

CENSUS OF INDIA 1981

PART I-A & B

ADMINISTRATION REPORT

(Enumeration & Tabulation)

P. L. SAMY

OF THE INDIAN ADMINISTRATIVE SERVICE

DIRECTOR OF CENSUS OPERATIONS

PONDICHERRY

ERRATA

UNION TERRITORY OF PONDICHERRY

ERRATA FOR THE ADMINISTRATION REPORT (ENUMERATION & TABULATION)

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17.	Page No. 50	Below annexure		insert APPENDIX VII-9
18.	Page 52	Below annexure : 5		insert APPENDIX VI-9
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PREFACE

The Union Territory of Pondicherry had Census 1981 conducted as per the Indian Census Act, 1948 (Act No. XXXVII of 1948) and on the guidelines issued by the Registrar General, India. This is the third census after the merger of the Union Territory with the Indian Union. The Houselisting operations in this Union Territory were conducted during 21st July—10th August, 1980 and the Individual count during 9th February—sunrise of 1st March, 1981.

It is customary to have an administration report prepared for every census, so as to serve as a guidance for the performance of preparatory works and conduct of the next decadal census. Accordingly, the 1981 Census Administration Report is prepared in a single volume but with two sections viz. Part I-A—Administration Report (Enumeration) detailing the activities in the directorate right from the setting up of the office down to the completion of enumeration operations and Part I-B—Administration Report (Tabulation) devolving on tabulation activities. The second section is a small one since this directorate was expected to process the schedules and slips only upto the Primary Census Abstract stage and to transmit them to the Directorate of Census Operations, Tamil Nadu for further management.

Shri P.L. Samy of the Indian Administrative Service, a Secretary to the Government of Pondicherry Administration, became the *ex-officio* Director of Census Operations for the Union Territory with effect from 28th June, 1979. He initiated steps to build up the organisation for the 1981 Census which was a challenging task since there was no inter-censal office in Pondicherry. He ably guided the entire Census Operations and hence he deserves all credit for the success of the endeavour. He demitted the Office of the Director of Census Operations on 16th June, 1983 on leave preparatory to retirement and hence this report has been prepared by me.

Our grateful thanks are due to the Registrar General, India, Shri P. Padmanabha of the Indian Administrative Service and Officers of the Office of the Registrar General, India for having provided an opportunity to serve in the Census Organisation this time also and to be associated with the release of various publications.

S/Shri N. Clement Eswar, Office Superintendent, Philomen Ambrose, S. Venkatesh, V. Ravikumar, Computors had been helpful in locating the files and furnishing particulars for the formulation of report whenever required.

Shri J. Sounder, Draughtsman managed the map-works of this directorate single-handed and he deserves all appreciation.

Shri S. Gnanavadivelu, Junior Grade Stenographer and on his repatriation to the Pondicherry Administration, Selvi V. Vasantha, Junior Grade Stenographer and Smt. T. Saraswathy, Lower Division

Clerk typed this report and also the analytical reports and statements relating to Part II-A & B—'General Population Tables', Part-VII—'Tables on Houses and Disabled Population' and Part-XIII-A & B—'District Census Hand Book'. The brunt of comparison of these materials had been shared by Computors Selvi G. Revathy, S/Shri N. Sellakrishnan, V.C. Vinayaram, M. Antoine and K. Tamilselvam.

The printing job of this volume as also the first two Census publications referred to in the previous paragraph viz. Part-II-A&B and Part-VII was entrusted to the Government of India Press, Coimbatore and I record my appreciation for their efforts to bring out the publications in time.

PONDICHERRY

D. SANTHANAM, B.Sc.,
Assistant Director of Census Operations.

PART I-A

ADMINISTRATION REPORT

(ENUMERATION)

CHAPTER I

INTRODUCTION

Locational details of the union territory

The Union Territory of Pondicherry comprises of the former French establishments of Pondicherry, Karaikal, Mahe and Yanam which lie scattered in South India—Pondicherry imbedded in the South Arcot district of Tamil Nadu State, Karaikal in Thanjavur district of Tamil Nadu State, Yanam in the East Godavari district of Andhra Pradesh and Mahe in Malabar district of Kerala. While the former 3 pockets lie on the east coast of India, the 4th one lies on the west coast. Chandernagore, a small area in West Bengal near Calcutta was also part of the French establishments, but it merged *de facto* with Indian Union in 1948 after a referendum conducted in October that year and merged *de jure* with India with the status of a district within the state of West Bengal in 1952.

On 1st November, 1954, the French Government transferred the 4 enclaves to the Indian Union under the *de-facto* treaty but the ratification of the Treaty of Cession was delayed and ultimately the territory was merged with the Indian Union on 16th August, 1962. Even during the *de facto* period, the representative institutions established by the French Government continued to function in this territory. Elections on adult-franchise-basis were held in 1955 and 1959 under the State of Pondicherry (Representation of the people) Order, 1955. This order prescribed the rules and regulations for the conduct of elections more or less on the pattern in the Indian Union. Since sovereignty still vested with the French Government, both citizens of India and citizens of France were entitled to vote. The erstwhile French establishments in India were constituted into Union Territory of Pondicherry under the Constitution (14th amendment) Act, 1962. For the proper administration of the Territory, the Parliament enacted the Pondicherry (Administration) Act, 1962. The people aspired for a popular government and accordingly the Parliament enacted the Government of Union Territories Act, 1963 and it came into force on 1st July, 1963. This territory was given a popular government with elected legislature and responsible government through the council of Ministers. In short, the pattern of government prevailing in the rest of India was introduced in this territory subject to certain limitations.

Census Act, 1948

The Census is taken in India under the provisions of the Indian Census Act, 1948 (XXXVII of 1948). Section 3 of the Act vests the Central Government with power to take Census and section 4(1) authorises it to appoint a Census Commissioner for India and Directors of Census Operations for States/Union Territories. The Act also empowers the Administration to appoint Census Officers at various levels to aid in, supervise and take census. The Act authorises the census-takers to ask the prescribed census questions and enjoins upon all persons to answer the questions truthfully. The law lays down that the information collected at census will be used for statistical purposes and that the information about individuals will be kept confidential and cannot be used as an evidence even in a court of law.

Census tradition

Pondicherry had no census tradition. A periodical count was however conducted by the erstwhile French Administration from time to time, the last one having been conducted in 1948. Files had been removed to France and no publication was available for reference.

Conduct of 1961 Census

For the conduct of 1961 Census, a separate Office of the Superintendent of Census Operations (Subsequently re-designated with effect from 1st October, 1969 as Director of Census Operations) was set up on 15th September, 1959 with Shri K.S. Seshan, Deputy Secretary to Government in the General Administration Department of the Pondicherry Administration as Superintendent. On his retirement on 28th February, 1962, Shri Jules Ambou who worked as Assistant Superintendent of Census Operations was posted as Superintendent of Census Operations. However, on 1st July, 1963 Shri P.K. Nambiar, I.A.S., Superintendent of Census Operations of Tamil Nadu was appointed as *ex-officio* Superintendent of Census Operations of Pondicherry also and ultimately this office got merged with the Tamil Nadu Census Operations.

Conduct of 1971 Census

For the conduct of 1971 Census, initially it was thought to set up an Office of the Superintendent of Census Operations in Pondicherry. Actually a post of Superintendent of Census Operations was sanctioned by the Ministry but it was later decided that the affairs of the Pondicherry Census could be managed from Madras. Accordingly, the Superintendent of Census Operations, Tamil Nadu was designated as Superintendent of Census Operations, Tamil Nadu and Pondicherry abolishing the post of Superintendent of Census Operations, created for Pondicherry. Shri K. Chockalingam, I.A.S., joined the Census Organisation as Superintendent of Census Operations, Tamil Nadu and Pondicherry on 31st March, 1969. I was a Pondicherry Civil Service Officer when I was selected and appointed as Assistant Superintendent of Census Operations with effect from 1st August, 1969 and the office was set up in Pondicherry with a small complement of staff. This office however was wound up in 1973 and the records and furniture were transferred to Madras office.

