at the Regional Tabulation Offices, the first task was the recruitment of staff, formation of teams and training of the personnel at the different levels and arrangement for the flow of records for processing. In the meanwhile, the compilation of a few additional tables on the basis of 'provisional' data available in the enumerator's abstract was attended to. In the 'Provisional Population Totals' released earlier, data on basic characteristics, viz., sex ratio, population, literacy and decadal growth were presented and these were compiled on the basis of the data intimated by the charge officers, immediately after census. The provisional Primary Census Abstract upto taluk level was compiled at the regional offices on the basis of the enumerator's abstracts and this as well as other provisional tables furnishing rural and urban composition of population, growth rate of cities, urban agglomerations and towns, urban population by size class of towns, distribution of main workers by cultivators, agricultural labourers, household industry workers and other workers, were included in the supplementary publication on provisional census data, released in June, 1981. (Supplement to Paper 1 of 1981, *Series 20: Tamil Nadu*).

Discussion on Primary Census Abstract at Directors' Conferences

Detailed discussions on the method of extracting Primary Census Abstract data manually took place at the Third Conference of the Directors of Census Operations that was convened in the middle of November, 1980 at New Delhi. The basic statement from which the data on Primary Census Abstract was decided to be compiled was the Population Record i.e. Part II of the Household Schedules. The editing of the data relating to the members of the household in the two schedules i.e. Household Schedule and Individual Slip was discussed as editing of the population record has a bearing on the Individual Slips where also the entries have been made. Since the Primary Census Abstract was to be compiled from the Population Record and other tabulations of individual characteristics from the Individual Slip, consistency was decided to be ensured. It was decided to match the entries in the Population Record and the Individual Slip before compiling the Primary Census Abstract with a view to minimise the discrepancies. It was decided to do partial editing of the Individual Slips along with the editing of Population Record and desk-matching before compiling the Primary Census Abstract. The organisation of the Tabulation Offices and the generation of Primary Census Abstract was also discussed at length at the Fourth Conference of the Directors of Census Operations that was held at Nainital during May 28-30, 1981. A norm of four days for completing the work of an average block by the Tabulator was considered quite sufficient. It was however emphasised that no attempt to pressurise the Tabulators to complete the work very fast, should be made and that there should be no encouragement of any race or competition between the different Tabulation Offices for the early completion of the work. At the regional conferences also (held in Shillong in July 1981 at Kanniyakumari in August, 1981, at Darjeeling in September, 1981,

and also at Jaipur), the progress in the compilation of Primary Census Abstract, problems and other clarifications on specific matters were freely discussed and resolved.

The above conferences were highly useful and enabled the Directors, Dy Directors and the other participating officials a better awareness of the procedures and problems involved, and also to assess the progress of work in comparison with the other Directorates and initiate remedial action wherever necessary.

Selection and Processing of five per cent sample blocks for generating certain advance tabulations at national level

Similar to the advance tabulation on the basis of 1% sample schedules done at national level during the last 1971 Census, it was decided to have five per cent sample blocks for processing and generation of certain tables in advance at national level in 1981. Such a procedure enables dissemination of data on a variety of social and economic characteristics quickly so as to provide planners, development departments and other users, the required information to go ahead with their plans without having to wait till the final tabulations are over.

In 1981, all the tables except the Primary Census Abstract and 'A' Series tables have been generated by computer and hence the different units engaged in processing, viz., Data Entry System units, the editing and coding cell to feed the mechanical unit and the manual processing for Primary Census Abstract have been separately set up. Of the 20 per cent sample blocks selected for census, a systematic selection of one-fourth of the blocks was made first and this represents the 5% sample blocks. Work in the different units in both manual and mechanical processing had to be organised in such a way that the records relating to the sample blocks for advance tabulation are dealt with manually first and released for detailed editing and coding in the concerned cell and then sent for taping to ensure simultaneous operations of the different units, without any time lag or delay. The sequence in the processing, viz., of 5%, 15% and additional 20% and finally the balance 60% of the blocks in each operational unit (that is, city, non-city urban of district and Taluk-Rural) was made in that order to ensure both optimum level of work in all units, and simultaneity of operation. The flow of records in a systematic way beginning with five per cent blocks followed by the records of the balance of the area sample (i.e. 15% of blocks) and subsequently by the remaining records was smoothly arranged. It ensured that the different units were not kept idle and were continuously engaged in one or the other type of processing assigned to each.

Of the 20% sample blocks selected on area sample basis during the census enumeration, a systematic sub-sample of 25% of blocks, (amounting to 5% of the total Enumerator Blocks) was made at the Directorate. The list of these 5% sample blocks was communicated to the Regional Tabulation Offices with the instruction to take them up first for Primary Census Abstract processing. This was followed by the processing of the balance of 15% of the blocks. At the third stage, an additional 20 per cent of the blocks were selected out of the non-sample blocks (i.e. 80 per cent of blocks). At the final stage, the balance of 60 per cent of the blocks was taken up.

Selection of 5% sample blocks

Instructions for the selection of 5% sample enumerator blocks for purposes of advance tabulation were received from Registrar General's Office in their Tabulation Circular No. 6 of 1st July, 1980. As this is a sub-sample of the earlier sample, the individual slips of this sample had both the 'universal' as well as 'sample' questions. The control sheets prepared during the earlier sample selection were used for this sample. Separate form for each strata was also prepared for this 5% sample selection with a view to ensure accurate and systematic selection of blocks. The operational units for sample selection in each district were the individual city or city urban agglomeration, non-city urban areas of district and the rural areas of each taluk. Separate random numbers between 1 to 4 were picked up and used for each of the above strata of the district and systematic selection of every fourth block after the random start under each charge was continued. Necessary cross-checks on the total number of selected sample blocks were made to ensure that there were no lapses in considering the blocks of the earlier sample and the number was not short of the expected ones.

In accordance with the guidelines of Registrar General, India, the 5% sample selection was made with great care at the Directorate at Madras and the details of blocks were communicated to all the nine Regional Tabulation Offices by the end of March 1981. The records of these blocks, viz., the Household Schedule books and Individual Slip pads were segregated and marked 5% sample for advance tabulation. The total number of Enumerator blocks selected in the State for this advance tabulation was 3,894 (consisting of 2,562 blocks in the rural areas and 1,332 in the urban areas). The processing of these blocks for Primary Census Abstract was taken up on priority and completed in all the regional offices by the end of May '81 and the records transmitted to the Editing and Coding cell opened at Madras for further processing and generation of the detailed tables on computer.

Training of the Tabulation Personnel

Detailing step by step, the editing and matching procedures involved in the compilation of the Primary Census Abstract with clear description of the duties and responsibilities of the different functionaries like Tabulator, Checker and Supervisor besides the senior technical staff, a comprehensive manual was prepared by Registrar General's Office. Proper supervision and higher-level aggregation of Primary Census Abstract data at taluk, town/city level and even district level had to be done by senior level officials like Statistical Assistants and Tabulation Officers. Registrar General, India, in his circular No. 11 of 2nd February, '81 suggested the training of all the higher level officials, viz., Deputy Directors, Assistant Directors and Investigators and other staff at the headquarters of each Directorate so that they in turn can take up the training classes for the staff on fixed pay at the regional offices. Accordingly, a detailed training session was organised at the main office at Madras

for two days on 8th and 9th of April, 1981. All the Deputy Directors of the nine Regional Tabulation Offices attended this training session along with their Tabulation Officers. In the Headquarters Office, all the Deputy Directors, Assistant Directors, Investigators and Tabulation Officers also participated in these training sessions. At the training class, the manual for the compilation of the Primary Census Abstract was gone through fully and the various processes involved in the editing and matching of household schedule entries and individual slip entries were freely discussed clarifying a number of doubts. The work of the different categories of staff, the checks and controls to be exercised by the supervisory officials and the maintenance of progress reports or diaries were also highlighted in the training sessions. Some points requiring further clarification, which were discussed but on which no decision could be arrived at were referred to Registrar General's Office and decisions on them were ascertained and communicated later. The training was immensely useful as practical training was also imparted in these sessions and materials illustrating the types of correct and incorrect entries in the schedules, particularly the economic questions, along with editing and tabulation processes for such instances were circulated and explained. The officers were thus fully equipped to impart training for the fixed pay staff, viz., Tabulators, Checkers and Supervisors. The training for these officials was given by the respective Deputy Directors of Census Operations, in the regional offices. To make things easier, the Regional Deputy Directors of Salem and Tirunelveli even prepared Tamil instructions for the preparation of the Primary Census Abstract and distributed roneoed copies of the same to the teams. Copies of the 'Manual' in English, received from Registrar General's Office were sent to the regional offices in sufficient quantity for their use. Copies of Tamil instructions were also circulated to the other regional offices, and this enabled the lower categories of staff to fully comprehend the procedures involved.

Progress of work

Since the Primary Census Abstract work was asked to be completed in about 10 months' time (i.e. by about Feb. 1982), the periodical progress on the completion of the schedules for Primary Census Abstract work had to be carefully monitored. On the basis of experiments, a norm for the coverage of one enumerator block in about three days or around 40—50 households per day was decided upon. Though this was very difficult to be insisted upon uniformly in all cases in view of the variations in the abilities of the individual staff members and the extent of inconsistencies to be reconciled in the schedules, a norm of about 3 to 4 days for completing one enumerator block was followed. A format of daily progress report was sent to the Regional Tabulation Offices and the Deputy Directors were requested to periodically take stock of the quantum of work that still remained. Progress reports were also asked to be obtained from every checker and supervisor for review at the regional level.

A weekly progress report giving the total number of blocks in each stage and the number for which editing and matching were completed for each taluk and town of a district was sent to the Directorate. This was reviewed periodically to assess the completion of work in the different regional offices. On the completion of processing under the four stages, (5%, 15%, 20% and the balance of 60% of records), the Household Schedule books and the Individual Slip pads of the concerned blocks were asked to be sent over to the Editing and Coding Cell of the Directorate, for further detailed post-Primary Census Abstract processing. The schedules were sent through a messenger along with an inventory, as a precautionary measure to ensure safe transmission to Madras Office.

Printing of required forms

Printing of the various forms required for the compilation of the Primary Census Abstract was undertaken by the Directorate at Madras. The following forms were printed:

1.	Block Compilation Sheets	— 800,000
2.	Rural Master Primary Census Abstract	— 2,000
3.	Urban Master Primary Census Abstract	— 1,000
4.	Primary Census Abstract	— 10,000
5.	Compilation Sheets for preparing Appendix 3 to Table A–1	— 2,500

The above forms were distributed to the regional offices on the basis of the work-load assigned to each of them. The 'Primary Census Abstract' forms were distributed first for preparing one clean copy. Four additional copies of Village and Town/Ward level Primary Census Abstract were prepared ultimately after finalisation. These additional requirements were anticipated earlier and a larger number of copies of Primary Census Abstract forms were therefore printed in advance. 'Appendix-3 to Table A-1' was compiled only upto taluk and town level of each district and as the requirement of this form was limited, this was got typed or handwritten.

Separate Primary Census Abstracts were prepared for Scheduled Castes and Scheduled Tribes. The numbers of forms printed in this regard are given below:

1.	Rural Master Primary Census Abstract (Scheduled Castes/Scheduled Tribes)	- 2,500
2.	Urban Master Primary Census Abstract (Scheduled Castes/Scheduled Tribes)	— 3,500
3.	Block Compilation Sheets (Scheduled Castes/Scheduled Tribes)	3,00,000

The Primary Census Abstract for Scheduled Castes and Scheduled Tribes were prepared only at taluk and town level and not for villages and wards of towns, etc. as for general Primary Census Abstract. This form was hence not printed and was written up or typed at the various regional offices. The above mentioned printed forms were also supplied to the Pondicherry Census Directorate for Primary Census Abstract compilation as their requirement was very limited.

The work on the selection of 20% sample of individual slips (out of the 80% Enumerator Blocks' universal slips) and their identification by a special stamp

was also attended to at the Regional Tabulation Offices during the final stages of Primary Census Abstract compilation. In connection with this work, the control chart (75,000 copies), list of enumerator blocks (2,700 copies) and random number table (75 copies—xerox) were printed by the Directorate and supplied to the Regional Offices.

Compilation of Primary Census Abstract

Before the actual commencement of the work of editing/matching of the schedules, the trained staff were asked to thoroughly scrutinise the schedules and indicate certain basic details like location code numbers, etc, in the schedules in which they were found omitted. In the urban areas, the ward number or house-numbering block number was found omitted in many urban schedules and these were written up to enable correct compilation of Primary Census Abstract for the wards of towns. The enumerator blocks in which two or more wards had been inadvertently clubbed were also separated by the segregation of the schedules of each ward and proper assignment of block numbers at the end of the serial number for the charge, already assigned during enumeration.

Basic details like the location code numbers of villages/towns, their names and area (wherever readily available) were asked to be written up in advance in the Primary Census Abstract form. In the case of most of the districts, the village area figures were not received from the concerned district revenue authorities and the matter was under correspondence even in early 1982, due to a number of discrepancies in them. As such, the area figures were not written up in the Primary Census Abstract forms initially at the regional offices and these were filled up later at the Directorate. The names of villages/towns and location code numbers, the enumerator block numbers, etc., were also written up in advance in the concerned rural/urban master Primary Census Abstracts so that these are also ready for the posting of the compiled data. Such a procedure was adopted in regard to the compilation sheet for Appendix 3 to Table A-1 also. Provision of requisite space in the master Primary Census Abstracts was also made to enable totalling up of village or town Primary Census Abstract figures out of Enumeration block figures. The duties and responsibilities of the different functionaries as laid down in the manual were followed.

Each tabulator was thoroughly trained in the editing and matching of the schedules. The editing of columns 1 to 7 of the Population Record and then the matching of the entries in them with questions 2 to 5 of the Individual Slip were done first. This was followed by the editing and matching of questions 8, 9 and 10 of the Individual Slip (religion and SC/ST) with corresponding entries of the Household Schedule. The editing of question 11 on literacy and the economic questions 14, 15 and 16 was done subsequently followed by matching of the answers with the concerned columns of the Population Record. The column totals in the Population Record were then carefully checked and corrected wherever necessary. The totals for each household were then entered in Block Compilation Sheet. The Block Compilation Sheets were separately prepared for the three categories of households viz. normal, institutional and houseless households. The posting in the rural and urban Master Primary Census Abstracts and finally in the urban/village Primary Census Abstracts were done by the checker after scrutiny and arithmetical check. He also prepared the compilation sheet for Appendix 3 to Table A-1. The Supervisor exercised a close check over the various entries in the Master Primary Census Abstracts and Primary Census Abstracts. The identification of all the Scheduled Caste/Scheduled Tribe Individual Slips was also done by the stamping of a rubber stamp marked (S) while editing answers under questions 9 and 10. This mark (S) was made by the Tabulator at the left hand bottom corner of the concerned individual Slip of the Scheduled Caste or Scheduled Tribe.

The processing work started in the second half of April 1981 and the 5 per cent blocks were completed by the end of May '81 in all the Regional Tabulation Offices. A number of senior-level staff from the Directorate were deputed periodically to the Regional Tabulation Offices for spot-checking of the work and to rectify incorrect procedures, if any, that were noticed. The second stage processing of 15% blocks was completed by the end of June '81 or early in July '81 in most of the Regional Offices.

Primary Census Abstract for Scheduled Castes and Scheduled Tribes

At the conference of the Directors held in Nainital in May 1981, the possibility of a quick generation of the basic data on Scheduled Castes/Scheduled Tribes manually on a cent per cent basis was discussed. The procedure for this manual processing in the Regional Tabulation Offices was subsequently decided upon and communicated to the State Directorates in June 1981. The Primary Census Abstract formats for Scheduled Castes and Scheduled Tribes are similar to the general Primary Census Abstract except that they do not have 'area' or particulars on occupied residential houses. They were compiled only upto taluk/town level although it was built up at block level and later at village and ward levels. This Primary Census Abstract also was prepared on the basis of the data available in Household Schedule Part-II (i.e. Population Record). A Tabulator from each Supervisor's team and one checker for each regional office were asked to attend to this work. This tabulator, designated as the Special Tabulator for the compilation of the Primary Census Abstract for Scheduled Castes/Scheduled Tribes did the work block by block, after the completion of the general Primary Census Abstract. Detailed instructions for this work were issued by the Directorate by the end of June 1981. In the case of 5% and 15% blocks, for which the general Primary Census Abstract work was over and the records were sent over to the Editing and Coding Cell at Madras, separate arrangements were made at Madras for formation of special teams and generation of Scheduled Castes/Scheduled Tribes Primary Census Abstract. In the case of the 80% blocks (universal), the regional offices attended to this work. A district-wise weekly progress report on this work also was called upon from the regional offices. Separate control registers were maintained for watching the systematic movement of

records, after Primary Census Abstract compilation, for the processing of Scheduled Castes/Scheduled Tribes Primary Census Abstract.

The compilation work on Scheduled Castes/Scheduled Tribes Primary Census Abstract began in the second half of July '81 and it was simultaneously done subsequently as part of the Primary Census Abstract compilation work. The processing was done by filling up the Block Compilation Statement and Rural/Urban Master Primary Census Abstracts for Scheduled Castes and Scheduled Tribes as soon as the work for general Primary Census Abstract was completed for each block by a Tabulator.