Conduct of 1981 Census

The Registrar General, India and Census Commissioner consulted the Pondicherry Administration and appointed me as the *ex-officio* Director of Census Operations for the union territory. I assumed charge accordingly on 28th June, 1979 and the reference relating to the assumption of charge had been circulated to all concerned. The building at 67, Rangapillai Street, Pondicherry was hired for location of Census Directorate with effect from 25th September, 1979. The details about this building are dealt with in the latter chapter.

Gradually, furniture, stationery items, service postage stamps etc. were arranged by the Census Organisation before which our temporary requirements were met by the Pondicherry Union Territory Administration.

A list of items of furniture etc. procured from time to time from the inception of the office may be seen in Annexure-1.

Shri M. Nagappan joined as Assistant Director of Census Operations on 25th September, 1979 on transfer from Madras. He was promoted as Deputy Director of Census Operations with effect from 31st March, 1980. However, since I thought that Shri D. Santhanam who worked in 1961 and 1971 Censuses would be more useful for the Census Organisation, I prevailed upon the Registrar General, India to his appointment in this Directorate as Assistant Director of Census Operations. After protracted correspondence, this materialised and Shri D. Santhanam who was working as Accounts Officer of the Health Department of Pondicherry Administration in Karaikal has joined this directorate as Assistant Director of Census Operations on 19th June, 1980. Shri M. Nagappan was transferred back to Tamil Nadu Census Directorate at Madras on 1st September, 1980 forenoon.

Backlog of 1971 Census

Shri D. Santhanam was at my service even before he was inducted in the Census Organisation, in as much as he was Accounts Officer of the Health Department in Karaikal which was under my administrative-control, aso I was Health Secretary also in Pondicherry Administration. As such, immediately on my appointment as *ex-officio* Director of Census Operations, I have directed him to go over to the Tamil Nadu Directorate of Census Operations to collect important files, books etc. relating to 1971 Census of the Union Territory of Pondicherry so that they may serve as guidance for setting up this office. Had a skeleton office been in existence in Pondicherry at least during the 1971-81 inter-censal period, this problem and teething trouble for setting up this organisation for a massive work would not have arisen. Anyway, I managed to get the requisite materials from Madras for the purpose to start with.

The backlog of 1971 Census was left to be under the continued care of Tamil Nadu Directorate of Census Operations and no responsibility was transferred to us in this regard.

Need for inter-censal office

The respective Directors of Census Operations during 1961 and 1971 Censuses had pointed out in their Administration Reports that the new set up of census work in Pondicherry needed some re-thinking. It was recommended to set up an inter-censal office during 1961-71 Census, but unfortunately it did not materialise and records were transferred to Tamil Nadu Directorate in July, 1963. There were practical problems again for making preliminary arrangements for 1971 Census and in view of the same it was recommended that at least during 1971-81 Census a skeleton office should come into being. Unfortunately again this also did not materialise and records were transferred to Tamil Nadu Directorate in November, 1973 as pointed out earlier. I had difficulties again in making preparatory arrangements on my appointment in Pondicherry for the conduct of 1981 Census. I impressed this difficulty on the Registrar General, India who very kindly agreed to keep a skeleton census office in Pondicherry at least this time and it is happy to note that an office is now in position accordingly. Although difficulties were experienced during the conduct of 1961 and 1971 Censuses in view of the non-existence of a skeleton office, I am sure that such a difficulty will not be experienced by the Director of Census Operations for the conduct of 1991 Census as an office has already been set up here.

CHAPTER II

PREPARATORY STEPS

The Office of the Registrar General, India issued Circular No. 2 dated the 19th June, 1979 indicating the organisation of Census of India 1981 and issuing general instructions therefor (Annexure-2). In the absence of an Office of the Director of Census Operations in Pondicherry then, the circulars till the setting up of the office were received by the Revenue Department of the Government of Pondicherry who were dealing with the subject 'Census' at the union territory level. Hence, the Pondicherry Administration was seized of the position of the conduct of 1981 Census.

Pre-test for 1981 Census

The first pre-test in connection with 1981 Census was conducted in September-October 1978 throughout the country except in the Union Territories of Dadra and Nagar Heveli, Lakshadweep, Mizoram and Pondicherry Hence, we had no experience of the first pre-test. However, the second pre-test was conducted during June, 1979. The Directorate of Census Operations, Tamil Nadu were concerned with the conduct of the second pre-test in this union territory. Five rural blocks and five urban blocks in the Union Territory of Pondicherry had been selected for the same. The details of blocks selected for the purpose are as indicated here below:—

District/(Area)	Taluk/(Commune)	Town	Village/Ward	1971 Census location code No. of Block selected for pre-test		Population (1971 Census)
1	2	3	4	5		6
				L.C. No.	*E.B. No.*	
1. Pondicherry	Ozhukarai	..	Mulakulam	16	29	711
2. ,,	Ariankuppam	..	Andiarpalayam	17	32	532
3. ,,	Villianur	..	Ariyapalayam	14	18	544
4. ,,	Pondicherry	Pondicherry (M)	..	I	100	551
5. ,,	Pondicherry	Mudaliarpet (M)	..	III	45	596
6. Karaikal	Karaikal	..	Puduthurai	1	1	730
7. Karaikal	Karaikal	Karaikal (M)	..	I	34	536
8. ,,	Tirunallar	..	Poomulayalmangalam	31	38	545
9. Mahe	Mahe	Mahe (M)	..	I	22	588
10. Yanam	Yanam	Yanam (M)	..	I	3	549

'M' denotes Municipality

The reference date for the second pre-test was the sunrise of 16th June, 1979 with calendar of operation as follows:—

2nd and 3rd June, 1979	..	Training of Enmerators
4th to 7th June, 1979	..	Preparation of notional maps and houselisting
8th to 15th June, 1979	..	Enumeration (Canvassing of individual slip)
15th June, 1979 (night)	..	Enumeration of houseless population
16th June, 1979	..	Revisional round

The houselisting and enumeration were done by the teachers of the Government schools of this union territory appointed for the purpose and the field operations were supervised by the staff of the Directorate of Census Operations, Tamil Nadu. As a mark of appreciation of the census work, the Enumerators were paid a honorarium of Rs. 25/- besides eligible T.A. and D.A. The field operations were conducted very smoothly and the Enumerators did not find much difficulty in fulfilling their task.

The following suggestions were made for consideration then:—

(i) The positioning of question in serial number 15A (i) to (iii) and 15 B(i) to (iii) may be altered

so as to ensure easy understanding and flow of correct information against the proper item. The change suggested is that the question under (ii) and (iii) should interchange their places. The positioning of question suggested was adopted in 1961 and 1971 Censuses and no field problem was confronted. Hence, we may adopt the format of 1971.

(ii) A very important aspect observed during enumeration is that in several cases where the enumerated is a Cultivator, Agricultural Labour or engaged in Household Industry (C, AL or HHI), the Enuemerator did not take any pain in ascertaining the secondary work. The Enumerator should have a strong view that each case of C, AL or HHI should be having the secondary work and in the case of non-workers, marginal work has to be enquired into and indicated. This aspect, perhaps has to be highlighted in course of the training programme.

(iii) Under Q. 16, the term 'seeking work' is conditional by which a person is said to be seeking work provided he has made some attempts to secure some sort of work. But on the other hand, the term 'available for work' conveys purely unconditional position of a person i.e., he need not necessarily make any attempt to secure job so long as he is willing to work. So 'available for work' is a broad category in which 'seeking work' is included whereas seeking work is a narrow category by itself from which those who are available for work but not made, any attempt to secure work is eliminatied. These two words are not synonyms. Besides, our aim is to get the unemployed labour force available for work. Again we do not intend to classify them as those seeking work and those who are available for work but not made any attempt to secure work. The present fashioning of the question seeking or available for work seems to create a good deal of confusion in the minds of the Enumerators. For the sake of simplicity and clarity, it seems desirable to have the word 'available' only and to drop word 'seeking'.

(iv) Housenumbering in almost all the blocks are found to be unsatisfactorily done. A number of houses constructed anew have not been given block numbers. The numbers run in zig-zag manner. It is suggested that the Registrar General, India may take up the matter with the State Governments so that numbering of houses is done well in time.

(v) Other suggestions though minor are:—

(a) Provision may be made to indicate house number in individual slip.

(b) Q. 16 should be restricted to persons of ages 5 and above as in the case of literacy.

(c) In sample slips, if place of birth is other than PL but within the same district, 'X' may be put against question 1(c) instead of putting (D).

The first pre-test schedules viz., Individual slip (universal) and Individual slip (sample) as also the second pre-test schedules viz., Individual slip (universal) and Individual slip (sample) are reproduced as Annexures 3, 4, 5 and 6.

Notification of appointment

My appointment as *ex-officio* Director of Census Operations with effect from 28th June, 1979 in the Union Territory of Pondicherry had been notified by the Registrar General, India *vide* Notification No. 11/80/79-Ad. I, dated the 16th July, 1979. However, as soon as my appointment was communicated by the Registrar General, India, the Revenue Department has circulated the assumption of charges to the Heads of Departments/Offices in the Union Territory Administration for their information. As Secretary to Government and Collector incharge of the Revenue Department which looks after 'Census' in the Union Territory Administration, I arranged for the issue of a G.O. Ms. No. 78/80/Rev. dated the 18th July, 1980 from the Revenue Department stressing on the importance of requirement of manpower and vehicles and seeking the assistance of the various Heads of Departments/Offices in sparing/releasing them in time (Annexure 7). The Education Department *vide* their Memo No. G1-II/A3 25557/80/Edn. dated the 21st July, 1980 issued instructions to the various Educational institutions for the grant of permission of three hours daily during the houselisting period to the enumeration staff who are teachers (Annexure 8). Myself and Shri D. Santhanam, being officers of the Union Territory Administration, had the co-operation and assistance of the various departmental heads and hence no problem arose for the smooth conduct of 1981 Census.

The Chief Secretary to the Government of Pondicherry has, on request, issued G.O. Ms. No. 7 dated 3rd February, 1981 granting permission for three working hours daily from 1st to 28th February, 1981 and exemption from duty in full from 1st to 8th March, 1981 to all the Supervisors and Enumerators so as to facilitate the enumeration operations without difficulty (Annexure 9). It was also seen that large scale transfers of officers and others, particularly teachers, involved in census work were not resorted to by the Union Territory Administration till April 1981.

CHAPTER III

PREPARATIONS FOR THE CENSUS

First Conference of the Directors of Census Operations

The first conference of the Directors of Census Operations was called for during 24th-29th August, 1979 in Delhi and I participated in the same. The conference was inaugurated by Shri Dhanik Lal Mandal, Minister of State in the Ministry of Home Affairs, after a welcome speech by the Registrar General, India.

The following were the agenda items discussed:—

(a) General outline of Census Operations.

(1) Hierarchy & notification of census officers;

(2) Reference date;

(3) Enumeration method/period;

(4) Non-synchronous areas;

(5) Rural/urban areas; and

(6) Preparation of notional maps.

(b) A review of the main phases of Census Operations viz. houselisting, enumeration and revisional round.

(c) (1) Preparation of lists of villages/urban areas/ military and defence areas;

(2) Location code;

(3) Delineation of houselisting blocks;

(4) Preparation of charge/circle registers;

(5) Selection/appointment of Enumerators and Supervisors;

(6) Training;

(7) Printing; and

(8) System of supervision of operations.

(d) A brief review on Economic Census to be canvassed through the Enterprise slip alongwith houselisting operations.

(e) Setting up of Regional offices.

(f) Enumeration—Preparatory and Organisational steps:

(1) Sample areas—sampling in the census;

(2) Post Enumeration check; and

(3) Census Evaluation study.

(g) Houselisting operations and a general review of the Houselist Instructions.

(h) A brief review of the results of second pre-test relating to enumeration.

(i) A brief review of:

(1) Tabulation plan;

(2) Publication programme;

(3) Special studies; and

(4) Village and town directory.

(j) Administrative and organisational matters.

The Registrar General has expressed the following views during the said conference:—

(i) Regarding urban list, each case for declassification may be looked into taking into account all aspects and proposals sent to him for consideration. He added that he would issue clarification on the question of classification as towns of places like taluk headquarters, project areas, tea gardens etc. which did not specify the criteria.

(ii) On the location code side the Registrar General, India wanted certain order to be followed. He desired that houselisting blocks should not be too small in view of the need for economy.

(iii) On the notional maps and lay-out sketches, the Registrar General made it clear that fringe areas should be properly taken care of.

The Director of Central Statistical Organisation explained the salient features of Enterprise list and the Assistant Registrar General, India (Shri K. K. Chakravorty) about the various aspects connected with census schedules.

The matters relating to the preparation of village and town directory were also discussed.

The Registrar General, India said that letters were being issued to Army, Navy and Air-force authorities seeking their co-operation in the conduct of Census.

With these items of instructions and clarifications, I was all set for the census operations though voluminous.

Census Calendar

The census calendar for the Union Territory of Pondicherry as finalised and finally communicated to the Registrar General, India in November, 1979 is as follows:—

Union Territory of Pondicherry

Census Calendar

Houselist Period

1. Preparation of up-to-date taluk/district maps.	November, 1979
2. Finalisation of list of villages	
3. Listing of towns, i.e., recognition of new towns, declassification of existing towns where necessary.	
1. Formulation of general village and town registers.	December, 1979
2. Delineation of Standard Urban Area in terms of rural and urban units.	
1. Constitution of Enumeration blocks and Supervisory circles for house numbering and houslisting operations.	January, 1980
1. Issue of instructions for house-numbering and houselisting operations.	
2. Finalisation of training programme for District Census Officers, City Census Officers/Charge Officers for houselisting and operations.	February-March, 1980
1. Training of District Census Officers/City Census Officers and Charge Officers in house numbering, houselisting and Economic Census Schedules.	
2. Appointment of Enumerators and Supervisors for housenumbering and houselisting operations including reserves.	April-May, 1980
3. Finalisation of training programme for Enumerators/Supervisors for houselisting operations.	
1. Training of Enumerators and Supervisors in housenumbering and houselisting operations.	1st June to 20th July, 1980
1. Commencement and completion of housenumbering and preparation of notional maps.	
2. Commencement of houselisting and canvassing of Economic Census Schedules.	21st July to 10th August, 1980
3. Completion of houselisting and Economic Census Schedules.	
4. Preparation of Enumerators houselist abstract and Abridged houselists.	11th August to 15th August, 1980.
5. Scrutiny of records by Supervisors and handing over to Charge Officers.	16th August to 20th August, 1980
6. Scrutiny of records by Charge Officers and handing over at Processing Centres.	21st August to 31st August, 1980

Enumeration Period

1. Finalisation of delineation of Enumerator's blocks and Supervisors' circles on the basis of 1980 houselisting.	September to October, 1980
2. Selection of Census Enumerators and Supervisors and issue of fresh appointment orders including reserves.	
3. Publicity measures.	
1. Finalisation of training programme for census staff at all levels.	November, 1980
2. Training materials to reach District Census Officers, City Census Officers and Charge Officers.	
3. Training of District Census Officers/City Census Officers and Charge Officers.	
1. Commencement and completion of training of Enumerators and Supervisors including practical exercises on training schedules.	December, 1980
1. Copying down of abstracts of the household for each enumeration block.	January, 1981
2. Revisional round of training to Enumerators and Supervisors.	
3. Issue of schedules to the Enumerators by Charge Officers . . .	
CENSUS ENUMERATION	10th February to 28th February 1981
Enumeration of Houseless Population	28th February, 1981 (Night)
Revisional Round	1st March to 3rd March, 1981
Reporting of provisional total	
1. By Enumerators to Charge Officers	4th March, 1981
2. By Charge Officers to District Census Officers/City Census Officers	
By District Census Officers/City Census Officers to Director of Census Operations, Pondicherry.	5th March, 1981 (Before 10.00 A.M.)
Delivery of Enumeration records to the Directorate of Census Operations, Pondicherry along with report on the operations by Charge Officers and District Census Officers/City Census Officers.	13th March, 1981

Every aspect of the calendar has been watched in close detail so that no major deviation from the provisions of the calendar was warranted/noticed.