The block compilation sheets for Scheduled Castes/Scheduled Tribes for each of the blocks of 5% and 15% samples were prepared at Madras in July and August 1981 by the special teams formed for the purpose and these were forwarded to the Regional Tabulation Offices for incorporation in their Rural/Urban Master Primary Census Abstracts of Scheduled Castes and Scheduled Tribes. The Scheduled Caste/Scheduled Tribe figures at block level were asked to be compared with the general Primary Census Abstract data for 'tally' and the defects were rectified after checking and scrutiny, in cases of disagreement.

Effective Supervision of the PCA compilation work

Apart from weekly and monthly review and assessment of the progress of work, efforts were taken to improve the quality of Primary Census Abstract compilation. Trained personnel of the rank of Investigators, Tabulation Officers and Statistical Assistants were sent from the Directorate at Madras once in two months to help in the proper functioning of teams in the various regional offices. This system was found to be very helpful as qualitative checks were made by the personnel of the Directorate during such visits. At the regional level also, instructions were issued to the Regional Deputy Directors to have weekly review meetings of all the officials of the rank of supervisors and above. Critical review of the editing work, particularly on the economic questions, was made. During such discussions, instances of errors in editing etc. were discussed and clarified and these were informed to the lower level staff i.e. tabulators and checkers, in the meetings organised in the form of refresher courses. Such refresher courses were conducted once in a fortnight initially and once a month at a later stage. Cases of unnecessary editing of correct entries made by enumerators, which came to light in some instances, were avoided by such courses. Officials identified as weak in their work were specially trained and in some rare cases of highly unsatisfactory work, the termination of fixed pay staff was also resorted to. Clarifications on certain basic issues that were made at the regional meetings of Deputy Directors of Census Operations and other officers held in July and August 1981 at Shillong and Kanniyakumari were also communicated to the Regional Deputy Directors for observance. These technical points related to generation of Scheduled Caste/Scheduled Tribe Primary Census Abstract, management and movement of records and editing etc.

The work of compiling the Primary Census Abstracts for the third stage of 20% of blocks (universal only), additionally selected and communicated to the Regional Tabulation Offices, was completed around September-October 1981. The last stage of 60% blocks was then taken up and completed by the end of February, 1982. Periodical meetings of the Deputy Directors of the Regional Tabulation Offices were called for at the headquarters at Madras and in these meetings, besides review of Primary Census Abstract work, steps to improve the quality of work and measures to adhere to the target dates of Primary Census Abstract compilation were discussed. Personnel and other administrative problems in the day-to-day functioning were also discussed and remedial steps decided upon.

Sampling of Individual Slips

In the 'area sample' of 20 per cent of enumeration blocks adopted in 1981 Census, additional questions on migration and fertility were canvassed. While the 'universal' part of the schedule was canvassed in all the areas, the additional questions were asked only in the sample blocks. The fertility and migration tables could therefore be obviously generated on the basis of this 20% area sample only. It was initially considered that other social and economic tables could also be generated on the basis of this 20 per cent area sample itself. Since it was later felt that a 20 per cent area sample would not be sufficient to provide reliable estimates of work characteristics, it was decided that an additional 20 per cent sample of blocks could be processed for the economic tables so that these could be estimated on the basis of an effective 40 per cent area sample. The selection of the additional 20 per cent blocks was made in the headquarters and the block numbers were communicated to the different regional offices for taking up the processing for Primary Census Abstract at the third stage, after the first two stages of 5 per cent and 15 per cent of area sample blocks. Primary Census Abstract processing was also completed for these additional 20 per cent blocks, as third stage work in the regional offices.

Some of the professional bodies and experts however felt that presentation of economic data on the basis of 40 per cent enumeration blocks will be insufficient as it will not give data with adequate precision. With the objective of improving the sample design and provide more reliable estimates of work characteristics, it was decided by Registrar General's Office in January 1982 to drop the additional 20 per cent area sample schedules and instead to select a 20 per cent sample out of the individual slips of 80 per cent non-sample blocks and use them in addition to the 20 per cent area sample blocks for the generation of certain socio-economic tables. A meeting to discuss the organisation of this work was held at the Directorate at Madras on 3-2-82 and all the Deputy Directors of Census Operations of the Regional Tabulation Offices and Statistical Assistants attended this session. A training session explaining the procedures to be followed in the sampling of the slips was also conducted.

The Supervisors and Checkers—the higher category of fixed pay staff—were utilised in the regional offices for the sampling work even beyond 28-2-82, the date upto which the posts were sanctioned earlier. The tabulators were however discharged on 28-2-82 or earlier, except in the case of Madras Regional Office, where 36 tabulators were retained for some more time. Sample individual slips were systematically selected from the records of each enumerator block. The first slip of the first pad was selected with reference to a random number 1 to 5. Thereafter, every fifth filled-in slip was continuously selected. A control chart was prescribed for each enumerator block and the number of sample slips selected in each pad of schedules was written up here. A list of enumerator blocks with the random number selected for each block from the Random Number Tables was first prepared. These two forms were printed at Madras and distributed to the various offices in February 1982. Xerox copies of random number tables were also taken and sent as separate random numbers had to be selected for each block, at the regional offices.

Selection of samples was made by Samplers and Counters, supervised by other staff. Teams were formed consisting of nine counters/samplers, two Supervisors and a Statistical Assistant. Random numbers for Enumerator Blocks were picked by the Statistical Assistants from the random number tables and noted in the Control Chart and list of Enumerator Blocks. Each selected sample slip was distinctly marked **P** with a rubber stamp by the Sampler. This **P** mark was made on the slip in the blank space available on the left side of the slip between Questions 15(A) and 15(B).

The sampling work in the regional offices was done only in regard to 60 per cent of blocks (Fourth stage work of Primary Census Abstract) as these alone were retained in these offices in February, 1982. The third stage records (of additional 20 per cent blocks) had earlier been sent to the Editing and Coding Cell at Madras. Slip sampling in regard to these additional 20 per cent blocks was therefore arranged at Madras itself in a specially created sampling Cell with an Investigator, four Statistical Assistants, 12 Checkers and 36 Counters/Samples, constituted into four teams. A weekly progress report was prescribed to watch the progress of work. Each team was asked to complete 40—60 blocks per day. The composition of the teams was subsequently changed to four counters and five samplers as sampling work was found to involve more time. Sampling of slips was completed according to schedule, by the end of May 1982 in all the regional offices. The control charts and list of enumerator blocks for each taluk/town were later sent to the Directorate for use by the Editing and Coding Cell at the stage of detailed editing and coding of these sampled slips, taken up subsequently.

CHAPTER IV

PROCESSING OF THE CENSUS SCHEDULES BEYOND THE "PRIMARY CENSUS ABSTRACT" STAGE

Editing and Coding Cell

For the processing and tabulation of Houselist Schedules canvassed during July-August 1980, an editing and coding cell was set up at Madras in September, 1980. Apart from the technical staff of the Directorate, staff on fixed pay (Tabulators : 88) were sanctioned for this purpose. They were all engaged in the preparation of a table on the disabled (H-2) and editing and coding of schedules after selecting a sample of 20 per cent of houses for generation of Table H-1 (relating to use of Census Houses) until March, 1981. This cell was expanded and strengthened adequately for the processing of the census schedules which commenced from March, 1981 onwards. While about 100 staff members on consolidated pay in the cadre of Coder, Checker and Supervisor were in position in March, 1981, at the commencement of the work, another 200 such staff were recruited in May, 1981 when the processing started in full swing. A number of technical staff from among the regular staff of Investigators, Tabulation Officers, Statistical Assistants and Computors were diverted towards supervision of the editing and coding work. The strength of the fixed pay staff was increased further during 82-83 to nearly 400 towards the sampling of individual slips and the manual compilation of some tables directly from the Household Schedules. The Coders were paid a fixed salary of Rs. 280/- per month and Checkers and Supervisors, Rs. 330/- and Rs. 380/- respectively. This pay was revised by Registrar General, India to Rs. 350/- for Coders, Rs. 400/- for Checkers and 450/- for Supervisors with effect from 1st July, 1982 taking into account the general increase in the cost of living. The entire staff on consolidated pay recruited thus in stages for the Editing and Coding unit was disbanded in January, 1984, on completion of the work. The entire work of the editing and coding unit was put under the charge of a Deputy Director of Census Operations, experienced in the tabulation work, and he was assisted by one Assistant Director of Census Operations.

Receipt of Schedules from the Regional Offices

Soon after the compilation of Primary Census Abstract from the Household Schedules and Individual Slips, the Regional Tabulation Offices were asked to send the schedules to the Editing and Coding unit at Madras in stages. With a view to ensure continuity of work in the different units, the Household Schedules and Individual Slips of 5 per cent blocks, 15 per cent blocks and later, 20 per cent additional blocks and the balance, viz., 60 per cent blocks were sent as and when the work was over in the regional offices, along with an inventory of records. These schedules started flowing into the Editing and Coding cell from May, 1981 onwards. In accordance with the Registrar General's decision to have an advance tabulation at national and state level on the basis of the Individual Slips relating to 5 per cent of the Enumerator Blocks, these were taken up for editing and coding in the first instance. The schedules relating to the balance of 15 per cent blocks (out of the 20 per cent area sample schedules of Enumerator Blocks) were received in the cell around June-July, 1981 and these were taken up for detailed processing later. The Direct Data Entry System which started functioning at Madras in the month of July, 1982 with one unit of 16 terminals (later strengthened with another system of additional 16 terminals and both working in two shifts) was fully engaged with the systematic feeding of the coded schedules in batches by the Editing and Coding cell. A detailed note about the functions of this mechanical taping unit is given in the next chapter.

Training of the staff

Barring the staff diverted from among the regular technical staff of the Directorate, the rest of the staff were totally new to this type of work. Hence, it was decided to give them an intensive training course in the prescribed editing and coding procedures for the 'Individual Slip' Schedules. Initially, the staff were imparted training for about a week. During this training period, they were informed of the 1981 Census Individual Slip, various census questions it contained, the answers that might have been recorded, the types of errors that could be found in them, the editing of a few items that had already been done at the time of processing for Primary Census Abstract in the regional offices, the editing and coding now to be done etc. Practical training was also given to the newly recruited staff in regard to the editing and coding of the schedules, to be followed in regard to the various questions.

Formation of teams

The staff were divided into convenient teams of about 6-10 members consisting of Coders and Checkers besides a Supervisor, who was put in overall charge of the work of the team. Two or three teams had one Statistical Assistant or a Computor, who exercised a close watch on the work of the teams under his control. For some time, initially, the editing and coding operations were not combined and different teams were entrusted with these items of work. The services of a few Computors and Statistical Assistants, experienced in the coding of the 1971 census schedules, were utilised in the first instance for coding the schedules relating to 5 per cent blocks. Some Checkers and Coders, who were given specialised training in coding joined the coding teams later. The teams were rearranged whenever necessary during the different stages of processing towards increasing the speed as also the quality of work. The progress of work of each team was also periodically assessed.

Editing

During the editing for Primary Census Abstract work, answers in the case of some of the questions

only were gone through and edited, in accordance with the 'Manual for Compilation of Primary Census Abstract'. These questions were relationship to head, sex, age, marital status, religion, whether Scheduled Caste or Scheduled Tribe, name of caste or tribe, literacy and the economic questions in part. During the post-Primary Census Abstract processing further editing in regard to questions on age, mother-tongue, other languages known, educational attainment, whether attending school or college and some questions on the economic aspects were attended to. In regard to the coding of the economic questions the sub-parts particularly relating to occupation as well as the nature of industry, trade and service of all main and marginal workers engaged in activities other than 'cultivation' and 'agricultural labour' were the most important. Training of the concerned staff in these cases was done with some practical examples. The editing of the four questions on migration and the two relating to fertility was also done at this stage. The above work was all done in accordance with the 'Manual of Coding, Editing and Record Management instructions for individual slips' issued by the Registrar General, India, which contain in detail the editing procedures, the code structure and coding instructions.

Individual slips of 5 per cent/15 per cent sample blocks

The schedules relating to 5 per cent blocks numbering 23.82 lakhs were taken up first for editing and coding in June, 1981. The editing and coding of these individual slips was completed in about five months' time, that is, in October, 1981. The total number of enumerator blocks in Tamil Nadu that were taken up under this first stage of processing was 3,896. The processing of the individual slips relating to 15 per cent sample blocks of the State amounting to 72.24 lakhs (relating to 11,754 enumerator blocks) commenced in October, 1981 and this went on for about 15 months and ended around January, 1983.

Coding of 'Individual Slip' Schedules

This was done in accordance with the prescribed code structure circulated to the Directorate by Registrar General, India. The specific codes to be assigned to the different answers along with their field length were indicated in the 'Manual' issued in this regard. Some of the answers themselves are in numbers and these were obviously left out from the purview of coding. Such cases are sex, age, whether Scheduled Caste or Scheduled Tribe, literate or illiterate, attending school/college, working for major part of last year or not, seeking/available for work, reason for migration, duration of residence at the place of enumeration, age at marriage, children surviving and ever born. The most important work in the assignment of code numbers was the coding of 'occupation' and 'nature of industry' 'trade or service' under questions 15A (ii), (iii) and 15B (ii) and (iii) in respect of workers engaged in 'Household Industry' and 'other workers'. These three-digit codes have been assigned in accordance with the National Classification of Occupations (NCO) and the National Industrial Classification (NIC). As earlier indicated, these codes are numerous and complex and are performed easily and quickly only by experienced hands. Therefore, for some time in the initial stages, the services of Computors and Statistical Assistants, experienced in such coding during 1971 Census alone were utilised and gradually the Coders and Checkers were given specialised training in this work and then inducted gradually into the coding teams.

During the time of coding for 'National Classification of Occupation' and 'National Industrial Classification', several doubts arose. These were solved by discussion and with reference to the list of specific codes for typical items of work circulated during the coding of 1971 Census schedules. In cases of doubt, the experienced senior personnel like Tabulation Officers and Statistical Assistants decided the issue with reference to the lists of clarifications received from Registrar General, India in assigning codes for certain most common jobs in the rural and urban areas. The code list circulated by Registrar General, India this time in regard to a number of cases of household industry was very useful and this was also utilised for the purpose. Besides, several problem cases were resolved after personal examination of the same by the Assistant Director and the Deputy Director in charge of the coding units. After the completion of schedules relating to 5 per cent blocks, coding work was done with greater ease and speed in the case of schedules of subsequent batches. The temporary staff recruited on consolidated pay also picked up necessary experience in coding by this time and they were engaged in larger numbers in the coding work. The initial coding difficulties and doubts having been decided upon earlier, no serious problems were encountered while coding the second and subsequent batches of the individual slips.

Shift system in the Editing and Coding Unit

Due to the large quantum of schedules to be edited and coded and the insufficient space availability at the office in Nandanam (Chamier's Road) where this unit was accommodated soon after the work was begun in the middle of 1981, we had to resort, to the shift system for some time. With a judicious reconstitution of the teams and allocation of specified schedules to each shift, two shifts were functioning—one in the mornings and the other in the evenings, and this system was in vogue for a period of about three months from July to September, 1981. This system resulted in faster work turn-out and hence early completion of the first stage schedules of 5 per cent blocks by October, 1981. But for the adoption of the shift system, the completion of the Individual Slips of 5 per cent blocks might have taken a longer period. The shifting of this unit to a spacious building at 39, Rajaji Salai, in north Madras in October 1981 where the main sections of the office were also shifted, enabled the abolition of the shift system. The shift system was found to be quite inconvenient by a large number of staff, particularly the ladies, who were quite substantial in number. In record management and movement also, some problems were felt when there was shift system.

Processing of Pondicherry Union Territory's Individual Slips

The Individual Slips relating to Pondicherry Union Territory were also asked to be processed on a cent

per cent basis at the Editing and Coding Cell at Madras. There was no separate unit at Pondicherry for processing the schedules beyond the Primary Census Abstract stage. Thus, the post-Primary Census Abstract editing and coding of all the Individual Slips of Pondicherry Union Territory numbering a little over six lakhs was also done at Madras. The editing and coding of these schedules received from Pondicherry in 1981 were completed in 1982 and this work was done in two stages—5 per cent blocks first and the balance of 95 per cent blocks later. These schedules were later taped through the Direct Data Entry System of Madras in 1983 and the tables generated during 1984.

Statistical Quality Control

For the first time in census history, Statistical Quality Control (SQC) was introduced in a small way during 1981 at tabulation stage with a view to achieve adequate level of accuracy in coding. The plan was more exploratory in nature and was aimed to provide useful information to be used as a guide in the full-scale implementation of the technique in the future censuses. The Statistical Quality Control was restricted to coding of responses to the economic questions only. Only the sample schedules of Madras City i.e., individual slips of 20 per cent sample blocks, were subjected to this check in the first instance. Subsequently, this check was extended to a sample of slips on the selected 20 per cent of sample individual slips relating to the schedules of 80 per cent of non-sample blocks in Madras and Madurai cities also.

In accordance with the plan circulated by Registrar General, India, the Quality Control Unit was set up at the Editing and Coding Cell, where the Individual Slips were processed manually. However, the Quality Control Unit was operationally kept completely independent of the coding unit, though both were under the overall supervision of the same Deputy Director. In view of it's importance, the Statistical Quality Control Scheme was implemented by a small team consisting of experienced personnel. The team had two Statistical Assistants and five Computors and its work was looked after initially by an Assistant Director and subsequently by an Investigator, who acted as Control Person for the Quality Control Unit.

A sample of 50 slips was first selected from each lot of slips, the lot representing not less than 500 slips. The enumerator blocks with more than this number formed 'lots' for this purpose and those with less than 500 slips were tagged on to a neighbouring block to make a lot of 500 slips. The selection of 50 sample slips for each block or lot was done systematically by using random numbers. After editing is over, the codes in respect of the economic questions were then written up in separate 'Noting Forms' by the Noter, after seeing the written responses against the questions in the Individual Slip. The schedules were then coded by the coding unit. Both were then sent to an Adjudicator who compared the codes given by the Coder as well as the Noter and recorded the errors in a separate form. When the number of defective slips in the sample was observed to be equal to or less than the acceptance number, the mistakes were removed from the defective slips and the lot was passed as having acceptable quality level. Recoding in respect of these questions were asked to be done after rejection of the entire lot i.e., when the number of defective slips exceeded the acceptable number. Where the slips were recoded by the coding cell after rejection, a second review was made by a different Adjudicator and thus the lot of schedules accepted.

The entire quality control check was well organised and the unit began the work after the editing of the concerned schedules was over. The slips relating to the Enumerator Blocks of 5 per cent and 15 per cent blocks of Madras City were subjected to this check initially. Later on, the check was also done among the 20 per cent sample of slips, relating to Madras and Madurai cities, which were selected out of the balance schedules of the 80 per cent of blocks, in which the Universal Individual Slips were canvassed.

The error in coding was found to be well within the limits in most of the lots that were subjected to the quality control check in our state. In a few cases where the error exceeded the prescribed limit of 5-6 per cent, the schedules were adjudicated for recoding. Revised coding in such cases was done by a different set of persons. The quality control was indeed a new experience and it helped improve the quality of data as finally compiled. It was obvious from the results of such a check that the persons entrusted with industrial and occupational coding in the coding units of the Directorate possessed good knowledge of the codes and the procedures involved.

Processing of Household Schedule

The processing of the Household schedules was taken up during November '82. Originally, these schedules were meant to be processed on a cent per cent basis. But, subsequently taking into consideration the time factor, it was decided to process only 20 per cent of the Household Schedules. The selection of the sample schedules was done systematically as per the sampling instructions issued by the Registrar General, India.

In accordance with the original instructions, the household schedules were taken up by us for 100 per cent processing and the schedules relating to over half of the 16 districts had been edited and coded fully. Instructions for processing these schedules only on a 20 per cent sample basis were received only at this stage. Thus, for the schedules which had already been edited and coded i.e. in over eight districts, a mere selection of 20 per cent sample schedules was done for further processing. In the case of rest of the schedules, the editing and coding was taken up after selecting a 20 per cent sample.

The editing and coding of Household Schedules related to Part-I of the schedule relating to Household particulars, consisting of 15 questions. Not much of coding was involved in regard to answers to these questions as many answers were recorded already in figures or codes, as indicated against the questions in the schedule itself. Editing of some answers in Part-I of this schedule was also done earlier at the time of matching of answers in Individual Slips and

Household Schedule for preparing the Primary Census Abstract. The only questions requiring some detailed coding at this stage were those relating to religion, name of caste/tribe of the head of household, language mainly spoken in the household and the local name of tenancy in the case of household cultivation in rented land. Based on the data in this schedule, 17 household tables are proposed to be generated and brought out along with a report, as part VIII for each State, under the 1981 publication programme. The editing and coding of these household schedules did not pose any big difficulty. Doubts arose in regard to some codes, particularly those relating to tenancy names and these were solved by discussion. A list of codes showing the local names of tenancies in Tamil Nadu and Pondicherry U.T. obtained from the Government concerned was also provided for easy reference and coding. The work was practically completed in January, 1984, when the fixed-pay staff were all discharged. A small quantum of this work which remained was however continued by the regular staff of the Directorate and completed around June, 1984. The total number of Household Schedules was 10.10 million—7.05 million rural and 3.05 million urban and of this, 2.02 million, i.e. 20 per cent, were covered under the sample. Besides the above sample Household Schedules of Tamil Nadu, all the 1.16 lakh schedules of Pondicherry Union Territory were also processed in the editing and coding unit at Madras.

Editing and Coding of other individual slips

The editing and coding of the other individual slips, i.e. those relating to 'universal' questions canvassed in 80 per cent of the enumerator blocks was taken up during January, 1983. The editing and coding of answers to all the 16 questions of the Individual Slip (universal) this time was restricted to all the slips relating to Scheduled Castes and Scheduled Tribes, which were stamped S during the Primary Census Abstract preparation and those selected under 20 per cent sampling of individual slips and stamped P subsequently. Barring these slips, the editing & coding of the rest of the schedules was restricted to the three questions on mother-tongue, two other languages known and religion (Questions 6, 7 and 8 of the Individual Slip). The editing and coding of S slips would be for the generation of the Special Tables on Scheduled Castes and Scheduled Tribes on a cent per cent basis at a later stage. The additional sample individual slips, i.e. those marked P are expected to be utilised for compiling certain economic tables. The data on mother-tongue, bilingualism and religion would also be available on a cent per cent basis after the above processing is completed. The work of editing and coding of these schedules was taken up during January, 1983 and was completed around October, 1983. The total number of schedules handled for this work was 38.8 million individual slips relating to 62,879 enumerator blocks.

Computerisation of Village Directory and Primary Census Abstract data

In connection with the implementation of an important plan scheme, "Study on Distribution of Infrastructural facilities in different regions and levels and trends of urbanisation", the code structure for the processing of the data relating to Primary Census Abstract and Village Directory was sent to us by Registrar General, India. An additional copy of the Primary Census Abstract and the Village Directory was prepared for this purpose, and this was used, for coding by the coding cell. While Primary Census Abstract which had mostly census data did not involve much coding except in regard to names of districts, taluks village/towns etc. which involved lengthening of the given codes by prefix or suffix so as to be in tune with the field lengths prescribed, in the copy of the Primary Census Abstract itself, the coding of the village directory data involved much work and was a time-consuming task.

Due to inadequacy of sufficient space in the village directory documents and for enabling facility during taping, the preparation of a separate 'Keying Media' was suggested by the Registrar General, India, and a separate format, as suggested was printed, for recording the prescribed codes for the several items. Data from the Village Directory were coded in accordance with the instructions received from the D.P. Division. For each village, 73 coding items, for a total field length of 183 digits were made. This Keying Media was prepared for all the 15,831 inhabited villages in Tamil Nadu and this work was done during the year 1983. This work relating to 291 villages of Pondicherry Union Territory was also done at the Editing and Coding Cell at Madras. The Primary Census Abstract and the Village Directory Keying Media were sent to the Direct Data Entry Centre at Bombay for data entry. While the first batch of records for seven districts of Tamil Nadu and the entire Pondicherry Union Territory were sent in June 1983, the rest of the records relating to the other eight districts of Tamil Nadu were sent to Bombay around February 1984.

Further work of the editing and coding unit

The work of Editing and Coding unit came to an end in early 1984 when the bulk of the fixed pay staff were retrenched. A few of the regular staff members, viz., Computors, Statistical Assistants and an Assistant Director were continued to be in charge of the balance of work in regard to the editing and coding of the Household Schedules. On completion of this work in June, 1984 this unit took up documentation work and the separation of the 'S' and 'PS' individual slips and inventory preparation for the same towards feeding the data entry unit.

Manual Tabulation of Religion and Language Data from the Household Schedules

During June, 1982, we received instructions from Registrar General, India for generating basic data relating to Religion and Language on a cent per cent basis from Part I of the household schedule by manual tabulation, as quickly as possible. It was intended to obtain data for the preparation of Tables HH-15 and HH-16 with appendices through this manual tabulation. The data in these tables relate to the religion of the head of the household and language mainly spoken by the household entered in Part I of the household schedule.

The important aspect relating to this tabulation was that the record in consideration was the Household Schedule (covered for each family) and not the Individual Slip. The records relating to each charge was processed together.

The system of processing was based on the principle that the figures relating to Hindus, the main religion, could be easily derived after tabulating the data for all other religions and deducting their totals from the total population, finalised under the Primary Census Abstract. Similar procedure was followed in deriving the population speaking the main language of the State viz., Tamil, by arriving at the totals of all the other languages and deducting their total from the entire population. The procedure as above was very simple and the tabulation was done quickly by using this technique. In the case of religion, the data relating to every religion other than Hindu were generated on the basis of the number of members of each household and these were deducted from the total population other than Institutional population to obtain the data on Hindus. This saved lot of time in processing as Hindus formed nearly 90 per cent of the State's total population. However, since there were some discrepancies in the final table on religion regarding the general growth rate and percentage increase in regard to some of the major religions in the State, the Registrar General, India issued instructions subsequently that the religion of the inmates of institutions should also be tabulated with reference to the entries in the individual slips relating each member of such institutional household and then arrive at the charge total. This exercise was done after the tabulation of the non-institutional household population was completed.

The fixed pay staff sanctioned for the completion of this work in three months was 150 Tabulators 30 Checkers and ten Supervisors. Ten teams were constituted and each team consisted of 15 Tabulators, three checkers and a supervisor.

Duties of Tabulators, Checkers, etc.

Out of 15 Tabulators nine were used for the basic compilation and six for cent per cent verification of the work done by the Tabulators.

Sufficient number of schedules of enumerator blocks were issued to each of the nine Tabulators so as to ensure adequate work-load throughout. In the case of rural areas, each Tabulator depending upon the size of the block, could easily handle between 30-35 enumerator blocks a day. In urban areas, so many blocks could not be handled because of the multiplicity of religions/languages recorded in every block.

Of the three checkers, one assisted the Supervisor in handling the records and other miscellaneous items of work like getting the records issued from and returned to the record room along with other filled-in and blank forms. The other two Checkers prepared the "Charge Compilation Sheets".

The Supervisor, in addition to record management had to carry out test checks of the work of the Tabulators and Checkers to ensure that the work was done correctly and efficiently. Such a check was necessary because if any mistake went undetected at this stage it would have seriously affected the accuracy of the final data.

The Statistical Assistant was mainly concerned with ensuring arithmatical accuracy and with the scrutiny of the data finally compiled.

To avoid mixing up of records, the records of only one charge was given to a team at a time. The following records were generally issued to one team.

1. Filled in Household Schedules for one charge.
2. List of enumeration blocks in a charge.
3. Statement showing the number of non-institutional Households and population in the charge.
4. Blank Block Compilation sheets.
5. Blank Charge Compilation Sheets.
6. Blank Summary Statement forms.

Tabulation Procedure

The first step was to see the answer to question 2, i.e. religion of the Head of the Household in Part-I of the Household Schedule. If the Tabulator found that the religion recorded was Hindu, he went ahead and saw the next schedule and thus went on looking at each of the subsequent Household Schedules till he came across an entry other than 'Hindu'. Suppose the religion of the head of a household was Muslim, he wrote Muslim in the Block Compilation Sheet and entered the household number as recorded in the household schedule. He then entered the number of persons in the household as recorded against question number 15 of Part I in the next column of the Block Compilation Sheet below "P" (i.e. persons. Then, he checked up Part-II of the household schedule and entered also the number of males and females separately in the Block Compilation Sheet. Leaving the schedules in which the religion of the head was noted as Hindu, data were collected thus for all other religions like Muslims, Christians, Jains, Buddhists etc.

Wherever no entry was made against the question on religion, particulars on the number of members in the household were noted under 'Religion Not Stated'.

The work completed by the tabulator was verified by the verifier who made a cent per cent check. Then, the Checkers entered the data in the charge compilation sheet for each religion separately. After compiling data for each religion and arriving at the total, and merger of the religion wherever necessary (in accordance with instructions), the final summary statement for each charge was prepared by the supervisor. The total population of the religions which were thus generated were added up and this figure was deducted from the total non-institutional population of the particular charge to arrive at the Hindu population in that charge.

After the compilation of the religion data, the same was sent to Registrar General's Office for approval before final tables were prepared. Registrar General, India visited this office and discussed about the low growth rate of some of the major religions like Christians and Muslims when compared with the 1971 figures. An exercise was done to check up the exact religion of the each of the individual inmates of institutions in some charges and when these figures were added up with the earlier data, the differences in the decadal growth of these religious groups compared to total population were not found to be abnormal and in some charges the growth rate of religions showed an increase in keeping with the expected trend. The Registrar General India, was informed of these findings. The Registrar General then issued general instructions based on these findings to all State Directors of Census Operations to compile the religion of the inmates of institutional households from the answers to question number 8 of the individual slips and to revise the HH-15 table suitably. This compilation was subsequently done and the tables earlier prepared were revised suitably.

The compilation of the table on language was also done in a similar manner as in the case of religion, with reference to the answers recorded against question No. 5 of Part-I of the Household Schedule, 'language mainly spoken in the household'. Compilation of language mainly spoken in every household including institutional household was done only for the languages other than Tamil and the added figures of all other languages were deducted from the total population to arrive at the Tamil speaking population. No separate procedure was necessary for the 'institutional households' in this case.

Compilation of data on Individual Scheduled Castes and Scheduled Tribes

Instructions were also received from Registrar General, India in June, 1983 for the compilation of data on population by sex for each individual Scheduled Caste and Scheduled Tribe recognised in the State. Extraction of this data was done manually from the Household Schedules, on a cent per cent scrutiny of the schedules. Compilation of Caste/Tribe data was done for each block and separate Block Compilation Sheets for Scheduled Castes and Scheduled Tribes with indication of individual caste/tribe names on top were used for the purpose. The number of males and females in each household belonging to the various scheduled castes and tribes were copied with reference to the number of members noted under each caste/tribe name under columns 8 and 9 (for males) and 22 and 23 (for females), noted in Part-II Population Record of the Household Schedule. The compilation of data for both the Scheduled Castes and Scheduled Tribes was a simultaneous operation unlike language and religion data which were compiled in two separate operations. Sufficient care was taken to ensure that there was no mix-up of the data, in regard to the two.

The compilation of the data covered all the household schedules fully, irrespective of whether they related to normal households, institutional or houseless households. On the basis of the name of Scheduled Caste or Tribe, noted in the concerned four columns of the Household Schedules, figures of males and females were copied out and the total population arrived at for the Scheduled Caste or Tribe by adding the figures for males and females. Rare cases of one and the same household having different Scheduled Castes and Tribes were taken care of during this compilation by separate noting of such figures. Households where only some belonged to Scheduled Caste or Tribes were also noticed and in these cases too the compilation was done carefully. The total of the Scheduled Castes and Scheduled Tribes for each block was also got checked up with reference to the Scheduled Caste/Scheduled Tribe totals arrived at during the compilation of Primary Census Abstracts for the Scheduled Castes and Scheduled Tribes done earlier, so as to ensure that the tally of Scheduled Caste/Scheduled Tribe figures was alright. Such tally of figures was made at the taluk and town level also so as to ensure that there was no discrepancy in the data. Ultimately, data were compiled for each caste and tribe giving the population and males and females under each name and these were tabulated for the State, district and taluk giving total, rural and urban figures and also for each city, town and urban agglomeration.

CHAPTER V

ESTABLISHMENT OF THE DIRECT DATA ENTRY SYSTEM (DDE SYSTEM) IN MADRAS

Need for the DDE System

During the 1971 Census, the system of card punching and verification of the data from the coded schedules was resorted to before putting the data on to tapes for computer processing. Data input tapes for processing on the main computer frame were got ready previously in the different zonal centres. These zonal centres depended on hiring of computer time from outside agencies for taping purposes. The Madras zonal centre then hired the computer at the Southern Railway Headquarters office for preparing the input tapes from punched cards. This procedure was not only difficult, but needed close co-ordination. Despite close co-ordination, such dependence on outside agencies hampered the progress of our tabulation work and very often interfered with our schedule of operations. Hiring computer time was also quite expensive. Hence, the Registrar General, India, decided to go in for the Multi Terminal Data Entry Systems in 1981 in a big way so as to ensure speedy preparation of input data tapes at the State level offices without having to depend on any other agency. Units for direct data entry and taping, which is comparatively quicker, economical and easier in operation have been opened in Madras and in a number of other Census Directorates.

DDE System

The equipment under Multi Terminal Data Entry Systems comprised the following:

(a) Central Processor Unit (CPU) of 32 K Memory.

(b) Console tele-typewriter (Supervisory Console).

(c) Disk Drive of 10 MB capacity.

(d) Magnetic tape unit (9 Track 1600 BPI).

(e) Sixteen Data Entry Terminals (Key Stations).

The system facilitated simultaneous entry of data by sixteen operators and subsequent verification. Verifying operator could have access to the data already entered and verify the same for accuracy before the Supervisor transfers the data on to the magnetic tape. The facility of having large number of terminals for simultaneous data entry was considered highly advantageous for us in view of the very heavy load of information that had to be put on magnetic tapes.

Two Systems for Madras

Taking all aspects into consideration, including the volume of work that had to be processed at Madras, Registrar General, India decided to install two Data Entry Systems, each with sixteen key stations at Madras. In this connection, Registrar General requested us to be on the look out for a suitable premises for the installation of DDE Systems.