Notification on the conduct of Census

The conduct of Census in the Union Territory of Pondicherry was notified under G.O. Ms. No. 111 dated the 25th July, 1979 in the Government of Pondicherry gazette No. 100 dated the 28th July, 1979 (Annexure-10).

Appointment of District Census Officers/City Census Officers

Two City Census Officers and four District Census Officers had been appointed for the conduct of 1981 Census-both houselisting and individual count operations-under the authority of the Lieutenant Governor of Pondicherry *vide* Revenue Department Notification No. 8213/79-J, dated the 31st October, 1979. They were also given powers to appoint Census Charge Officers, Supervisors and Enumerators within the local limits of their respective jurisdiction *vide* Revenue Department notification No. 8213/79-J, dated the 31st October, 1979. These notifications were caused to be published in the Gazette of Pondicherry No. 47 dated the 20th November, 1979 (Annexures-11A & B). The areas of operations in respect of District Census Officers and City Census Officers had been clearly laid down in Revenue Department Notification No. 8213/79-J, dated the 12th July, 1980 under the Authority of the Lieutenant Governor (Annexure-12).

Houselisting Operations

Appointment of Additional District Census Officers to supervise canvassing of Enterprise list

For supervision of the canvassing of Enterprise list, three officers of the Statistics Department of the Pondicherry Administration-one each for Pondicherry and Karaikal and one for Mahe and Yanam had been appointed under the authority of the Lieutenant Governor *vide* Revenue Department Notification No. 8213/80J dated 22nd August, 1980 (Annexure-13). This was published in the Gazette of Pondicherry No. 38 dated 16th September, 1980.

Appointment of Charge Officers

For houselisting operations, the District Census Officers/City Census Officers had appointed 11 Charge Officers with 4 each in Pondicherry and Karaikal districts, two for Mahe and one for Yanam. No standard form of appointment order was prescribed for this purpose but orders were issued invoking powers granted to them in the above said notification of Revenue Department. Each charge was sub-divided into Supervisors' circles and each Supervisor's circle consisted generally of five enumeration blocks. Based on this criterion, there were 905 enumeration blocks in this union territory-444 in rural and 461 in urban. The Supervisors and Enumerators were mostly teachers although a small content was from Revenue Department. Initially the Teachers' Association had represented that they may be excempted from census duties but this was not acceded to as census is a national endeavour. Representations were, also received from unemployed youth for appointment as Enumerators and Supervisors but, due to administrative difficulty this request was also not complied with.

Appointment of Enumerators and Supervisors

The Union Territory of Pondicherry had 162 Supervisors with 122 for Pondicherry, 30 for Karaikal, 7 for Mahe and 3 for Yanam. The corresponding figures of Enumerators were 784, 580, 147, 36 and 21 respectively. These figures included five female Enumerators in Pondicherry and one in Yanam. These personnel were appointed by the concerned Charge Officers and the specimens of appointment orders may be seen at annexures-14 & 15. It may be noted that the appointment orders carried with it an extract of Census Act, 1948 which gives the penalty clauses for census staff as also respondents. The appointment order-cum-identity card was in yellow colour for Enumerator and light blue colour for Supervisor. There were no reserve personnel.

The Enumerators and Supervisors were basically part-time honarary workers (though a small honorarium was paid to them to meet the day-to-day expenses), who undertook the census work out of a sense of duty for fulfilment of an important national task

INDIVIDUAL COUNT OPERATIONS

Appointment of Charge Officers

During the individual count, there were twelve Charge Officers as against eleven during the houselisting operations, the break-up being five in Pondicherry, four in Karaikal, two in Mahe and one in Yanam. The appointment of one Charge Officer by the City Census Officer, Pondicherry due to re-assessment of work involved accounted for the excess. As for houselisting operations, each charge was sub-divided into Supervisors' Circles and each Supervisor's Circle consisted generally of five enumeration blocks. With this criterion in view, there were 1,028 enumeration blocks in the union territory---510 in rural and 518 in urban. Again the Supervisors and Enumerators were largely teachers with a handful from the Revenue Department.

Appointment of Enumerators and Supervisors

The Union Territory of Pondicherry had 172 Supervisors with 130 for Pondicherry, 32 for Karaikal, seven for Mahe and three for Yanam. The corresponding figures of Enumerators were 953, 706, 182, 40 and 25 respectively which included five female Enumerators in Pondicherry district and one in Yanam district as in the case of houselisting operations. While there were no reserve personnel during the houselisting operations, at the time of individual count Pondicherry district had 12 numbers of Supervisors while Karaikal, Mahe and Yanam had none. As regards the Enumerators, Pondicherry had 58, Karaikal 17. Mahe-

two and Yanam Nil. The Enumerators and Supervisors were appointed by the concerned Charge Officers as before. The appointment order-cum-identity card (Enumerator) and badge were in light green colour while those for Supervisor were in light rose. The specimens may be seen at annexures-14, 15 16 and 17.

Training programme for field establishments

The appointment of the above personnel had facilitated the smooth conduct of the houselisting/individual count operations. Since census work is a massive operation to be conducted simultaneously in all parts of the union territory, it was quite necessary to impart a thorough training to the Enumerators and Supervisors about the various aspects and procedure involved so that the respondents may be approached in a positive way to get correct information. A systematic scheme of training programme was drawn up for the purpose. Being a small unit, the conduct of training classes in the union territory in stages was possible without any difficulty.

For houselisting operations, a conference-cum-meeting presided over by me was convened on 1st July, 1980 in the Directorate of Census Operations, Pondicherry which was attended by all the District Census Officers/City Census Officers and Charge Officers. The various aspects of census had been discussed in great detail which included demonstration classes to the understanding of the participants. The Charge Officers in turn, conducted the training classes for all the Enumerators and Supervisors in their respective areas immediately during 10th—19th July, 1980 which was attended by a staff member deputed by this directorate. The places of training had been determined by Charge Officers concerned with due consideration of proximity of centre to the trainees themselves. Emphasis was laid on practical training, besides conduct of theory classes. The Enumerators and Supervisors were required to perform trial operations in the field for which specially printed red slips were used. These filled-in materials had been scrutinised and mistakes, if any, brought to the notice of Enumerators and Supervisors for correction.

CHAPTER IV

BUILDING UP OF THE ORGANISATION

As indicated in Chapter I, I joined the Census Organisation as Director on 28th June, 1979 followed by Shri M. Nagappan as Assistant Director on 25th September, 1979 who was transferred on 1st September, 1980 to Tamil Nadu Directorate. Later Shri D. Santhanam, an Accounts Officer of the Pondicherry Union Territory Administration was selected for appointment as Assistant Director of Census Operations in view of his past experience and meritorious service in 1961 and 1971 Censuses without considering any panel and he joined the Census family on 19th June, 1980. The Directorate of Census Operations, Pondicherry has no branch or subsidiary office. Since Shri D. Santhanam had the privilege of serving during the earlier Censuses, he was conversant with the job and as such no separate training was provided to the officers.