Accommodation for the DDE Centre

Initially, the Registrar General, India, asked us to explore the possibility of getting some place out of the State Government's pool of office accommodation for locating the DDE Centre. This was not found possible in view of the fact that many State Government offices themselves did not have Government accommodation and were functioning in rented buildings. The location of the DDE Centre in a part of the building at No. 11, Chamiers Road, Nandanam, where the editing, coding and punching unit of 1971 Census functioned, was also thought of in 1980, since we were then considering a proposal to shift our other units here along with the main office at Poes Garden to a bigger and spacious building. A representative of M/s Micronic Devices, who were to supply and install the Data Entry equipment, inspected this place and also okeyed the proposal. But, the proposed shifting of the office did not materialise before the census and this building could not therefore be released. In the meanwhile, Registrar General stressed the need for fixing suitable accommodation quickly and for early completion of site preparation work as the DDE equipment were expected to be delivered soon.

In view of the decision to locate the Central Record Room in the building housing the Regional Tabulation Office (at Saidapet) after the latter's winding up, we thought it would be better to fix a building not far away from Saidapet. Registrar General indicated the need for 1250 sq. ft. for the location of a system; but the total requirement for the two systems including supporting services like power supply, control panel, location of stabilizers, staff recess, etc., was estimated at over 2,500 sq. ft. It was an extremely difficult task for us to search for a building providing this area. Many private building owners were reluctant to let out premises to Government departments and the Central PWD authorities were also not having a correct approach in assessing the rental value and these added to our problems in fixing a place. We were however fortunate in fixing at last suitable accommodation for the centre at the second floor of 'Suriya Mansions' at 625, Anna Salai, Madras-600 006. The area available was 2,820 sq. ft., a little more than required, but it was decided to use the extra space for certain ancillary equipment, for keeping some records and for providing some facilities to staff.

The Ministry stipulated the ear-marking of the area in excess of the allocated 2,500 sq. ft. for purposes other than the DDE Centre. In spite of our attempts to explain the dire need for a little more space and the already cramped look of the DDE Centre, even

after use of this extra space, the audit party has been pointing out time and again against the use of more area for DDE Centre than what is absolutely required. The premises was taken possession during May 1980 and the Ministry's sanction was received in June 1980. The building was asked to be taken on a five year lease by Registrar General, India. The building owner was initially willing only for a three year lease and later agreed for a five year lease. However, no lease deed has been executed so far even though we have been occupying it for over five years now.

Site Preparation

During 1980-81, the various works connected with the setting up of the DDE System gained momentum. Several letters with detailed instructions on site plan, various preparatory items of work, electrical installations, etc., started flowing from Registrar General's Office. A short term course on 'Management of the System' was organised by Registrar General, India, in New Delhi in February, 1980, Shri A. V. Vallinathan, Investigator, who was subsequently promoted as Assistant Director of Census Operation (Technical) and posted to the DDE Centre at Madras, attended this session. Knowledge about the DDE Systems and their management was imparted in this training session.

The work of site preparation and other matters connected with the DDE set-up increased and needed greater attention as they assumed a technical tenor by the middle of 1980. The Deputy Director incharge of administration who was giving personal attention to this subject till then could not devote much time and the Assistant Director of Census Operations (Technical) was assigned the task of maintaining close liaison with the Central Public Works Department and for overseeing the work closely. Such a liaison was found essential and useful for the timely as well as neat execution of the various works connected with site preparation. The Assistant Director made a periodic appraisal of the progress in the site plan execution independently and worked in close co-ordination with the Deputy Director incharge of this scheme.

Site plans for the setting up of the DDE System were obtained from two sources—one from the Computer Maintenance Corporation (a Govt. of India undertaking) and the other from M/s. Micronic Devices, who were expected to supply and install the systems. A fresh plan incorporating the salient features of these two plans with required modifications to suit our needs was got ready by the Assistant Director with the help of the CPWD officials, after visiting various computer centres in the city. It was got approved by the Director of EDP Division of Registrar General's office and then entrusted to the CPWD authorities for execution. In view of the fact that work had to be done in private premises on lease to the Government, special permission from the Director General of Works was sought by the CPWD authorities. This was obtained by Registrar General, India, and then began the expeditious execution of the connected works on a 'priority' basis so as to enable installation of the equipment, already received from abroad.

Role played by the Central Public Works Department

The CPWD played a significant role in the site preparation work. The officials who were in-charge of this work took great interest in the different jobs in the site and the Executive Engineers—both civil and electrical, visited the spot often to personally satisfy themselves about the quality of work and about speedy execution. The work done by the CPWD unit was indeed highly commendable.

Registrar General's appreciation of site plan execution

The Registrar General, India visited the site on a number of occasions when the site preparation work was on and also later, and expressed appreciation of the excellent work done by the CPWD. The Directors of Census Operations of Karnataka and Kerala also visited the DDE Centre when the site preparation work was under execution and were impressed by the work. The excellent liaison built up with the CPWD team by our Joint Director and the Assistant Director and their personal rapport with the officials had immensely improved the quality of work executed.

Electrical Installations at DDE Centre

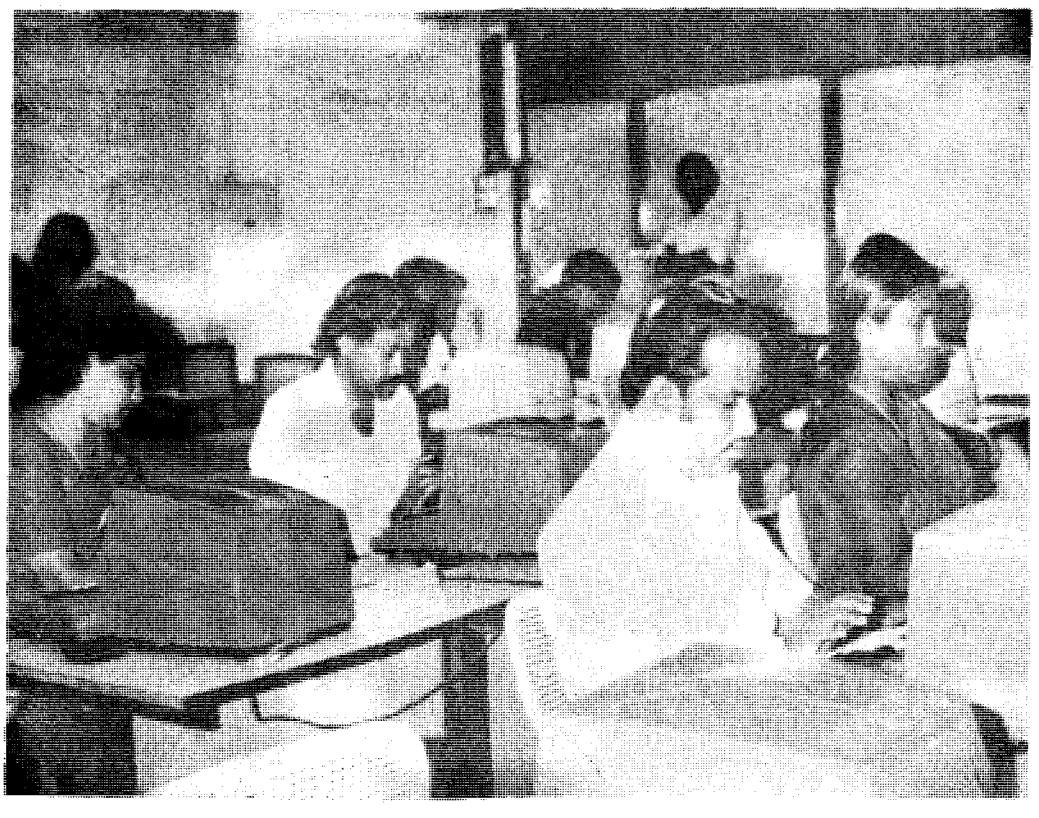
At the instance of the Registrar General, India M/s. Micronic Devices supplied detailed guidelines of the required electrical installations at site both in the Central Processor unit and in the hall in which terminals were to be set up.

Power Supply

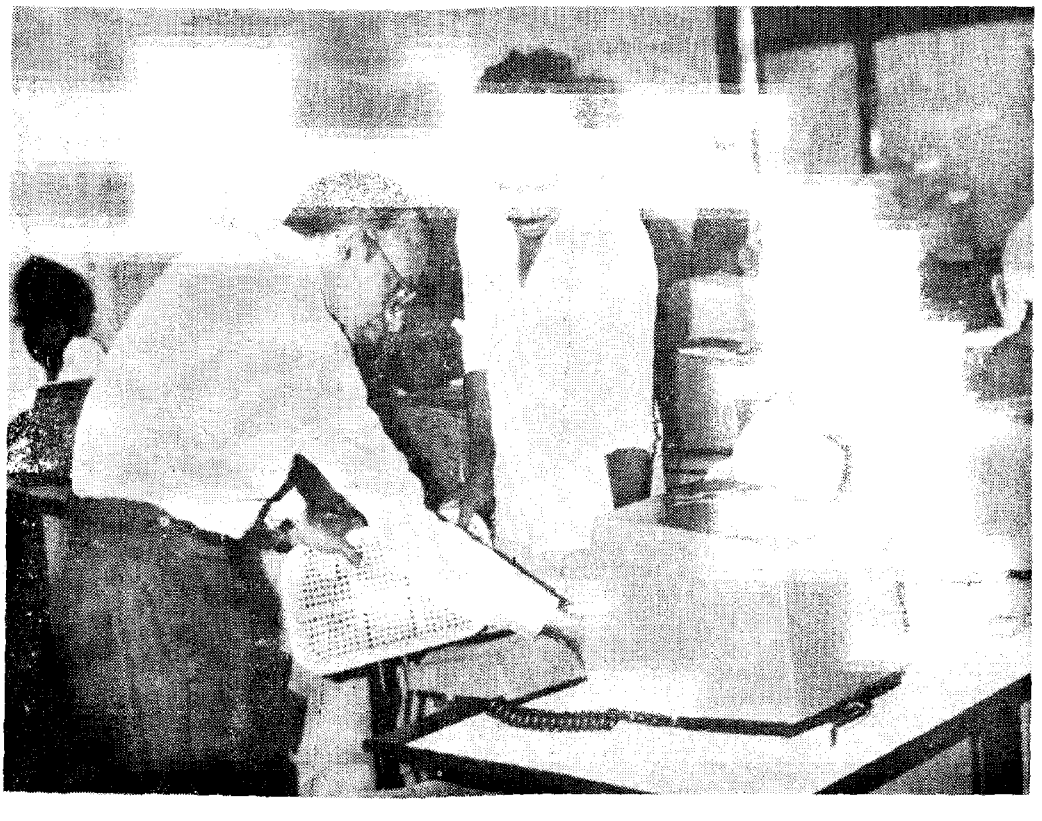
Power supply to the premises posed some problems in the initial stages. Power requirement was of the order of 45 to 50 KVA load on the whole. There were two existing power connections at the premises but the total load was only of the order of 10 KVA. The PWD engineers wanted a new connection by laying new feeder cable from the nearest transformer. Electricity Board officials informed that as laying a new feeder cable for power supply will prove a long drawn process, it would be better to get the load enhanced on the existing power connections at the premises. Accordingly, the Electricity Board was moved in the matter and the load got enhanced. The Accounts Officer of the Electricity Board was good enough to advise their technical wing, in-charge of supply connections, to effect enhanced supply without waiting for the transfer of account in the name of the Director of Census Operations, which in routine course will take time. Further, they also waived the necessity for executing an undertaking regarding minimum consumption and also deposit to be made, making the entire long-drawn procedure simple and speedy.

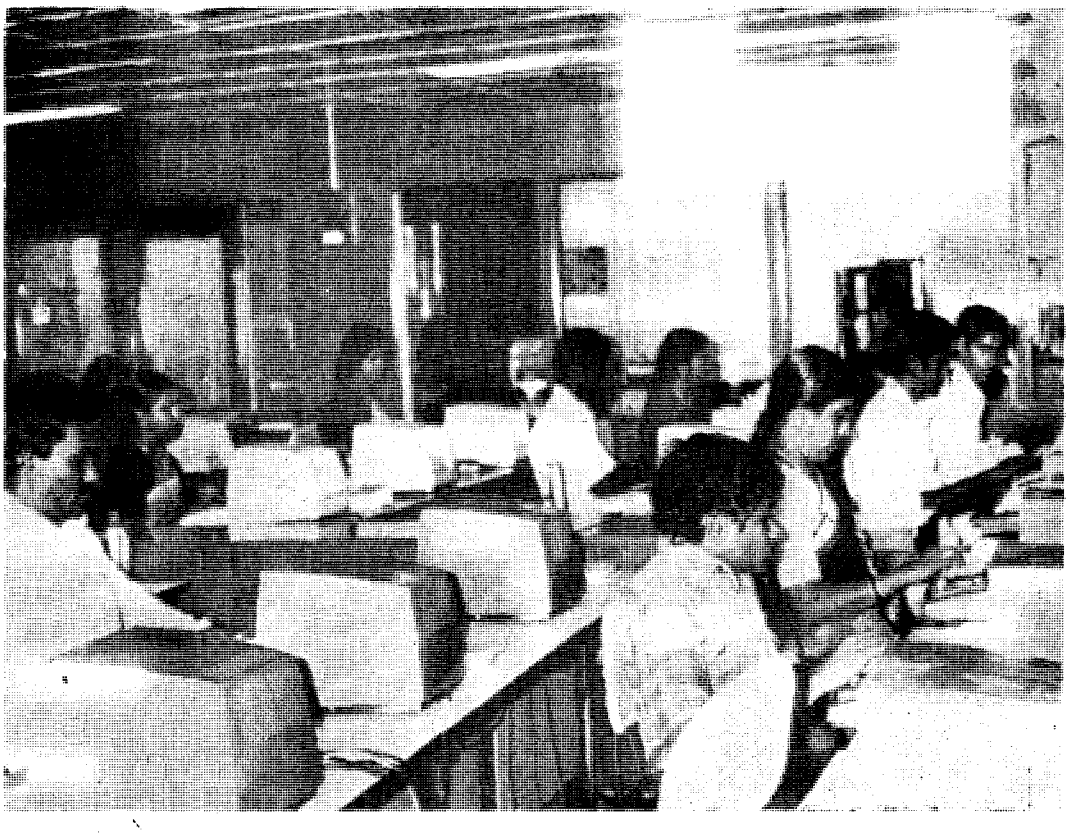
No imported system for Madras Centre

As per RG's original plan Madras was to get two GCS-211 System for installation at the DDE Centre. However, as we lost some time in fixing up suitable accommodation and consequently in site preparation, the system equipment on arrival from abroad

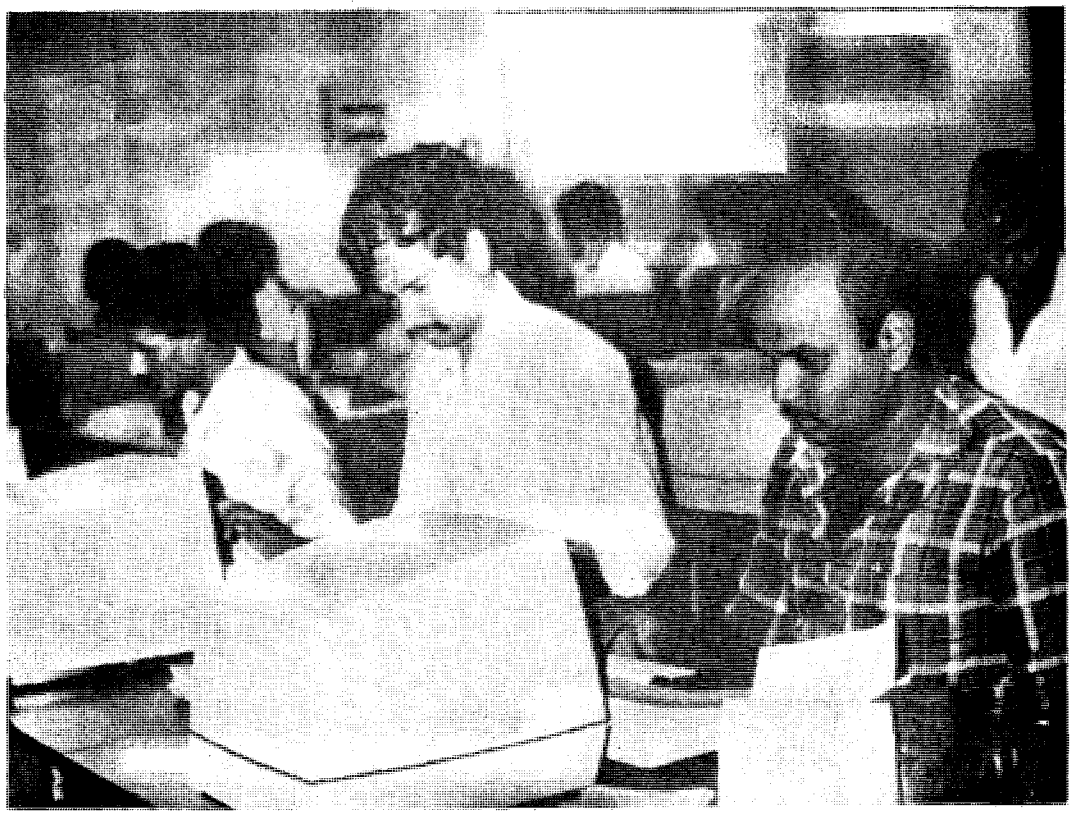


Direct data entry system — a mini Computer for processing the Census data





Another view of the Direct Data Entry System



were diverted to some other State where the site preparation had been completed. The result was that when the site was ready, systems were not available for installation.

Systems supplied by Electronic Corporation

In addition to M/s. Micronic Devices, Messrs. Electronic Corporation of India, a Government of India undertaking was also roped in for the supply of MTDE Systems. Messrs. ECIL were asked to supply the two systems for installation at Madras Centre.

Initial delivery by M/s. ECIL

Though M/s. ECIL had agreed to supply the two systems for installation before January 1982, they could supply only one system, that too with just four key stations during January 1982. After consulting the Registrar General, India, this was taken delivery of, on the condition that the rest of the 12 key stations will be supplied soon. The tape unit also was only of seven track 800 BPI against our requirement of 9 track 1600 BPI capacity.

During May, 1982, after constant reminders for the supply of full configuration for the system, M/s. ECIL supplied 16 new key stations and the four key stations supplied with the system earlier were taken back. Now that one system with full configuration (except for the Magnetic tape drive) was available, it was decided to make use of the system without further delay. The unit was inaugurated in June, '82 and it started working in full swing in July, '82.

Filling up of posts for Direct Data Entry Centre

As it was decided to make use of the available system fully, various categories of posts to man the centre had to be filled up. Only one post of Assistant Director (DP) had been filled up first. For the rest of the posts, selection had already been made but candidates had not been positioned.

In accordance with Registrar General's instructions, the posts of Senior Supervisors and Junior Supervisors were filled up by deputationists from the cadre of Tabulation Officer and Statistical Assistant/Computer respectively. Initially, the system was utilised only for one shift and as such only one post of Senior Supervisor and three Junior Supervisors were filled up. There were eighteen Operators, drawn from among the experienced punch Operators/Lower Division Clerks on deputation basis.

In order to fill up the remaining posts of Operators for the shift system proposed to be introduced later and to man the additional system when made available, we resorted to further selection of candidates. First preference was given to those Assistant Compilers who had worked earlier on punching machines and known for good performance. Once these candidates were exhausted, a proficiency test in punching/typing was conducted for willing Assistant Compilers/Lower Division Clerks with punching/typing qualification. Those who fulfilled the proficiency norms were then selected for appointment as Operators in the DDE Centre. As vacancies existed even then, it was decided to give an opportunity to graduates working in the editing and coding cell and others who had been discharged from Regional Tabulation Offices with punch card/typing experience. A proficiency test was held for these candidates and a panel of suitable candidates was prepared and kept ready for filling up vacancies for the post of Operators in DDE Centre. We had sufficient candidates forthcoming from this category for the posts of Operators. An undertaking in writing was obtained from all candidates considered for appointment in the DDE Centre that they would be willing to work in any one of the three shifts to which they might be assigned by the competent authority.

Introduction of Shift System

M/s. ECIL had delivered only one system with full configuration and there was no indication from them regarding the upgradation of Magnetic tape unit already supplied or about the supply of the second system for installation. Hence, it was decided that the available system should be utilised fully. With this purpose in view additional posts of Operators, Junior Supervisors and Senior Supervisors were filled up and double shift was introduced with effect from 2-11-82 as per office order No. A. 46011/82-Admn. dated 29-10-82. The office order further stipulated the shift timings as follows:

First Shift: 7.00 Hrs. to 13.30 Hrs.

Second shift: 13.30 Hrs. to 20.00 Hrs.

It was also laid down that in the DDE Centre the two shifts will function in one continuous stretch with a fifteen minute break for coffee in each shift, the exact time of break to be fixed by the Assistant Director (DP) taking into account the general convenience of the staff members of the DDE Centre.

Delay in delivery schedule and cancellation of order

From June 1982 till the end of October 1982 i.e. for a period of five months, the DDE Centre functioned in single shift with 18 Operators and thereafter the existing system was utilised for two shifts.

In spite of the undertaking to supply the second system without further delay no action was taken by ECIL even to keep either R. G. or this office informed of the undue delay in effecting the delivery. As repeated contacts did not elicit any positive indication regarding their delivery schedule, the Registrar General, India was constrained to notify the cancellation of orders for the supply of the second system in his letter No. D/18015/3/81. Ad. III dated 22-11-82.

ECIL agrees for delivery

However, subsequently M/s. ECIL came forward to effect the supply and clearance was given in our letter No. D/19015/82-DDE (Admn.) dated 8-2-83 to M/s. ECIL for the supply of the second system with full configuration. This supply though effected by them in the first week of April 1983, could not be installed due to power supply break-down in the premises consequent on a fire out-break in the power room due

to electrical short circuit. Consequently, there was delay in restoration of power supply and the installation of the system was delayed. However, the system was installed and was ready for use during the last week of May. Though the second system was supplied with a 9 track 1600 BPI tape unit, the tape unit in first system continued to be seven track 800 BPI only.

The upgraded 9 track 1600 BPI tape drive for the first system in replacement of the seven track 800 BPI drive was delivered during November 82. But consequent on the break-down of the built-in power supply unit in the first system, the PE magnetic tape drive could not be installed till the middle of June 1983 when the spare power supply unit received from Hyderabad was installed and the system restored to normal functioning.

The upgradation of magnetic Tape Drive gave rise to another problem of compatibility of back up Tapes. The back up tapes created on old seven track 800 BPI drive could not be used on the new PE drive and creation of date tapes from these back up tapes proved difficult. However, M/s. ECIL readily agreed to convert 800 BPI seven track back up tapes into 9 track so as to ensure compatibility of back up tapes without equipments. Accordingly, the Assistant Director (DE) took all the old seven track back up tapes to ECIL factory at Hyderabad, where the same were got converted.

Staff Sanctioned for DDE

Registrar General had sanctioned the following posts for the DDE Centre at Madras.

Assistant Director	4
Senior Supervisor	4
Junior Supervisor	12
Operators	72
Loaders	8

Though all the posts have been filled up now, I have been utilising the services of only two Assistant Directors in the DDE Centre as I felt that the work load in DDE Centre did not demand the attention of four Assistant Directors. This was also discussed with the Registrar General, India. Services of the other two Assistant Directors are being utilised in the Directorate in other divisions.

Training for supervisory staff

A short appreciation course on the Direct Data Entry System intended for the State Directors of Census Operations was organised in New Delhi during October 1981. I attended this course and found it extremely useful. An orientation course on the system was also conducted by the Data processing Division of the Registrar General's Office for Joint Directors and Deputy Directors during 16th to 21st May, 1983 at New Delhi and this was attended by Shri M. Panchapakesan, Deputy Director of Census Operations, who was looking after the Editing and Coding Unit and the feeding of the DDE Centre with the coded schedules. The management of DDE Centre requires specialised expertise at the supervisory level and in order to provide the same, M/s. ECIL conducted a training programme for such personnel at Hyderabad for a fortnight during 30th Nov. to 12th Dec. 1981. The Assistant Director (DP), one Senior Supervisor and two Junior Supervisors were deputed to undergo this training. This training proved immensely useful in that when the systems were delivered at our site our personnel were able to manage the same.

In addition to this training, the R. G. India, deputed our Assistant Director (DP) to Bombay for a week's orientation course with M/s. Informatic services (Pvt.) Limited, who were the agents for M/s. Computer Machinery Company, London. Here, he underwent special training in the conduct of acceptance tests of DDE Systems and also on supervisory functions.

Training for Operators

The Operators recruited for the DDE Centre and the rest of the supervisory personnel were all trained at our own site for which M/s. ECIL deputed their software specialists from Hyderabad. After familiarisation course on the key board, the Operators were allowed to have speed practice for about a week with a view to ensure achievement and maintenance of optimum speed after switching over to job work. The supervisory personnel were given complete training in system management, supervisory role and also key board functions.

The training was so complete and thorough that within a fortnight after taking up job work most of the Operators were able to achieve and maintain a speed of 18,000 to 22,000 key depressions per hour.

Acceptance of the systems

Though the second system was delivered and was in use, acceptance for this was not issued till August 1983. As per Registrar General's specification, full acceptance tests were conducted on the system. The Data Processing Division had also deputed one of their officials to be present at the time of acceptance test. The acceptance test comprised of two parts: (1) Hardware tests and (2) Software tests. Under the hardware tests, the system was effectively subjected to checking of the proper functioning of various hardware components that go into the making of the system. The components are essentially Central Processor Unit (CPU), Memory, Disk Drive, Tele Typewriter, Key Stations and the Magnetic Tape Drive. Individual diagnostic programmes were run to assess the performance of various components listed above. These standard diagnostic programmes were run to ensure the functioning of these individual subsystems and bring out any error or errors due to design, production or integration in the form of diagnostic messages on the console tele-typewriter.

The software tests were aimed at ensuring that the facilities available through the system software are

all provided on the system. The tests primarily consisted of handling one set of records as a batch in the various modes of operation, viz.,

Data entry

Data verification

Data validation

Data output

Batch listing

Reformating and

Format entry

During the acceptance test, one set of records in one batch was subjected to the above modes of operation. Successful handling of this set of records in all the above modes showed the basic features of the system software as available to us. The set of records as a batch was entered from different key stations under a suitable format and was subjected to verification, validation and data output. Then the data was transferred to a magnatic tape and a batch list (print out) taken. This print out was then compared with the data in the basic record for consistency.

These exhaustive tests proved the efficient functioning of the system and consequently under advice from D. P. Division at Registrar General's Office contained in their D. C. No. 35/31/81-DPD dated 7-10-83, the acceptance certificate was issued by this office with effect from 16-5-1983 for the second system in our letter No. 19015/82-DDE dated 11-11-1983.

Projects undertaken

From the inception of the DDE Centre, Registrar General, India has been assigning various projects to the Centre. We have so far taken up and completed the following projects. Details of work-load under each project are indicated in the statement below.

Details of various projects taken up at the DDE Centre, Madras since inception

Name of project taken up	State to which it relates	No of records keyed and verified (in Lakhs)
5 p. c. Ind. slips	Tamil Nadu (part)	11.34
5 p. c. Ind. slips	Pondicherry U. T.	0·32
95 p. c. Ind. slips	Pondicherry U. T.	5.72
15 p. c. Ind. slips	Tamil Nadu	72.06
15 p. c. Ind. slips	West Bengal (Part)	9·21
100 p. c. Household Schedule	Pondicherry U. T.	1.16
20 p. c. Household Schedule	Tamil Nadu	20.26
80 p. c. SC/ST	Tamil Nadu	36.01*

p. c. per cent

* out of 75 lakhs, 36.01 have been completed an on 10-7-85

System Breakdown and power-cuts

Breakdowns of the system due to some mechanical snag or wearing out of some parts had taken place on very few occasions. The ECIL engineers were immediately apprised of the problems in such instances and they came and remedied the defects immediately and made replacements, wherever found necessary. There was also a fire out-break in the power room consequent on electrical short circuit in May 1983, which affected the work in the centre for a few days. This was attended to immediately and the normal functioning restored soon thereafter. On the whole, the performance of the system was quite satisfactory and system breakdown was rare.

Due to the imposition of power-cuts by the Tamil Nadu Electricity Board and the loadshedding restored to during the lean months in the last two years, the output in the DDE Centre was somewhat affected. Such cuts and load-shedding have become the recurring features due to limitations in supply and increased power requirement in the State. Thanks to the intensive use of the system, better performance and the functioning of the centre in two shifts, the work turned out has not lagged far behind the schedule prescribed by the D. P. Division.

ANNEXE

IMPORTANT LETTERS AND INSTRUCTIONS ON TABULATION

ANNEXE

(i)

Tabulation Circular No. 9 Issued by the Registrar General, India.

D.O. No. 9/61/80-CD(CEN)
Dt. 29-10-1980.

SUBJECT.—*Compilation of Primary Census Abstract*

My dear

This circular deals with the compilation of the Primary Census Abstract and Appendix 3 to Table A-1 (Houseless and Institutional Population). The priority in tabulation is also indicated herein so far as the generation of the PCA is concerned and the manner in which the records would have to be processed for this purpose is also clarified. The formats of the Primary Census Abstract and Appendix 3 to Table A-1, which are the end products of this compilation process, are given as Appendices 1 & 2 to this circular.

The Primary Census Abstract (PCA) and some other tables have, till the 1971 census, been generated by breaking the Individual Slip pads and manual sorting of the Individual Slips. As a distinct departure from this procedure, the tabulation system of the 1981 census will avoid the breaking of the pads and manual sorting of the Individual Slips. This time the pads will not be broken, whether they relate to the Individual Slips or the Household Schedules, and the data for the PCA will be obtained by compilation of data available in Part II of the Household Schedule, namely, the Population Record.

Regional Tabulation Offices

For the purpose of compilation of data for the PCA it is proposed to establish Regional Tabulation Offices in the States and Union Territories. Separate staff on fixed pay will be provided for this compilation work in each of these Regional Tabulation Offices. Instructions have already been issued indicating the scale of such staff and delegating the powers of creation of these posts and appointments to the Directors. The regional offices which have now been established for the operations as such will in effect be converted into Regional Tabulation Offices.

Keeping in view the work involved in compilation of the PCA and taking into consideration the time span within which the PCA has to be generated, the norm for staff would be one post of Tabulator for every 30,000 population, one post of Checker for every 6 Tabulators and one post of Supervisor for every 3 Checkers. One Statistical Assistant will be incharge of 3 Supervisors. Wherever possible, the Directors are requested to investigate the possibility of drawing upon the existing staff for this work. In such cases, the Assistant Compilers will function as Checkers and the Computors as Supervisors.

Posts have already been created for tabulation of the houselisting results. This staff appointed for processing of houselisting results will continue to work in the Regional Tabulation Offices and will get merged with the larger staff created for generation of the PCA. The entire staff should be intensively trained for this purpose at least a fortnight ahead of the date by which the records are expected to reach the Regional Tabulation Offices. The compilation of the Primary Census Abstract and Appendix 3 to Table A-1 in all the States and Union Territories will have to be completed as expeditiously as possible but in no case later than 10 months after the receipt of the records in the Regional Tabulation Offices. This target date is fixed keeping in view the urgency of the date required and is based on the norms fixed after the work-study undertaken in this office.

In states where there is more than one Regional Tabulation Office, the staff can be allocated on the basis of the schedules to be handled by a particular Regional Tabulation Office. No fixed norm with regard to the strength of a Regional Tabulation Office is, therefore, being laid down and the Directors of Census Operations will have to determine the number of Tabulators, Checkers and Supervisors to be allocated to a particular Regional Tabulation Office on the basis of the above norms.

The Regional Tabulation Offices will receive the records from the Charge Offices directly and not through the District Census Officer, as will be seen from the enclosure to this office letter No. 9/16/80-CD(CEN) dated 8th May, 1980 (Circular No. 16).

Handling of Records

The operational unit for the purpose of compilation of the data for the PCA and Appendix 3 to Table A-1 will be an enumeration block. The Tabulator will do the basic editing, totalling, checking and compilation etc. of the Household Schedules as well as Individual Slips, as has been explained in the Manual for the Compilation of Primary Census Abstract. The functions of the Checkers and Supervisors have also been adequately described in the Manual.

It is proposed to have an advance tabulation of data at national level on the basis of 5 per cent of the sample blocks. The instructions as to how this sample will be drawn for advance tabulation are contained in this office letter No. 1-7/80-DD dated 7-6-1980 (Tabulation Circular No. 6).

The Sample Slip is being canvassed universally in all the Union Territories as also in the States of Assam, Himachal Pradesh, Jammu and Kashmir, Maharashtra, Manipur, Meghalaya, Nagaland, Sikkim, Tripura and West Bengal. In the remaining states of Andhra Pradesh, Bihar, Gujarat, Haryana, Karnataka, Kerala, Madhya Pradesh, Orissa, Punjab, Rajasthan, Tamil Nadu and Uttar Pradesh, the Sample Slip is being canvassed in 20 per cent of the enumeration blocks. The mode of drawing the 5 per cent sample in these two sets of states will obviously be different as explained in Tabulation Circular No. 6.

The processing of the data for the generation of all tables, except the Primary Census Abstract and the A-series tables, will be on the computer and for this

the Direct Data Entry Systems Units will be commissioned soon. The manual and mechanical processing of the schedules will thus have to be so organised *that the records relating to sample blocks for advance tabulation are dealt with first and released for detailed editing and coding in the* Editing and Coding Cells. This would ensure that none of the operations is delayed.

Sequence in processing of schedules

The period specified for generation of the PCA is 10 months as indicated earlier. However, it is necessary to ensure that the flow of records to the Direct Data Entry Systems through the Editing/Coding Cells is so organised as to enable us to generate tables at the national level by way of advance tabulation on the basis of 5 per cent of the sample blocks followed by the processing of records relating to the rest of the area sample, and subsequently by the processing of the balance records. The management of the records on this basis will ensure that the Direct Data Entry Systems are not kept idle but can commence work as soon as possible. The sequence of processing of the Individual Slips and Household Schedules will therefore be as follows:—

Stage I

Processing of Individual Slips and Population Records pertaining to 5 per cent of the Sample blocks for national level estimates. This 5 per cent of the sample blocks will be in the case of all States and Union Territories, including Assam, Maharashtra and West Bengal. After processing of the records referred to herein for the PCA of these blocks, these pads and schedules will go to the Editing and Coding Cells for advance tabulation of national level estimates on the DDE systems.

Stage II

Processing of the slips and corresponding Population Records in the following cases—

(a) of the remaining 15 per cent of the sample blocks in respect of States of Andhra Pradesh, Bihar, Gujarat, Haryana, Karnataka, Kerala, Madhya Pradesh, Orissa, Punjab, Rajasthan, Tamil Nadu and Uttar Pradesh as also in the states of Assam, Maharashtra and West Bengal.