Staff position of the directorate

The strength of posts sanctioned for this directorate from time to time with effect from 28th June, 1979 may be seen in annexure 18. The Officers and staff members of this directorate comprised of three categories viz., (i) those on deputation from Pondicherry Union Territory Administration/Tamil Nadu Directorate of Census Operations, (ii) those transferred from Tamil Nadu Directorate of Census Operations/ Registrar General's office and (iii) those who had been locally recruited. The list of staff members of this directorate with effect from 28th June, 1979 may be seen at annexures 19, 20 and 21. These staff members had been given intensive training on the subject by Shri D. Santhanam, Assistant Director of Census Operations from time to time.

Provision of clerical assistance to Census field establishments

The Registrar General, India had addressed the State/Union Territory Administration for provision of clerical assistance to the District/Sub-divisional/ Tehsil/Taluk/Thana establishments and urban local bodies in connection with the 1981 Census detailing the scale recommended, the procedure to be followed for settlement of expenditure etc. under endorsement to the Directors of Census Operations *vide* letter No. 1/34/79-Ad.I, dated the 26th June, 1979 (Annexure 22). The clarification for settlement of expenditure has been further given in detail in letters No. G. 27032/1/79-Budget Cell, dated the 18th March, 1980 and G. 27032/1/79-Budget Cell, dated the 5th April, 1980 (Annexures 23 & 24). A proposal to the Revenue Department seeking the clerical assistance at the scale admissible to the various field establishments connected with 1981 Census was sent *vide* D.O. No. 1385/Census/80, dated the 18th August, 1980 (Annexure 25). The proposal was examined by the Pondicherry Union Territory Administration in detail and finally orders on creation of posts had been issued by the Pondicherry Administration *vide* Revenue Department G.O.Ms. No. 102, dated the 10th October, 1980 read with G.O. Ms. No. 125, dated the 30th December, 1980 and G.O. Ms. No. 9, dated the 30th January, 1981 (Annexures 26, 27 and 28).

The General Administration Department of the Government of Pondicherry who are concerned with service matters had arranged for posting necessary personnel against the posts so created. These clerical assistances were available to the Census establishments till 31st May, 1981. In terms of the orders, the expenditure on the provision of clerical assistance had been initially met by the Union Territory Administration which was subsequently recouped by the Census Organisation on receipt of demand. The total expenditure in this regard worked out to Rs. 27,795.

CHAPTER V

TOURING AND TRAINING PROGRAMMES

As and when time permitted I had supervised the preliminary arrangements and also the field operations in connection with the houselisting activities. The officers and staff members had supervised the operations very effectively. The Field Officers viz. District Census Officers/City Census Officers and Charge Officers had made use of their departmental vehicles.

As regards Individual Count operations, order allotting vehicles issued by the Pondicherry Administration bearing No. 8054/80-CS/Estt. dated 16th December, 1980 and allocation issued by this directorate *vide* letter No. 3/4/80/Cen/Pondy dated 26th December, 1980 may be seen as annexures 29 and 30. The Administrators of Karaikal, Mahe and Yanam had made similar arrangements in respect of their districts. The field establishments had the benefit of vehicles from 17th December, 1980 to 10th March, 1981. The charges on Petrol, Oil and lubricants for vehicles, cost of stationery etc. for the census field establishments amounting to Rs. 27,785 had been reimbursed by the Census Organisation to the Pondicherry Administration on receipt of demand.

The lone local body was Mahe Municipality which raised a demand for Rs. 428 in connection with payment of TA/DA to Staff, Petrol, Oil, and lubricants, stationery, postage etc, charges. This was also reimbursed by the Census Organisation in terms of the arrangement. The other local bodies *viz.*, Pondicherry Municipality, Ozhukarai Commune Panchayat and Karaikal Municipality did not raise any demand. There was occasional resistance on the part of departmental officers to spare their vehicles for our service. Anyhow they were overcome with due adjustments.

CHAPTER VI

CENSUS SCHEDULES—TRANSLATION, PRINTING AND DISTRIBUTION

The Office of the Registrar General, India *vide* their D.O. No. D-29012/03/79-RG (Ptg.)-19598 dated the 24th September, 1979 has forwarded an estimate of various schedules/forms/instruction booklets required in connection with 1981 (Census for our confirmation (Annexure31). The estimates had been checked up and an indent placed *vide* D.O. No. 4766, dated the 27th September, 1979 (Annexure 32). These were the major requirements. The requirements had been worked out to cover 25% wastage and reserve and 30% increase in population. As regards Household schedule, the requirements were worked out at the rate of five persons-content for each household. The union territory comprises of four districts viz. Pondicherry and Karaikal whose regional language is Tamil, Mahe whose regional language is Malayalam and Yanam whose regional language is Telugu. Hence, the requirements of instruction booklets/schedules/forms were required in English and also in regional languages viz. Tamil, Malayalam and Telugu. While the materials in English were supplied by the Office of the Registrar General, India, our requirements of the same in regional languages were met by the Directorates of Census Operations of Southern States—Tamil Nadu met our requirements in Tamil, Kerala supplied our needs in Malayalam and Andhra Pradesh helped in supplying Telugu materials. There was absolutely no difficulty in getting our supplies and no translation of schedules or local printing of various materials was resorted to.

Mode of receipt of materials

The bundles of schedules, forms etc. were received either as air-cargo or by rail/road transport media.

Eleventh-hour demand

Since the requirements had been worked out with cushion for reserve, only a few occasions arose for resorting to last minute supplies as indicated herebelow:—

1. Degree holders and Technical personnel forms		10,000 from Registrar General's Office.
2. Houselist forms	3,000	from the Directorate of Census Operations, Tamil Nadu.
3. Houselist abstract	500	
4. Enterprise list	1,000	
5. Enterprise list Abstract	500	

The statements relating to supplies received, distribution made and finally disposed as per Registrar General's instructions of 1981 Census materials-training and actual-may be seen at annexures 33 and 34.

The surplus blank schedules had been ordered to be disposed after shredding. The detailed instructions in this regard had been issued by the Registrar General, India *vide* his D.O. No. D-28011/2/81-Ad.III, dated the 5th/8th June, 1981. The items had been accordingly disposed and the disposal communicated to the Registrar General, India *vide* D.O. No. 7131/Census/Estt/81/682, dated the 17th July, 1981 (Annexure 35 and 36). It may be seen that the lot weighed 1.075 kilograms and the sale amount realised was Rs. 1128.75 with Rs. 33.90 as sales tax.

CHAPTER VII

PROCUREMENT OF MAPS

The District and Commune (Tehsil) maps had been obtained from the Survey Department of the Pondicherry Administration. There was no difficulty in getting these items. The towns and city maps had been prepared by this directorate using the boundary particulars etc. available in the Survey Department and Town and Country Planning Department of the Union Territory Administration.

Map-content in 1981 Census publications

The various publications relating to 1981 Census proposed for release by this directorate contained maps as indicated herebelow:—

1. PART XIII—A & B—'DISTRICT CENSUS HAND BOOK'

(a) *Administrative Divisions,* 1981

PONDICHERRY DISTRICT

(b) Pondicherry District

(c) Pondicherry Municipality

(d) Ariankuppam Commune

(e) Ozhukarai Commune

(f) Mannadipet Commune

(g) Villianur Commune

(h) Bahour Commune

(i) Nettapakkam Commune

KARAIKAL DISTRICT

(j) Karaikal District

(k) Karaikal Municipality

(l) Tirunallar Commune

(m) Neravy Commune

(n) Nedungadu Commune

(o) Kottucherry Commune

(p) Tirumalairayanpattinam Commune

MAHE DISTRICT

(q) Mahe District

(r) Mahe Commune

YANAM DISTRICT

(s) Yanam Municipality

2. PART II — A & B — 'GENERAL POPULATION TABLES' AND PRIMARY CENSUS ABSTRACT

(a) Administrative Divisions, 1981

(b) Density of Population, 1981

(c) Decennial Population Growth Rates, 1971-81.

(d) Pondicherry Standard Urban Area, 1981.

(e) Literacy Chart, 1981.

3. PART VII—'TABLES ON HOUSES AND DISABLED POPULATION'.

(a) Administrative Divisions, 1981.

Instructions on preparation of maps

The Circular bearing No. 19, dated the 13th June, 1980 issued by the Registrar General, India gave instructions on the preparation of maps required for the District Census Hand Book (Annexure 37).

The Circular No. 27, dated the 21st November, 1980 issued by the Registrar General, India gave instructions on the preparation of Standard Urban Area map (Annexure 38).

This directorate arranged the preparation of maps listed at 'a' for District Census Hand Book, a, b & c for Part II A & B publication and the only map for Part VII publication on the base maps prepared and got approved by the Registrar General's office. All maps and chart had been got certified by the Map Division of the Registrar General's office before insertion.

Strength of mapping unit

The Registrar General's office had created a post each of Cartographer, Artist and Draughtsman for the mapping unit of this directorate with effect from 6th August, 1979, 27th November, 1979 and 6th August 1979 respectively. We could not find suitable hands for the posts of Cartographer and Artist. Efforts to fill up the vacancies either on deputation from departments of Pondicherry Administration and Directorates of Census Operations or by open selection from local Employment Exchange and Employment Exchanges of the adjacent areas proved futile. Hence, these 2 posts lie vacant from the date of creation. The Registrar General's office had desired us to issue an offer of appointment to a candidate recommended by the Staff Selection Commission for the post of Cartographer (Geographer) and we did accordingly. The individual, however, did not join duty and the offer

of appointment was cancelled. As regards the post of Draughtsman, initially it was filled up by Draughtsman from the Public Works Department of the Pondicherry Administration drawing them on deputation (one person got promoted in Pondicherry Administration and got repatriated and in that vacancy another person joined). Unfortunately, the Draughtsman of the Public Works Department were not conversant with the mapping duties in this directorate and hence a Draughtsman of 13 years service in the Survey Department of Government of Pondicherry was drawn on deputation and appointed against the vacancy. With very great difficulty, the map works of this directorate are being managed by him single handed.

Preparation of (1) Census and (2) Administration Atlasses

The Registrar General's office have desired the preparation of Census Atlas and Administration Atlas for the union territory, the latter at the cost of the Union Territory Administration in connection with 1981 Census. In the absence of Cartographer and Artist in this directorate these projects were not taken up.

Strengthening of mapping unit

In short, the strength in the mapping unit is very poor and inadequate and deserves strengthening.

CHAPTER VIII

PREPARATION OF RURAL-URBAN FRAME

The Circular No. 1, dated the 5th February, 1979 and Circular No. 6, dated the 11th September, 1979 received from the Registrar General, India issued instructions on the classification of rural and urban units for 1981 Census (Annexures 39 and 40.)

The Pondicherry Union Territory Administration was required to offer their suggestions in this regard. They had accordingly convened regional meetings at Pondicherry, Karaikal, Mahe and Yanam with appropriate officers and their minutes may be seen at Annexures 41, 42, 43 and 44).

The State level committee headed by Chief Secretary of the Pondicherry Administration and associating me as one of the members of the committee met on 27th March, 1980 and the minutes therefor may be seen as Annexure 45. Accordingly, the following units in this Union Territory were decided to be treated as urban:—

(i) Pondicherry Municipality

(ii) Ozhukarai Commune excepting Kalapet and Alankuppam Panchayat Villages

(iii) Kurumbapet Panchayat Village in Villianur Commune

(iv) Karaikal Municipality

(v) Mahe Commune except Chalakara, Palloor and Pandakkal

(vi) Yanam Commune.

It may be mentioned that items (v) and (vi) were towns as such in 1971 Census. During 1971 Census, Pondicherry Commune was a separate town and Mudaliarpet Commune excluding Kuppam and Papanchavady Census villages/hamlets was a separate town. However, during the current Census, Kuppam and Papanchavady were converted into urban units and all these units formed together to make up Pondicherry Municipality as a single town. During 1971 Census, the Ozhukarai town comprised of the Ozhukarai Commune with the exception of the following census villages/hamlets:—

Sl. No.	Name of village	Sl. No.	Name of village
1.	Alankuppam	17.	Ozhukarai
2.	Arumathapuram	18.	Pavazhakaranchavady
3.	Ayenkuttipalayam	19.	Pazhayasaram
4.	Dharmapuri	20.	Periakalapattu
5.	Ganapathychettykulam	21.	Pitcharampet
6.	Kadirkamam	22.	Poomiampet
7.	Karamanikuppam	23.	Reddiarpalayam
8.	Kavundampalayam	24.	Sanjeevarayanpet
9.	Kondupet	25.	Sellaperumalpet
10.	Kottupalayam	26.	Shanmughapuram
11.	Kundupalayam	27.	Sinnakalapattu
12.	Meenatchipet	28.	Sinnakosapalayam
13.	Mettupalayam	29.	Sinnayampet
14.	Mulakulam	30.	Sittankudisai
15.	Muthirapalayam	31.	Sokkanadanpet
16.	Muthupillaipalayam	32.	Thattotukalavapet
		33.	Vimakavundanpalayam

However, Pillaichavadi portion of Ozhukarai town was treated as a separate town.

During the current Census, the Ozhukarai town is Ozhukarai Commune less Kalapet and Alankuppam panchayat villages.

During 1971 Census, there was no town in Villianur Commune but during the current Census, Kurumbapet Panchayat Village was upgraded to the status of town.

Being a small area, it was definitely seen that the coverage was cent percent and no village or portion of an area was missed out to be reckoned or doubly dealt with.

Jurisdictional change

There was no jurisdictional change either at the level of the union territory or at the level of the districts. However, at the level of communes, it may be mentioned that Pondicherry Commune and Muda-

liarpet Commune combined together to form Pondicherry Municipality.

Non-existence of unsurveyed areas, reserved forests etc:—

There were no unsurveyed areas, reserved forests etc. in this union territory.

Definition of Rural-Urban classification

It is customary to divide the population into rural and urban at every Census. The definition of the terms rural and urban changes from place to place and period to period. No society is wholly urban or completely rural. The dividing line is far from sharp. In simple terms, urbanisation is a process of population-concentration on the transitional stage from rural to urban which is very difficult to recognise. The following were the tests of eligibility for places to be treated as urban adopted during 1961, followed in 1971 and continued to be followed in 1981 by the Census Organisation:—

(i) municipal corporation;

(ii) municipal area;

(iii) town committee;

(iv) notified area committee;

(v) cantonment board;

(vi) selected places with

(a) density of not less than 400 persons per sq. km;

(b) a population of 5,000;

(c) at least 75% of the male working population engaged in non-agricultural (and allied) activity;

(d) or any other place which according to the Director of Census possesses pronounced urban characteristics and amenities.

Definition of terms City/Town

(i) a town with a population of 100,000 + is termed as Class I and is eligible to be known as City;

(ii) a town with a population ranging from 50,000-99,999 is termed as Class II;

(iii) a town with a population ranging from 20,000-49,999 is termed as Class III;

(iv) a town with a population ranging from 10,000-19,999 is termed as Class IV;

(v) a town with a population ranging from 5,000-9,999 is termed as Class V;

(vi) a town with a population of less than 5,000 is termed as Class VI.

It may be seen that the criteria adopted in 1961 and 1971 Censuses were adopted for 1981 Census also in making rural-urban and city—non-city classifications. The only change in the urban criterion adopted in the 1981 Census was that the workers in occupations of fishing, livestock, hunting, orchards, plantations and orchards etc. (falling in industrial category III) were treated as coming under agricultural activities for purposes of determining the male working population in non-agricultural activities. In 1961 and 1971 censuses, these activities were treated as non-agricultural activities for this purpose.