(b) records of 95 per cent of the blocks in the Union Territories and of Himachal Pradesh, Jammu and Kashmir, Manipur, Meghalaya, Nagaland, Sikkim and Tripura.

After processing for PCA the pads and schedules in these cases will be sent to the Editing and Coding Cells for further processing on the Direct Data Entry Systems.

Stage III

(i) In States where Sample Slips have been canvassed in sample areas only, as also in Assam, Maharashtra and West Bengal, the Slips and the corresponding Population Records in respect of 20 per cent of the blocks in the non-sample areas will be taken up for PCA, after stages (I) and (II) stated above are completed. These slips along with other records will then be sent to the Editing and Coding Cells.

(ii) After completion of the PCA relating to this additional 20 per cent sample drawn from the non-sample areas in these states, the balance of 60 per cent records will be processed for generation of the PCA.

Generation of the Primary Census Abstract

In order to be able to arrive at the PCA finally, three basic formats will be used which are explained in detail in the Manual. These are the following:

(a) The Block Compilation Sheet.

(b) The Blockwise Master PCA.

(c) The Urban/Village PCA.

The first form will yield the PCA data for each block. One such form will necessarily have to be used, with or without continuation sheets as the case may be, for each block. The format is at Appendix 3 to this circular.

The Blockwise Master PCA, which is the second form, will be used to arrive at the PCA data for each village or urban charge on the basis of the corresponding data for each enumeration block included therein. The formats are different for rural and urban areas and are at Appendices 4 and 5 to this Circular.

The last form is of course the basic PCA format itself which is part of the tabulation plan (Appendix 1).

In addition to these forms, it is proposed to obtain the data for Appendix 3 of Table A-1 simultaneously. For this purpose the form in Appendix 6 to this Circular will be adopted.

In the case of the smaller urban areas it may be possible to use the same Blockwise Master PCA form for the entire urban area since the number of blocks may not be very large. However, in the case of the cities or metropolitan areas or even in the case of large towns which contain many charges within them, it may be more convenient if the Blockwise Master PCA is developed for each charge or ward within the city etc. In such a case, the PCA for the entire urban area will have to be generated by using fresh Blockwise Master PCA forms in which the charge or ward totals would be incorporated to arrive at the city total. If this system is adopted, small but necessary changes in the headings of the format would have to be made.

It will be noticed that the Block Compilation Sheet will first give us the PCA information for each block and that this information will be transferred against the appropriate block number in the Blockwise Master PCA. After all the entries in the Blockwise Master PCA are filled, the PCA for each village or urban

charge will be obtained. The village PCA or the urban PCA will thereafter be compiled on the basis of the Blockwise Master PCA.

In processing the schedules it has already been mentioned that the sequence will first relate to the 5 per cent of the sample blocks followed by 15 per cent of the sample blocks or 95 per cent of the remaining blocks in the case of certain areas and a 20 per cent additional sample. This would mean that the Blockwise Master PCA will have to be written up as and when the information is available after processing for a block. It is possible that in a village there are more than one block and one of them becomes the sample block. In an urban charge there are many blocks and one or more of them may be a sample block. According to the sequence of processing, the records for the sample block will be processed first and the records of the non-sample blocks in this village or urban charge will be handled only after the sample blocks of all the charges allocated to a Regional Tabulation Office have been processed. This can happen after a time-lag of a few months depending on the workload in each such office. It is in this context that the preparation of the Blockwise Master PCA requires complete supervision and care. It will be evident that the entries in the Blockwise Master PCA will be made for the sample blocks first as and when they are processed and one would have to wait for filling in the PCA details of the non-sample blocks till these are processed later. Similarly the figures against each block will be entered in the compilation sheet for Appendix 3 to Table A-I by the checker as and when he gets the results for a block.

The village/urban PCA will be written up when the totals for each village or urban charge have been obtained through the Blockwise Master PCA.

Both the Blockwise Master PCA and Village PCA as well as Compilation Sheets for Appendix 3 to Table A-1 in respect of each charge must be ready for posting of compiled data before the processing of the Individual Slips and Population Record in each State and Union Territory starts. In other words, the first three columns of the Blockwise Master PCA should be written up before the records are issued to any team. Simultaneously, first three columns of the Village PCA should be written in the Regional Tabulation Offices. Similarly, location particulars are the first (block number) column of the Compilation Sheet for Appendix 3 to Table A—1 should be filled, so that both the Blockwise Master PCA and Village PCA as well as Compilation Sheets for Appendix 3 to Table A-1 can be issued to the team along with other records.

While writing up the three columns of the Blockwise Master PCA for rural areas it would be necessary to have these details entered in such a manner so that one line is kept free for arriving at the village totals in cases where a village contains more than one block. If this is not done, it would be necessary to use a similar format again which would add to the workload. Therefore, in writing up the first three columns of the Blockwise Master PCA in the rural areas, wherever a village has more than one block the next line should be left blank for arriving at the village totals. The manner in which this can be done is illustrated below only with reference to the first three columns of the form. It will be obvious that the other columns relating to this line will be blank at this preliminary stage but will be written up during the course of the compilation by the Checker.

Sl. No. of village	Name of village	E.B. No.
1	ABC	1
2	DEF	2
		3
3	GHI	4
4	JKL	5
		6
		7
		8
5	MNO	9
		10
6	PQR	11
7	STU	12

In the case of urban areas, as has been indicated earlier, ward-wise totals will be arrived at separately for each ward through the Blockwise Master PCA. These will later be carried over to a similar format to arrive at the figures for the urban area itself. Normally, therefore, the procedure suggested in the case of rural area should not be necessary for urban areas.

As suggested earlier, if separate sheets are being used for each charge/ward within large urban area, the preliminary details even in these cases must be written up well before the processing starts.

The preliminary work can start soon after the Enumeration blocks for the actual enumeration have been carved out. A team or two in each Regional Tabulation Office should be entrusted with this job. They must complete this work by the end of February 1981 positively.

The PCA and Appendix 3 to Table A-1 are proposed to be obtained on the basis of the Population Record and the Individual Slips after applying very elementary editing and matching procedures. These procedures are described in a Manual wherein the duties and responsibilities of different functionaries are described in detail. The method of compilation to be adopted is also described therein. Copies of the Manual are being printed in English and Hindi centrally. A cyclostyled copy of the English version will be sent separately.

The basic steps which the Tabulator would have to follow in generating the PCA are indicated below very briefly:

(i) Columns 1 to 7 of Part II of the Household Schedule—Population Record will be edited in detail.

(ii) After the edit referred to above has been carried out, the entries in column 1 to 7 of the Population Record will be matched with the entries against Questions 2 to 5 of the Individual Slips.

(iii) The entries relating to Questions 8, 9 and 10 in the Individual Slips will be edited and matched with the corresponding entries in the Household Schedule, Parts I and II.

(iv) Question 11 and Questions 14A to 16 of the Individual Slips will be edited.

(v) After the edit in item (iv) is over, the entries against Question 11 and Questions 14A to 16 of the Individual Slips will be matched with columns 10 to 21 and 24 to 35 of the Population Record.

(vi) After the above processes are over, the column totals will be verified with regard to columns 2, 4, 5 and 8 to 35 of the Population Record.

In this system of generation of the PCA, the Supervisor in each Regional Tabulation office will be responsible for finalising the PCA at each charge level. It must be mentioned here that in the case of a city or other large urban area the word charge refers to a ward or division or other areas within the city or such large urban areas. It would be necessary to ensure that the PCA is aggregated at higher levels i.e. at tehsil level, city level, town level etc. This work must be assigned to the Statistical Assistants and the Investigators in each Regional Tabulation Office. Similarly, the district totals must also be developed in the Regional Tabulation Office concerned. Having obtained the PCA figures at these higher area levels, these figures must be aggregated again to obtain State level figures. For this purpose the Directors may organise small units at the headquarters itself and use the same formats with suitable changes.

Supervision

It would be necessary to ensure that the senior officers including the Investigators and Statistical Assistants in each Regional Tabulation Office carry out close supervision at every stage and also apply test checks. This supervision and checks must relate to all stages of PCA tabulation, i.e., to the edit/desk match stage, the work of the Tabulator, the totals computed by the Checker and the charge PCA figures obtained by the Supervisor. It would be necessary that specific instructions are issued with regard to adequacy of supervision and sample checks.

Similar procedure would apply to the generation of Appendix 3 to Table A-1.

Please acknowledge receipt of this circular.

APPENDIX 1

Urban/Village Primary Census Abstract

Location Code Number	Name of Village/Town/ Ward	Area of village in hectares & of town/ ward in Km²	Occupied residential Houses	No. of Households	Total Population (including Institutional & Houseless Population)			Scheduled Castes		Scheduled Tribes		Literates	
					P	M	F	M	F	M	F	M	F
1	2	3	4	5	6	7	8	9	10	11	12	13	14

MAIN WORKERS													
Total Main Workers (I-IX)		Cultivators (I)		Agricultural Labourers (II)		Household Industry Manufacturing, Processing Servicing and Repairs [V(a)]		Other Workers (III, IV, V(b) & VI to IX)		Marginal workers		Non-workers	
M	F	M	F	M	F	M	F	M	F	M	F	M	F
15	16	17	18	19	20	21	22	23	24	25	26	27	28

APPENDIX 2

A– 1 Area, Houses and Population

Houseless and Institutional Population

State/ District/ Tehsil/U.A./ City/Town	Total/ Rural/ Urban	HOUSELESS POPULATION				INSTITUTIONAL POPULATION			
		No. of House-holds	Persons	Males	Females	No. of House-holds	Persons	Males	Females
1	2	3	4	5	6	7	8	9	10

APPENDIX 3

Page No. .....

Block Compilation Sheet

RURAL/URBAN

Name of State ..... Code No. .....

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

Name of Tahsil/Taluk..... Code No.....

C.D. Block etc.

Name of City/Town.....Code No. ....

Name or No. of Charge..... Code No.....

Ward No. .....

Type of Household: Normal/Institutional/Houseless

Enumeration Block No. .....

S.No.	Household No.	Total Population			Scheduled Castes		Scheduled Tribes		Literates		MAIN WORKERS									
											Total main workers		C		AL		HHI		OW	
		P (2)	M (4)	F (5)	M (8)	F (22)	M (9)	F (23)	M (10)	F (24)	M (14)	F (28)	M (16)	F (30)	M (17)	F (31)	M (18)	F (32)	M (19)	F (33)
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21

Marginal Workers		Non-workers	
M (15)	F (29)	M (13)	F (27)
22	23	24	25

APPENDIX 4

Page No. .....

Blockwise Master Primary Census Abstract—Rural

Name of State .....Code No. .....

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

Name of Tahsil/Taluk C.D. Block etc. .....Code No. .....

Sl. No. of village	Name of village	EB No.	No. of Occupied residential houses	No. of house-holds	Total population (including Institutional and Houseless Population		Scheduled Castes		Scheduled Tribes		Literates	
					P	M	F	M	F	M	F	M	F
1	2	3	4	5	6	7	8	9	10	11	12	13	14

APPENDIX 4

Main worker										Marginal worker		Non-worker	
Total main worker		C		AL		HHI		OW					
M	F	M	F	M	F	M	F	M	F	M	F	M	F
15	16	17	18	19	20	21	22	23	24	25	26	27	28

APPENDIX 5

Page No. .....

Block-wise Master Primary Census Abstract — Urban

State ..... Code No..... Taluk/Tahsil/C.D. Block etc. .....Code No.....

District ..... Code No..... City/U.A./Town .....Code No. .....

Sl. No. of Ward/Charge	Name of Ward or Charge	EB No.	No. of Occupied residential houses	No. of households	Total population (including Institutional and Houseless Population)			Scheduled Castes		Scheduled Tribes		Literates	
					P	M	F	M	F	M	F	M	F
1	2	3	4	5	6	7	8	9	10	11	12	13	14

Main Workers										Marginal workers		Non-workers	
Total main workers		C		AL		HHI		OW					
M	F	M	F	M	F	M	F	M	F	M	F	M	F
15	16	17	18	19	20	21	22	23	24	25	26	27	28

APPENDIX 6

Compilation Sheet for Appendix 3 to Table A-1

Name of State ..... Code No. ..... Name of Charge ..... Code No. .....

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

Name of Tehsil/Town ..... Code No. ..... Rural/Urban

Enumeration Block No.	Houseless Population				Institutional Population			
	No. of House-holds	Persons	Males	Females	No. of House-holds	Persons	Males	Females
1	2	3	4	5	6	7	8	9

(ii)

Tabulation Circular No. 1 *Dated* 23-2-81 *Issued by the Census Directorate, Madras*

SUB.—*Census* 1981—*Receipt of census records—arrangement—PCA—tabulation.*

Now that the census enumeration is about to be completed in the next few days. We have to take certain preliminary steps towards processing the schedules. The compilation of the basic population particulars in a format called Primary Census Abstract or PCA is the principal aim of the regional tabulation offices.

2. You may observe from paragraph 7 of the census circular No. 15 dated 30th January 1981 that the charge officers will be handing over the census records, duly arranged. Arrangements will have to be made at your end to receive the same and keep them in a systematic manner. You may write to the charge officers falling in your region giving them details of the address, date and time where the records are to be handed over. Trained persons may also be posted for this purpose and they may be instructed to exercise necessary checks with the charge register while receiving the records from the charge officer's assistant so as to ensure the receipt of all the records relating to all Enumerator Blocks under each charge. You may arrange to post two persons for receiving the records of about 10 charges.

3. Suitable advance action is necessary for keeping a 'Record Room' in your office. The racks might be ready by now and these have to be kept neatly in some good order with inter space to move about. The records have to be kept separately for each district. The various records of every charge within a district should be kept side by side, separately.

4. Please also note that the records of rural units and urban units must be kept in separate bundles. Also, the records pertaining to the 20 per cent sample enumerator blocks of each charge have to be kept in separate bundles and those relating to non-sample blocks (80 per cent) should be separately stocked.

5. The sequence in the processing of the schedules will be as follows.

(i) Processing of Individual slips and population records relating to 5 per cent of the sample blocks, which is selected for making advance tabulation at the national level. This five per cent sample blocks will be from the 20 per cent of sample blocks already selected, where the blue individual slips have been canvassed. These 5 per cent sample blocks (which will be one-fourth of the 20% blocks) have already been selected at this Directorate and these will soon be communicated to you.

(ii) Processing of slips and corresponding population records of the balance of 15 per cent of the Enumerator Blocks.

(iii) After the processing of 20 per cent of the schedules as in (i) and (ii) above, a further sample of 20 per cent blocks (that is, one fourth of the remaining 80 per cent) will be selected for similar processing. A communication regarding this sample will be issued in the next few days.

(iv) The processing of the balance of 60 per cent of the records will be done at the final stage. The records at items (i) to (iii) above will be sent to the editing and coding cell at Madras in that order.

6. Towards preparing PCA, the following forms are being printed and these will be supplied to you.

(a) Block Compilation sheet.

(b) Rural Master PCA

(c) Urban Master PCA

(d) Urban/Village PCA

In addition to PCA, a statement entitled 'Appendix 3 to Table A-1 will also be prepared and for this compilation sheets will be printed and sent to you in due course. Please intimate the number of forms you may require under each.

7. I am sending herewith five copies of the 'Manual for compilation of Primary Census Abstract' and more copies will be sent to you later. You may please go through this Manual thoroughly so that the different stages of processing are well-known to you. You may also see that your senior level staff are fully aware of the various stages in the processing of schedules for PCA.

8. As the Individual Slips relating to Scheduled Castes and Scheduled Tribes have to be distinctly identified during editing for PCA, fifteen rubber stamps with the mark (S) have to be made. Please also see the instructions regarding this given in the third paragraph in page 27 of the enclosed PCA Manual.

9. Towards receipt and issue of the various records in the regional offices, the person in charge of the Record Room may be provided with separate registers. Registers as in the formats enclosed may be got ready for this purpose. It is essential that the maintenance of census records, their issue for processing, receipt, etc. are all done in a systematic manner that no record is damaged or lost. The maintenance of the various record registers is aimed towards achieving this.

10. In case there are special (military) charges in your region, the records of each such charge should also be kept separately.

Please acknowledge receipt of this letter together with the enclosures.

Record Register for Household Schedule

State : Code : Rural/Urban

District : Code : Sample/Non-Sample

Taluk/Municipality : Code :

E.B. No.	Receipt from charge Officer		Details of book numbers		Issue of records for PCA			Despatch of record sent to C & P Cell			Remarks
	Date of receipt	Number of books received	25 forms	10 forms	Date	Name of supervisor	Signature of supervisor	Date of return of record back	Date	Reference number	
1	2	3	4	5	6	7	8	9	10	11	12

Record Register for Notional Map/Layout sketch/Abridged Houselist/Working sheets/Enumerators Abstract/Charge Abstract etc.*

State : Code : Rural/Urban.

District : Code : Sample/Non-sample

Taluk/Municipality : Code :

E.B. No.	Receipt from Charge Officer		Details	Issue of records			Despatch of record sent			Remarks
	Date of receipt	Number		Date	Name of Supervisor	Signature of Supervisor	Date of return of record book	Date	Reference No.	
1	2	3	4	5	6	7	8	9	10	11

*A separate register for each record.