More areas have come into urban fold during the current Census as already indicated in the commencement of the Chapter.

City/Towns in the Union Territory of Pondicherry:—

(i)	Pondichery Municipality	— City
(ii)	Ozhukarai Commune Panchayat	— Class II
(iii)	Karaikal Municipality	— Class III
(iv)	Yanam Municipality	— Class IV
(v)	Mahe Municipality	— Class V
(vi)	Kurumbapet Gramn Panchayat	— Class VI.

Definition of Concept 'Urban Agglomeration'.

In several areas, fairly large colonies might have come up around a core-city or a statutory town, though these may be outside the statutory limits of a corporation, municipality or cantonment. They fall within the revenue boundary or the place by which the town itself is identified. Therefore, it may not be appropriate to treat such areas lying outside the statutory limits of a town as rural units; at the same time, each such area may not qualify to be an independent urban unit. Such areas deserve to be reckoned alongwith the main town and the continuous spread including such urban-outgrowths would deserve to be treated as an integrated urban area which was being identified as urban agglomeration for the first time during 1971 Census. This concept has been adopted for 1981 Census too. The different situations in which the urban agglomerations would be constituted are as follows:—

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

(b) one town with a similar outgrowth or two or more adjoining towns with their outgrowths as indicated in (a) above;

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

Urban Agglomeration in the Union Territory of Pondicherry:—

There is one Urban Agglomeration in Pondicherry district. There is none in other districts. The components of Pondicherry Urban Agglomeration are:—

(i) Pondicherry Municipality

(ii) Ozhukarai Commune Panchayat

(iii) Kurumbapet Grama Panchayat.

The components of urban agglomeration during 1971 Census are (i) entire Pondicherry Commune plus

(ii) urban units of Mudaliarpet Commune plus

(iii) urban units of Ozhukarai Commune except Pillaichavadi portion of the town.

It may be seen from the above that during 1971 Census, all urban units in Pondicherry district except Pillaichavadi portion of the Ozhukarai town were treated as urban agglomeration and in 1981 Census, all urban units of Pondicherry district were clubbed together to form an urban agglomeration. It was thought that there was no specific need to keep Pillaichavadi away from the urban agglomeration fold and hence, after release of the supplement to Paper 1—Provisional population totals, 1981, under instructions of the Registrar General, India this portion had also been taken into urban agglomeration-fold.

Definition of concept 'Standard Urban Area'

The Standard Urban Area was a new concept introduced during 1971 Census. This is being adopted during 1981 also. Rural and urban areas contiguous to the towns and cities having population of 50,000 and more which have at present influence and inter-action with the core town and also places which are likely to have such influence and inter-action have been delineated as Standard Urban Area. Thus all areas contiguous to the core town of population of 50,000 and above having any or all of the following characteristics have been included.

(a) Predominant urban land use.

(b) Intensive inter-action with the urban centres as reflected in commutation for the purposes of work and secondary education facilities; extension of city bus service ; sale of commodities like milk, dairy products, vegetables (other than those transported by rail or truck-haul) and purchase of food-grains, cloth and general provisions etc. by the consumers directly.

(c) Anticipated urban-outgrowth as a result of locational decisions relating to industry, market, transport and communications, administrative and servicing functions.

(d) Existence of big village with a large proportion of working force engaged in non-agricultural industrial categories.

Thus, the Standard Urban Area can be defined in short as the projected growth area or city, as it would be in 2001, taking into account not only the towns and villages which would get merged into the city, but also the intervening areas which are potentially urban.

Comparative position of 1971 and 1981 Standard Urban Areas of the Union Territory of Pondicherry—

The Pondicherry district has a Standard Urban Area, which is the same as Pondicherry Urban Agglomeration, while Karaikal, Mahe and Yanam districts have none.

During 1971 Census, the Standard Urban Area and its constituent units were as follows :—

Standard Urban Area	Core Town	Area other than the Core Town included in the Standard Urban Area	
		Urban	Rural
PONDICHERRY	I Pondicherry (M)	III Mudaliarpet (M) IV Ozhukarai (M) (excluding Pillaichavadi portion of the town).	4. OZHUKARAI 4 Sellaperumalpet 6 Thattotu Kalavapet 7 Sittankudisai 8 Sinnayenpet 9 Pazhaya Saram 10 Karamanikuppam 11 Sinnakosapalayam 12 Poomiampet 13 Pavazhakaranchavady 14 Reddiarpalayam 24 Mettupalayam 25 Shanmughapuram 26 Sokkanadanpet 27 Meenatchipet 28 Kadirkamam 29 Vimakavundanpalayam 30 Kavundampalayam 31 Kundupalayam

It may be seen from the above, that the core town was Pondicherry(M) i.e. the then Pondicherry commune with inclusions of Mudaliarpet(M) and Ozhukarai(M) excluding Pillaichavadi portion of the town under urban units and 18 out of 33 villages of Ozhukarai commune under rural sector.

During 1981 Census, the components of Standard Urban Area are:

(i) Pondicherry Municipality,
(ii) Ozhukarai Commune Panchayat and
(iii) Kurumbapet Grama Panchayat.

There is no rural component under Standard Urban Area, during 1981 Census, unlike during 1971 Census.

While the 1971 Standard Urban Area was the Urban Agglomeration plus 18 out of 33 villages in Ozhukarai commune as mentioned above, the 1981 Standard Urban Area is the same as 1981 Urban Agglomeration.

Area figures of the district

The area figures adopted during 1971 and 1981 Censuses are as follows:—

Sl. No.	Union Territory/District	Total Rural Urban	Area figures 1971	1981
1	2	3	4	5
I.	Union Territory of Pondicherry	Total	480·0	492·0
		Rural	422·1	392·0
		Urban	57·9	100·0
	1. Pondicherry District	Total	290·0	293·0
		Rural	260·5	243·5
		Urban	29·5	49·5
	2. Karaikal District	Total	161·0	160·0
		Rural	154.3	141·0
		Urban	6·7	19·0
	3. Mahe District	Total	9·0	9·0
		Rural	7·3	7·5
		Urban	1·7	1·5
	4. Yanam District	Total	20·0	30·0
		Rural	..	..
		Urban	20·0	30·0

Location code

The schedules canvassed for census operations would have every structure, census house, enterprise, household, etc. listed. It would therefore be necessary to identify each of the above schedules with the area to which they relate. For this purpose, the minimum details necessary would be the name of the district, commune and town or village. It is evident that recording of these details on every sheet would involve scriptory work out of proportion to its utility. Hence, an easy method of identification *viz.*, the location code has been evolved. The location code is a simple device by which every area comprised in any administrative unit in the state/union territory can be identified by assigning specific code numbers for different levels of administrative units. Each such area can then be referred to by a combination of such numbers.

The location code therefore is a combination of 5 elements as indicated herebelow:— (i) for rural area, it would be location code number of union territory/location code number of district/location code number of commune/location code number of village (location code number of block), all in international numerals; (ii) for urban area, it would be location code number of union territory/location code number of district/location code number of town/location code number of ward (location code number of block). In this set, the location code number of town will be indicated in roman numerals while international numerals are adopted for the rest.

The number assigned for this union territory is 32. The districts of the union territory *viz.*, Pondicherry Karaikal, Mahe and Yanam have been serialised in this order and awarded numbers as 1, 2, 3 and 4. The instructions are that all the towns within a district are to be numbered in continuous serial starting from 1 without reference to the commune in which they are located. Further, every commune in a district will have to be serialised in a convenient manner and numbered continuously within the district commencing from number 1. Unfortunately, both these parts of instructions were not followed in respect of Pondicherry and Karaikal. The statements I & II herebelow indicate the location code numbers awarded upto commune/town level during houselisting operations/individual count and which should have been awarded according to instructions.