Record Register for Individual Slips

State : Code : Rural/Urban

District : Code : Sample/Non-Sample

Municipality : Code :

E.B. No.	Receipt from Charge Officer		Details of pad numbers		Issue of records for Primary Census Abstract				Details of records sent to C & P Cell		Remarks
	Date of receipt	Number of pads received	50 Slips	25 slips	Date	Name of Supervisors	Signature of supervisor	Date of return of record back	Date	Reference Number	
1	2	3	4	5	6	7	8	9	10	11	12

(iii)

Lr. No. 3/14/80-CEN/TN Dt. 28-3-81 from Director of Census Operations, Tamil Nadu, to the Deputy Directors of Census Operations of Regional Tabulation Offices

SUB: *Census* 1981—*Tabulation—Reg.*

I am sure you should have received all the necessary records relating to the 1981 census from the Charge Officers and arranged them in the order in which it was suggested in this office Tabulation Circular No. 1 dt. 23-2-81. The next phase is the preparation of the PCA. We have already sent the Manual for compilation of PCA in sufficient numbers. It is not proposed to translate them in Tamil. You are requested to guide the supervisory staff in understanding them and they in turn can train the tabulators, checkers and supervisors. The manual is simple enough. However, it is proposed to hold a training in this office on 8th and 9th of April. You may please attend the training along with your Tabulation Officer.

You have to first take 5 per cent EBs for advance national tabulation. The list of 5 per cent selected EBs for each district is being sent separately.

Before taking up this work, I suggest that you train the tabulators, checkers and supervisors on 1981 census enumeration thoroughly. You should satisfy yourself that they have been trained thoroughly by giving model questions and asking them to correctly fill up the individual slips and households schedules. After giving the training to the staff, may please arrange to scrutinise all the records thoroughly to ensure that the Location Code numbers have been properly given in all the records. You may also check up that pad numbers are given in all the slips and in each pad the slip numbers are also given according to the instructions. As regards sl. no. of household, given in the Abridged Houselist, please see that in the corresponding individual slip and household schedule it is repeated. This preliminary check is very important for tabulation. You may form teams containing 6 tabulators with one checker. Three such teams should be under the charge of one supervisor. It is again reiterated that it should be ensured that the L.C. Nos., pad nos. slip nos. and sl. no of the household are properly given in the records before starting on tabulation.

It is needless to point out that the records should be handled carefully and the movement register should be maintained as stipulated in Tabulation Circular No. 1. Pads of individual slip and household schedule should not be broken in any circumstance and they should be in tact with their wrapper duly filled in.

As regards Notional maps and Lay out sketches of census 1981, they may be kept neatly arranged, EB wise and L.C. wise, after ensuring by cross check with concerned Charge Registers that the Notional map/Layout sketch for each EB is available. These may be stitched neatly for each charge separately, in the ascending order of EB/LC, in one or more convenient volumes. The identification particulars like location code, etc. should be indicated clearly by pasting a slip on the outer cover of each such volume.

Please acknowledge receipt of this letter.

D. O. No. 3/14/80 dt. 20-4-81 from Shri A. P. Muthuswamy, Director of Census Operations, Madras to the Deputy Director of Census Operations, Cuddalore and copy to all Dy. Directors of Census Operations, RTOs, ADCO (Coding & Punching Cell) Nandanam, Madras.

SUB : *Census* 1981—*Compilation of PCA—Advance tabulation of 5% sample EBs.*

Please refer to your D.O. No. 4/2/81-TAB dated 18th April, 1981. The printing of the various forms connected with PCA compilation is being made and we hope to sent these forms to you very soon.

As an when the processing of the schedules for 5%, 15% additional 20% and the balance of 60% is completed, the household schedule books and Individual Slip pads of the Enumerator blocks for which processing is over have to be sent to the Editing and Coding Cell of this Directorate located at No. 11, Chamiers Road, Nandanam, Madras-35. These records will have to be sent in neatly packed bundles through a Messenger and for this purpose an inventory has to be prepared separately for each Charge. I enclose a copy of the proforma of the inventory, to be prepared. You may please arrange to prepare two copies of this Inventory and sent the same on to the Coding and Punching Cell, along with the above schedules.

Inventory of Household Schedules/Individual Slips sent to the Editing and Coding Cell

Name of State ..... Code No. ..... Rural/Urban .....

Name of District ..... Code No. ..... Sample/Non-Sample .....

Name of Charge ..... Code No. .....

E.B. No.	Number of Household Schedule books		Number of Individual slip pads		Remarks
	25 forms	10 Forms	50 slips	25 slips	
1	2	3	4	5	6

Forwarded to the Coding and Punching Cell. .....

Signature of Officer

in-charge of RTO

(iv)

Lr. No. 3/14/80-CEN/TN dated 21-4-1981 from Director of Census Operations, Madras, addressed to all Deputy Directors of Regional Tabulation Offices

SUB : *CENSUS 1981—Processing of Household schedules/Individual slips for PCA—Regarding.*

As earlier decided upon during the Conference here on 8th and 9th April, 1981, it is presumed that the preliminary scrutiny of the schedules has commenced. The schedules of the 5% sample EBs will have to be taken up first and completed by the end of the month.

The Tabulators should be instructed to exercise nescessary checks and editing/matching as in the PCA manual. It has been estimated that a Tabulator should be in a position to cover editing and matching of schedules of one EB fully in all respects in three days. This maximum period of three days is applicable to a block of normal size and in case the blocks are small or big, the scrutiny of the schedules of 40-50 households per day should be insisted upon. The work of the tabulators will have to be watched very closely by the other supervisory staff so as to ensure that this norm is broadly adhered to. A daily progress report for each Tabulator & Checker and a daily report for each team by the Supervisor will have to be prescribed and scrutinised every day. A format of daily diary for Tabulators is enclosed. You may prescribe suitable diaries for other levels.

A weekly progress report giving total no. of blocks and the no. of blocks for which editing and matching has been completed may be got from each team and a consolidated report for the regional Tabulation Office prepared. This weekly report, as in the enclosed proforma, may be prepared separately for each district and sent to this office with effect from the week ending 25-4-81. The reports for the week ending Saturday may be sent so as to be received here on the next Tuesday.

The various forms for the PCA processing are being sent to you.

Weekly Progress Report

REGIONAL TABULATION OFFICE DISTRICT :

Taluk (Rural)/Town	Total No. of EBs	5% EBS		Remarks
		Total No.	No. for which edit/match is over	
1	2	3	4	5

Note : 1. Every Census town has to be mentioned in col. 1 separately at the end of all Taluks. The Taluk charges will indicate rural blocks only.

2. Columns 3 and 4 will have to be suitably changed when 15% E.Bs. or additional 20% EBs or 60% EBs are taken up for processing

Daily Progress Report for Tabulator

DISTRICT :

Date	Taluk/Town	Village or Town Ward No.	E.B. No.	No. of households in the E.B.	No. for which work completed	Remarks
1	2	3	4	5	6	7

(v)

Lr. No. 3/14/80—CEN/TN dt. 25-4-81 from the Director of Census Operations, Madras addressed to all Dy. Directors of Census Operations of Regional Tabulation Offices.

SUB : *Census 1981—Compilation of PCA—Location Codes in census schedules—Regarding.*

During the scrutiny of some of the census schedules relating to urban areas (bearing Roman location codes), it is noticed that the Division number or Ward number or House-numbering block No. which constitutes the fourth element in the location code is not indicated by the enumerators. The indication of this Division or Ward or House-numbering block number in the census schedules is very important, particularly in view of the fact that ward-wise figures will have to be presented for PCA and in some other census tables. The noting of this number had already been mentioned in our circular No. 3 dt. 7-1-80 (on location code) and is also given in the instruction booklet, given to enumerating staff. It is better that this is carefully checked up during the preliminary scrutiny of the schedules and it is ensured that omission of ward number/House-numbering block number is supplied wherever these are found omitted.

Similarly, it is also found that in the case of some urban areas, Enumerator Blocks had been formed by clubbing two or more wards/House-numbering blocks, even though it was clearly stated in our circulars No. 4, dt. 7-4-80 and No. 9, dt. 28-8-80 that Enumerator Blocks should be formed in such a way that they do not cut across ward/block boundaries. In case there are such cases, necessary separation of records may now be done and the ward/block numbers noted correctly and clearly on the concerned urban schedules, in consultation with the Charge Officers, if found necessary.

In the schedules relating to 5% E.Bs, which might have already been taken up for processing, scrutiny of the schedules may be made to see whether there is no omission of the fourth element in the schedules relating to urban areas and that the schedules of an EB belonging to only one ward/House number block before these are sent to the editing and coding cell here.

The receipt of this letter may please be acknowledged by return of post.

D.O. No. 9/15/81-CD(CEN) dt. 20-5-81 from Shri P. Padmanabha, the Registrar General, India, New Delhi addressed to Shri A. P. Muthuswami, the Director of Census Operations, Madras.

I have had occasion to see the work relating to the tabulation of the PCA in a few offices and I am happy to note that the work appears to be going on schedule. However, at this stage, I thought I should share with you my anxiety to ensure quality of edit and tabulation work relating to the PCA. This is particularly important now that the 5 per cent sample should be coming to an end and the 15 per cent being taken up. In fact, in certain States, the additional 20 per cent sample is almost due to commence. It is appropriate that at this stage we take a very hard look at the quality of performance of the edit of the PCA, with particular reference to the economic questions. I am quite confident that you would have made necessary organisational arrangements for this purpose but a review of the quality checks at this stage would be useful so that we ensure that the work is of high quality in relation to the bulk of the PCA.

2. Training of the staff doubtless has been attended to but I find that it would be useful to hold refresher courses every month or, in the early stages every fortnight, so that the Tabulators and Checkers are continuously exposed to the instructions. At these refresher courses, which need not be more than two to three hours, mistakes in editing which have been noticed may be discussed so that common experience is shared. I would also suggest a weekly meeting with the Supervisors and Statistical Assistants where progress is reviewed, their own role assessed with regard to supervision, typical cases of errors discussed and clarifications issued. In fact, the review meetings with the Statistical Assistants and Supervisors should form the basis for the refresher courses for the Tabulators and Checkers. Both these aspects will doubtless have to be attended to by the Deputy Director concerned.

3. In particular, the special role of the Statistical Assistants and Supervisors must be highlighted so that they carry out supervision as intensively as possible. Special attention must be paid to the identification of the SC/ST slips for which instructions have already been issued. Similarly, special attention must be paid to the edit of the economic questions. I would like to say that I have noticed cases where the enumerator is often correct but the Tabulator has carried out unnecessary edits because of insufficient understanding of the instructions. Such quality checks can only be applied if there is continuous test-checking of the work of the tabulators every day. In fact, the Deputy Directors should so organise the work that he along with the Investigator, Statistical Assistants and the Supervisors checks the work of every Tabulator to some extent each day in the initial stages. Doubtless, while carrying out such checks, errors or edit defects noticed will have to be reported to the Deputy Director.

4. At this critical stage of the PCA, it may be useful for you to consider the establishment of a small inspection unit headed by a competent Assistant Director or Deputy Director from your headquarters and assisted by one or two Statistical Assistants who can go round each tabulation office, carry out inspection of work done and draw up short notes which will be given to the Regional Deputy Director and submitted to you also. On the basis of such reports, which can be shared with other Regional Deputy Directors, a stricter control over performance would be possible. In fact, one of our colleagues has already established this system and I think it is working very well indeed.

5. One small point is that we must ensure that each Tabulator must end his work on any day with a complete household and not stop the work half-way through a household. This would ensure that he does not omit Individual Slips when he begins the work next day.

6. I have referred to the need for refresher courses because our experience has been that the Tabulators and Checkers often drop out. There are new people who are recruited etc. and it is quite important in these circumstances that there is continuous training and exposure to the instructions. In fact, one would have to identify the weak Tabulators and Checkers and their work must in fact be checked constantly. If a person is totally unsatisfactory, it would be desirable that his services are terminated quickly so that a feeling of complacency does not creep in.

7. Much of what I have said here would doubtless have already been organised by you. The key issue is to ensure that quality of PCA edit is attained quickly since the bulk of the work has to commence now. I would be happy if you could review the system once more and keep me informed.

Please acknowledge receipt of this letter.

(vi)

D.O. No. 5/2/81-CEN/TN dated 27-5-81 from Shri N. Rama Rao, Deputy Director of Census Operations, Madras addressed to the Deputy Directors of Census Operations, Regional Tabulation Offices.

SUB : *Compilation of PCA—monthly progress report.*

I enclose a proforma of a monthly progress report on the compilation of PCA, which is required by Registrar General, India. You may kindly arrange to prepare the report in this proforma for every month and send the same on to the Directorate so as to be received here on or before the 5th of the succeeding month. The first report for the current month of May, '81 may be sent before 5th June 1981. The weekly reports on the no. of blocks completed for PCA which is being sent now will also continue.

Please note that the report has to be sent in separate forms for the four stages of PCA compilation, viz., 5 per cent, 15 per cent, additional 20 per cent and the final 60 per cent of the blocks. Now, the first report may be sent for the 5 per cent as also for the 15 per cent, which I am sure would be half way through.

Please also note that the provisional population figure (in column 3) of the proforma and the final population figures (in columns 5, 7 and 9) of a particular stage alone should be given in the concerned report. For example, in the monthly report dealing with the processing of the 5 per cent sample blocks, column 3 will include the *provisional population totals* of all the blocks which fall within this sample. So also, columns 5, 7 and 9 will give the final population figures of these sample blocks only, as finally entered in the urban/rural Master PCA and urban/village PCA after editing and matching of Household Schedule and individual slips. However, the number of charges should be same in the reports of all the stages, even if some towns do not fall under any one stage of processing like 5 per cent or 15 per cent.

Please acknowledge receipt of this letter and the enclosure.

Compilation of PCA—Monthly Progress Report

Report for the month of :

Regional Tabulation Office :

Report on 5%/15%
Additional 20%/60%*

Total Rural Urban	No. of charges including special charges to be handled		Number of charges and the population for which the PCA and Appendix III to Table A-1 completed						No. of charges for which records sent to Editing and Coding Cell by the end of the month under report
			At the beginning of the month under report		During the month under report		At the end of the month under report		
	No.	Provisional Population	No.	Final Population	No.	Final Population	No.	Final Population	
1	2	3	4	5	6	7	8	9	10
District 1 :									
Total									
Rural									
Urban									
District 2 :									
Total									
Rural									
Urban									
Total for RTO									
Total									
Rural									
Urban									

* A separate report to be given for each stage of processing until completion of the same.

Note : The rural charges refer to Taluk (Rural) units and the urban charges here should be taken as the no. of census urban units (including special charge units).

(vii)

Lr. No. 3/14/80-CEN/TN dt. 29-5-1981 from the Director of Census Operations, Madras addressed to all the Deputy Directors of Census Operations of Regional Tabulation Offices.

SUB: *PCA tabulation—Quality of work—periodical review—Regarding.*

The processing of schedules for the PCA in respect of 5% sample blocks is now over and the second stage of processing of the 15% blocks is currently in progress. It is essential that at this stage we take stock of the situation both with regard to the progress of work as well as the quality of the performance in editing the schedules, particularly the economic questions. A periodical review of the various checks made by the supervisory officials would be highly helpful in ensuring good quality in the compilation of PCA.

2. Though the various categories of staff in your office would have already been well trained by you in the tabulation work, it is found that the tabulation staff are confronted sometimes with peculiar situations or errors in the schedules requiring special attention. In this context, we need a weekly review meeting of all the officials of the rank of supervisors and above. You may arrange such a meeting on Friday or Saturday of every week in which the progress may be reviewed and the role of supervisors is assessed and typical instances of errors in editing are discussed and clarified. On the basis of such review meetings, it would be useful to conduct refresher courses for the tabulators and checkers. You may arrange to have these refresher courses, once in a fortnight initially for the next two months and later once in a month from August, 1981. In these meetings the tabulators and checkers should be informed of the special errors which were brought to light and how to edit such cases.

3. Specific items in which the supervisors have to do intensive checking should also be highlighted in the weekly review meetings. For example, the identification of SC/ST slips should receive special attention. Cases of differences in the working sheet relating to a household on the basis of edit should be thoroughly checked.

4. In the case of economic questions the editing should be closely watched and doubts clarified, as most of the mistakes of the editing are reported to be in the case of these questions. A few cases have been noticed where the enumerator has given the answers correctly in the schedules and the tabulator has now carried out unnecessary edits in such cases, and this is due to insufficient understanding of the edit instructions. There should therefore be continuous test checking of the work of the tabulator everyday, atleast to some extent, and during these checks the errors or edit defects which might have been noticed should be reported to the Deputy Director.

5. It may also be ensured that the tabulators end the work for a day with a complete household and not stop the work when they are half-way through the slips relating to a household. This will ensure that no individual slip is omitted when the work is begun afresh everyday.

6. Whenever new recruits join in place of dropouts they must be given thorough training and in this context periodical refresher course as suggested above would be helpful. The work of tabulators and checkers, who are identified as weak in their work, should be specially watched to ensure qualitative work. In the case of persons whose work is highly unsatisfactory, you may even consider good to terminate their services.

7. The steps initiated by you on the various points referred above may please be reported to this office.

8. The receipt of this letter may be acknowledged.

(viii)

D. O. No. 9/15/81-CD(CEN) dt. 5-8-1981 from Shri P. Padmanabha, Registrar General, India, New Delhi addressed to the Director of Census Operations, Madras.

The Shillong regional meeting went off very well indeed and certain general issues, relating to the generation of the PCA were discussed at this meeting. I have separately written clarifying certain doubts but thought I should write to you regarding the need for our continuous vigilance with regard to quality of the PCA. You will recall that I had indicated that inspection teams or units should be set up and most of you have done so and I am sure these are working effectively. However, I would like to request you to constantly review the results of these inspections and the manner in which the inspection points of one office are being reflected in improving the efficiency of the other regional tabulation offices.

Another aspect that has come to our notice was that the instructions with regard to some of the procedures have been modified in some of the RTOs. While we certainly were aware of the possibility of such shortcuts we had suggested certain procedures for the very basic reason that it is only at the PCA stage that complete controls can be exercised. It will be recalled that the PCA figures will ultimately be our only controls and, therefore, even though some of the procedures are capable of modification and one can arrive at results through slightly simpler procedures I would strongly discourage such attempts because the procedures now suggested have built into them cross-checks and stages of verification which should not be given up. This is an aspect of the tabulation procedures which I would like all of us to keep in mind.

Now that the 20 per cent sample is almost over, the village and urban PCA will have been written up to the extent possible and it may happen that in a few cases complete village PCAs are available. To save time it would be desirable that the process of verification with the 1971 population levels in these cases is commenced immediately. You will recall that I had suggested that the population figures and the SC/ST

figures may be compared with the 1971 data to give us an assurance that large unaccounted variations do not come up. This process can be commenced now and I am sure you would have taken necessary action towards this end.

May I reiterate again that our constant anxiety at this stage should be to ensure that the PCA results are totally accurate and self-consistent and that any major variations are accounted for or explainable? All necessary measures for achieving this would doubtless have been taken by you but I thought I should call your attention once again to the need to do.

Please acknowledge receipt of this letter.

(ix)

Lr. No. 3/14/80-CEN/TN dt. 19-10-1981 from the Director of Census Operations, Madras addressed to all Regional Deputy Directors of Regional Tabulation Offices

SUB : *Census 1981—Preparation of Appendix to Urban/Village PCA—Reg.*

It has been decided to present data on total population, Scheduled Castes and Scheduled Tribes in respect of each Urban Enumerator Block in the District Census Hand Book of 1981 as an Appendix to the Urban Primary Census Abstract of each Taluk. A proforma of the Appendix is enclosed. You may kindly arrange to prepare Appendix. This may be prepared in the Serial Order of EB No. and Ward No. for each census town in a taluk, in the ascending order of their location codes. The figures for EBs have to be given by referring to the Urban Master Primary Census Abstract. The Ward/town totals may be shown at the end of EBs/Wards. The Appendix may be prepared in triplicate for the urban units each taluk separately. Since the form is not proposed to be printed for this purpose, copies may please be got typed or hand-written neatly.

Kindly acknowledge receipt of this letter.

Urban Primary Census Abstract

APPENDIX

Total, Scheduled Castes and Scheduled Tribes Population—Urban Block-wise

Dist : Taluk :

Location Code No.	Name & Town/ Ward/Urban Block	Total Population	Scheduled Castes	Scheduled Tribes
1	2	3	4	5

(x)

D.O. No. 9/93/81-CD(CEN) dt. 7-11-81 from Shri P. Padmanabha Registrar General, India, New Delhi addressed to the Director of Census Operations, Madras

The regional conferences have been an extremely rewarding experience since they have permitted feedback among officers of senior levels and these have also thrown up various problems regarding tabulation, management of records, etc. Now that the work is almost two-thirds though it would be useful for us, based on the discussions in the regional conferences, to keep in mind a few essential points with regard to the work in the tabulation offices, I am indicating these points here but must hasten to add that these are not necessarily all that one has to take care of and there would doubtless be many other aspects. However, the points indicated here are basic and while I am sure that they are receiving all necessary attention I thought I should share with you the need for taking care of these aspects.

You will recall that in my D.O. No. 9/15/81-CD (CEN) dated August 5, 1981 I had mentioned that the population figures and the SC/ST figures may be compared with the 1971 data to give us an assurance that large variations are explained or are capable of explanation. This is a process of cross-checking which I would strongly recommend should be carried out in all the Regional Tabulation Offices.

It is essential that arithmetical checks be applied at every stage of building up of the PCA. The basic totals will be struck in the block PCA and this will be built up into the PCA at higher area levels. It is quite essential for us to ensure that the totals tally completely from record to record. This would avoid considerable confusion later and for this purpose it would be essential for us to have supervision teams, surprise checks, sample totalling, etc.

You will also recall the instructions that in writing up the PCA a blank line would have to be left for incorporating the village totals in the case of villages having more than one census block. I have noticed in a few cases that the line which incorporates such totals are immediately above the next filled-up line which may either be that of a village or a block in a multiblock village. Obviously, in such cases one would

have to be extremely careful and ensure that there is no double counting. Some of our colleagues have ensured this by insisting on a red line being drawn at the appropriate place between such lines so that one knows exactly the figures which are to be added up to arrive at the page totals. While this is a very obvious thing, I thought I should mention it because these minor functional aspects will save us considerable trouble later. It would be worthwhile keeping the regional Deputy Directors informed on this matter so that they take all necessary care to ensure that the totals are accurate.

It has also been noticed that in a few cases the records, namely, the Individual Slips, may not always tally with the PCA of the block or at higher area levels. Strictly speaking, this should not happen if the PCA has been checked carefully but it can happen because of either some slips having been overlooked or double-entries or cancelled slips having been taken into consideration, etc. The RTOs must ensure that there is one-to-one correspondence between the PCA and the records, particularly the Individual Slips, because when the records are handled by the Edit and Coding Cells there is little that one can do if such a tally is not ensured. You may look into this aspect also.

A very small point but nevertheless important, is to choose staff with neat and legible handwriting for writing up the PCA.

A point was raised at some of the regional meetings whether staff on fixed pay could be appointed in vacant positions. This query has come up because I had suggested that wherever such posts fall vacant no attempt need me made to fill them up. It has been mentioned that in a few odd cases it may be necessary to fill up such posts to ensure completion of the work. As I have repeatedly emphasised, circumstances would vary from office to office and if you feel that in a particular office there should be some immediate strengthening by filling up sanctioned but vacant posts on fixed pay you may do so to the extent absolutely essential. I would, however, like to say that in appointing such staff at this stage please make the orders very specific, indicating therein the clear period for which these appointments are made. We must avoid phrases such as "until further orders" etc. and one can appoint such staff say upto 28th February, 1982. At this stage I would like to once again emphasise the fact that such appointments should be considered against emergency needs and time limits and if it can be avoided such staff need not preferably be appointed.

We also noticed in the regional conferences that there have been minor variations in the systems of tabulation with regard to organisation of the flow of records. As I have mentioned at some of the regional meetings no attempt need be made to change prescribed systems at this stage but our emphasis throughout should be on the early completion of the work within the prescribed time limits ensuring at the same time accuracy. Our constant anxiety must always be to ensure that the PCA results are totally accurate and self-consistent. As long as we are able to achieve this, the internal flow of records etc. are certainly entirely within your discretion and no attempt need be made now to make basic changes even if one has noticed a different system operating elsewhere.

Towards the end of the period prescribed for generating the PCA, when one is busy winding up the RTOs, the major issues will relate to the retrenchment of the staff and maintenance of records. Regarding the retrenchment of the staff, we have been sending you all the letters that have been issued and in this letter I do not intend going into this further. With regard to the maintenance of records, the main issue would be for you to make up your mind as to where you will keep the records ultimately. In this connection one must remember that the records should be capable of easy retrieval and movement to the Edit and Coding Cells and from these cells to the Direct Data Entry Stations concerned. I would like you to look into this rather urgently. I would also like to suggest that you may like to retain some of the buildings hired out for the RTOs for building up record room in case there is no such facility for. Obviously, all necessary security precautions will have to be taken in packing, marking and movement or records both at the time when the staff are retrenched and later.

Please acknowledge receipt of this letter.

(xi)

D.O. Lr. No. 3/14/80-*CEN/TN dt.* 1-12-1981 *from Shri A. P. Muthuswami, Director of Census Operations, Madras addressed to all Dy. Directors of Census Operations of Regional Tabulation Offices.*

SUB : *Census* 1981—*Final PCA figures of villages and towns—Comparison with* 1971—*Reg.*

Nearly three-fourths of the processing of schedules for both the general as well as SC/ST PCA is now over and in many cases the final population and also Scheduled Caste/Scheduled Tribe population for villages/towns should now be available. With a view to ensure that these final figures of 1981 represent the correct situation, a verification of each village/town population, (total population as well as SC/ST population), may be made with the corresponding 1971 census figures.

This will give us an assurance that large unaccounted variations do not come up and in cases where they exist, they are within the limits of explanation, the comparative study of the figures may be done chargewise as PCA processing is over and review report on this aspect indicating the position in every taluk may please be sent.

(xii)

Lr. No. 3/14/80-*CEN/TN dt.* 18-12-81 *from the Director of Census Operations, Madras addressed to all the Deputy Directors of Census Operations of Regional Tabulation Offices*

It is our conscious endeavour that the arithmetic inconsistencies are completely avoided in all our tabulation. The Investigator/Statistical Assistants of your

office may be cautious about this matter and may therefore be checking the Block Compilation Sheets, Master Primary Census Abstract and other statements regularly. The main area of the error is expected to be the copying stage by the checkers and supervisors. Therefore, they are required to be always vigilant in posting the figures. After posting the totals it should invariably be checked.

It may be ensured that Block Compilation Sheets of a village/town do not mix up with other village/town so as to cause wrong postings in the Master Primary Census Abstract. A large variation in the figures between 1971-81 census may serve as an indicator of such wrong postings. So, the cases where large variations are noticed need be checked thoroughly.

The consistent check should always be applied even for a simple case, for instance, the residential houses and households the number of residential houses given in column No. 4 can in no case exceed the total number of households. Columnwise totals for each page should be checked up with Abstract totals and Charge totals. The checkers and supervisors are therefore required to apply consistant check at the page level after the columnwise totals for each page are struck.

Though the matter regarding the checking of figures to eliminate arithmatical error have been widely discussed in view of its importance, it has become necessary to restate the same with the request that due case may be taken to checkup the tables at all levels of processing. The receipt of this letter may be acknowledged.

(xiii)

D.O. No. 3/14/80-CEN/TN dt. 4-1-82 from Shri A. P. Muthuswami, Director of Census Operations, Madras addressed to all Deputy Directors of Census Operations of Regional Tabulation Offices

Kindly refer to this office letter of even No. dated 8-12-81 with which the proceedings of the December meeting was circulated.

The decision that we have taken in the meeting on several matters are of utmost important and therefore need to be implemented immediately.

For clarity sake, I mention below some of them:—

1. BCS forms are to be stitched by stages of 5%, 15%, 20% and 60% separately for general and SC/ST and labelled with Printed/Cyclostyled identification slip.

2. Notional Maps and Layout sketches are to be arranged according to ascending L.C. Number and stitched separately using craft paper. Identification particulars have to be written on the front page in each bundle.

3. Enumerators Working Sheets and Abstracts are to be arranged separately according to EB Nos. in each charge and stitched using waste/craft papers. Identification particulars are to be written on the front page in each bundle.

4. The spellings of the village names in the Charge Register are to be compared with the Alphabetical list of villages and also with 1971 District Census Handbook and the variations are to be brought to the notice of the Director.

I hope you might have completed most of the items of work including a few indicated above. I would therefore be grateful if you could kindly inform me at your earliest the position regarding these items of work.

(xiv)

Lr. No. 3/14/80-CEN/TN dt. 9-2-82 from the Director of Census Operations, Madras addressed to all the Deputy Directors of Census Operations of Regional Tabulation Offices

SUB : *Census 1981—Compilation of PCA—Instructions for checking of the PCA—Issuea.*

I send herewith the Instructions for checking the PCA for strict adherence while finalising the PCA. Each copy of the village/urban PCA as well as PCA for SC/ST may be checked in accordance with these instructions.

Further, Appendix 3 to Table A-1, Appendix to Urban PCA and District PCA may kindly be sent immediately as soon as the work on compilation of PCA is over, if they have not already been sent.

CHECKING OF THE P.C.A.

The following final checks may be made in the Primary Census Abstract.

1. In the village PCA of each taluk, it may be ensured that all the rural units as in the final L.C. Statements are indicated. The indication of segments (in the case of segmented units) and the availability of the village total figures in respect of villages with two and more segments has to be checked up. In urban PCA check up that all wards are entered with relevant data and the totals of all the wards add up to the respective town total.

2. Ensure that the figures of household, must be either equal to or more than the number of census houses. If necessary, refer to Master PCA, BCS and Abridged Houselist and carry out necessary correction.

3. The male and female population in each line should add up to the total population. Similarly, the total of Scheduled Castes or Scheduled Tribes male or female should be equal to or less than the respective total male/female population of the unit. The addition of the four categories of workers may also be checked up. The total main workers, marginal workers and non-workers

of male/female must add up to the respective male/female population. The number of literate males/females may be equal to or lower than the respective total male/female population.

4. The vertical totals of columns 4 to 30 in the PCA must be thoroughly checked up and the correctness of page totals, carry over totals and the taluk totals should be ensured.

5. Footnotes for talukwise PCA (Rural) giving details of LC units and segments left out are to be indicated correctly. Similarly, in the Urban PCA relating to a taluk, the rural constituents of each urban unit has to be indicated.

6. In case of doubts about figures in any col. of the PCA, check up with the Master PCA (Urban or Rural) and if necessary even the BCS also and ensure correct noting of the figure in the PCA.

7. In the case of villages with spellings different from the ones of 1971 DCH, the correct spellings as are used in the State Govt. records and approved by them are to be used. In such cases, the 1971 DCH spellings will have to be given within bracket.

8. In the Dist. PCA, the figures under each taluk (Total, Rural and Urban) may be checked up with the taluk figures arrived at the Village/Urban PCA. Necessary vertical checks may be made here too so as to ensure that the district totals are free from arithmetical errors.

9. The PCA of SC/ST may also be checked for arithmetical errors. The total figures of SC/ST here should be the same as in columns 9/10(SC) or cols. 11/12(ST) of the concerned taluk/town in the General PCA.

10. Check whether correct figures of population, SC and ST are entered in the Appendix to Urban PCA for each block. If necessary refer the urban master PCA concerned, general or SC/ST and ensure that the figures are correct.

11. Check whether Appendix 3 to Table A-I has been prepared correctly and that figures entered in the Appendix are accurate.

Number of Operational Units for 20% area sampling of Enumeration Blocks in Tamil Nadu

Name of District	Rural	City/ City Urban Agglo-mera-tion	Non-City Urban	Total Number of Operational Units
Madras	..	1	..	1
Chengalpattu	12	4	2	18
North Arcot	13	1	1	15
South Arcot	12	1	1	14
Dharmapuri	8	..	1	9
Salem	11	1	3	15
Periyar	6	1	3	10
Coimbatore	6	4	1	11
Nilgiri	4	..	1	5
Madurai	13	2	1	16
Tiruchchirappalli	10	1	1	12
Thanjavur	16	2	1	19
Pudukkottai	6	..	1	7
Ramanathapuram	18	2	1	21
Tirunelveli	14	2	1	17
Kanniyakumari	4	1	1	6
Total	153	23	20	196

Name of Regional Tabulation Offices and Dy. Directors

Name of the Regional Tabulation Offices	Name of Districts	Deputy Director-In-Charge
(1)	(2)	(3)
1. Madras	Madras and Chengalpattu	Sri M. Thangaraju
2. Vellore	North Arcot and Dharmapuri	,, N. Gopalakrishnan
3. Cuddalore	South Arcot	,, M. Panchapakesan
4. Salem	Salem and Periyar	,, G. Joseph Edwin
5. Coimbatore	Coimbatore and Nilgiri	,, R. Veeraraju
6. Madurai	Madurai and Ramanathapuram	,, K. Thangavelu
7. Tiruchchirappalli	Tiruchchirappalli	,, N. Alappillai
8. Thanjavur	Thanjavur	,, M. Rajagopalan
9. Tirunelveli	Tirunelveli and Kanniyakumari	,, M. Satyamoorthy

TABULATION CIRCULARS ISSUED BY THE REGISTRAR GENERAL, INDIA

Circular Number	Description	Circular Number	Description
1.	Houselisting Operations– Processing of forms	9.	Compilation of Primary Census Abstract
2.	Recasting of Table A-II– 1981	10.	Instructions for selection of an additional 20% sample
3.	Houselisting Operations – Instructions regarding editing of forms and selection of sample census houses	11.	Compilation of Primary Census Abstract (P.C.A.)
4.	Houselisting Operations– Instructions regarding editing of forms and selection of sample census houses—amendment to	12.	Instructions for selection of 20% sample of enumeration blocks. Supplement to Tabulation circular 10
5.	Houselisting Operations—Processing of forms	13.	Instructions for the preparation of A-Series tables– General population tables including PCA
6.	Selection of 5% sample of Enumeration Blocks for Advance Tabulation	14.	Table A-4-recasting– reg.
7.	Estimation of staff requirements of the first phase of Tabulation	15.	Tabular headings indicating the units for the preparation of A-Series Tables—General Population Tables including PCA
8.	Estimation of staff requirements for the first phase of tabulation change in nomenclature—Amendment to Tabulation circular No. 7	16.	P.C.A. Presentation of Part II-B Volume—reg.

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