STATEMENT I

Union Territory of Pondicherry L.C. No. 32

Name of Unit	L.C. Nos. during house-listing operations	L.C. Nos. as per guide lines	Remarks
1	2	3	4
Pondicherry District	32/1	32/1	
Pondicherry (M)	32/1/I	32/1/1	The L.C. No. in column 3 should be for the combined area of Pondicerry and Mudaliarpet, since both the units form part of Pondicherry Municipality
Ariankuppam	32/1/2	32/1/1	
Mudaliarpet	32/1/III	32/1/1	The L.C. No. in column 3 should be for the combined area of Pondicherry and Mudaliarpet, since both the units form part of Pondicherry Municipality
Ozhukarai (C.P.)	32/1/IV	32/1/II	
Ozhukarai (R)	32/1/4	32/1/2	
Mannadipet	32/1/5	32/1/3	
Kurumbapet (G.P.)	32/1/VI	32/1/III	
Villianur (R)	32/1/6	32/1/4	
Bahour	32/1/7	32/1/5	
Nettapakkam	32/1/8	32/1/6	
Karaikal District	32/2	32/2	
Karaikal (M)	32/2/I	32/2/I	
Tirunallar	32/2/2	32/2/1	
Neravy	32/2/3	32/2/2	

1	2	3	4
Nedungadu	32/2/4	32/2/3	
Kottucherry	32/2/5	32/2/4	
Tirumalariayanpattinam	32/2/6	32/2/5	
Mahe district	32/3	32/3	
Mahe (M)	32/3/1	32/3/1	
Mahe (R)	32/3/1	32/3/1	
Yanam district	32/4	32/4	
Yanam (M)	32/4/1	32/4/1	

STATEMENT II

Union Territory of Pondicherry L.C. No. 32

Name of Unit	L.C. Nos. during individual count	L.C. Nos. as per guidelines
1	2	3
Pondicherry district	32/1	32/1
Pondicherry (M)	32/1/1	32/1/1
Ariankuppam	32/1/2	32/1/1
Ozhukarai (C.P.)	32/1/III	32/1/II
Ozhukarai (R)	32/1/3	32/1/2
Mannadipet	32/1/4	32/1/3
Kurumbapet (G.P.)	32/1/III	32/1/III
Villianur (R)	32/1/5	32/1/4
Bahour	32/1/6	32/1/5
Nettapakkam	32/1/7	32/1/6
Karaikal district	32/2	32/2
Karaikal (M)	32/2/1	32/2/1
Tirunallar	32/2/2	32/2/1
Neravy	32/2/3	32/2/2
Nedungadu	32/2/4	32/2/3
Kottucherry	32/2/5	32/2/4
Tirumalairayanpattinam	32/2/6	32/2/5
Mahe district	32/3	32/3
Mahe (M)	32/3/1	32/3/1
Mahe (R)	32/3/1	32/3/1
Yanam district	32/4	32/4
Yanam (M)	32/4/1	32/4/1

Note.—M denotes—Municipality; C.P. denotes—Commune Panchayat; G.P. denotes—Grama Panchayat; R denotes-Rura

However, these discrepancies had been carefully reviewed and numerals for actual units indicated in all the references.

The instructions are that a revenue village together with all its hamlets is to be considered as the smallest administrative unit for rural areas and each such village assigned a code number. But, in this union territory the village lists as adopted during 1971 Census which identify hamlets also separately had been followed for the current Census also. Accordingly, the villages in each commune had been serialised and the number assigned to them formed the fourth element of location code number as per instructions.

The field officials had used the location codes prescribed in all the forms and schedules as required and there was no occasion for their using any other number.

Preparation of Charge register

The next important stage is the preparation of charge register. The charge register, as the name implies, is prepared for each Census charge and it shows the Enumerator and Supervisor's area of control *viz.*, Supervisor's circles. The enumeration block is the primary unit for census operations. It is also the jurisdiction of the Enumerator. In delineating the enumeration blocks for houselisting, the Charge Officer has to take into account the size of the population the Enumerator is expected to cover based on his local knowledge and after discussion, could serve out suitable blocks for houselisting operations. Normally, as outlined earlier, an enumeration block in urban area would contain 120-150 households or 600-750 population and in rural area 150-200 households or 750-1000 population. Care has been taken to see that blocks had been formed as indicated above with particular emphasis to see that—

(i) no enumeration block cut across the boundary of a village or the boundary of a ward;

(ii) sample registration scheme blocks are kept in tact that is to say that no block cut over one SRS and another SRS unit or one SRS and another non-SRS unit. However, if a SRS block extended to more than 2 wards, then each such portion had been kept as a separate enumeration block. The block number will be the fifth element of the location code enclosed within brackets as indicated above. If the village was small, it was kept as a separate enumeration block and if it was big, it was subdivided into the required number of blocks. Similarly, in urban areas, wards were subdivided into requisits number of enumeration blocks.

If the work-load of an Enumerator could be light because of smallness of a block, then 2 or 3 blocks were allotted to him as per instructions, but, he was directed to keep the records of each block separately. It was also seen that the enumeration block was contiguous to each other without any gap in-between. By so doing, it was possible to avoid double coverage or omission of coverage. 5 or 6 enumeration blocks were combined together to form a supervisor's circle.

The charge register prepared by the respective Charge Officer contained all details of the charge right from block level. It helped to assess the work-load of Enumerators and also for arriving at the quantity of schedules required for the operations and their despatch. Separate appointment orders and identity cards had been arranged to be issued by the concerned Charge Officer to the Enumerators and Supervisors as per the charge register. The Enumerator's order contained an extract of Census Act with details of area of coverage together with the particulars of Supervisor in his case. Similarly, Supervisor's order contained the details of Enumerators and blocks contained in his circle. The four districts of the Union Territory being compact, it was seen that the charge registers reflected all rural and urban areas without omission or duplication.

CHAPTER IX

ENUMERATION AGENCY

As in 1961 and 1971 Censuses, most of the enumeration personnel were teachers; however, a handful of them were from Revenue Department and local bodies. No distinction was shown in the matter of selection/appointment of enumeration personnel between the rural and urban areas.

The teachers in some schools were reluctant to take up the census duties but they were contacted by the Assistant Director of Census Operations in their respective institutions. When they were explained about the need for performing the national task and the provisions of the Census Act in the presence of the Heads of institutions, they readily agreed to perform the duties as required. They were also satisfied about the grant of permission for absence from duty to undertake the census job. However, finally there was no case of rejection of duties by even a single individual. On the whole, the system of selection and appoinment of enumeration personnel worked well. The good services rendered by the enumeration personnel had been recognised by issue of appreciation letters as from the Charge Officers. Some of the enumeration staff members who did still outstanding work have also been presented metals and certificates, the details of which had been dealt with in Chapter XIII.

CHAPTER X

HOUSELISTING OPERATIONS

The definition of the various concepts involved in census had been explained in sufficient detail in the instruction booklets made available to the enumeration personnel. They were also given sufficient coaching in the work during the training classes.

House numbering system

As regards the Union Territory of Pondicherry, there is a sttisfactory numbering system adopted and hence no confusion arose in identifying buildings/houses by the existing numbers. However, instructions issued by the Registrar General, India as explained herebelow had been followed in this regard while assigning numbers to un-numbered buildings/houses. After demarcation of the location of every building or house on the sketch, it was a simple matter to decide on the numbering of buildings/houses in one series following certain principles. No hard and fast rule had been prescribed as to the direction in which the house numbers should run i.e, left to right or in a clockwise order or north-west to south-east and so on. As this depended on the lay-out, so long as some convenient and intelligible order was followed, it was alright. The numbers allotted to each house were marked on the sketch and with the help of arrow marks at convenient intervals, the directions in which house numbers run was indicated. This was particularly important and followed when streets cut across one another and the housenumbering series along a street got intercepted. The numbers were roughly marked in pencil on the sketch and later verified with the actual state of things on ground to see if the order of numbering given in the lay-out sketch was convenient or any change was needed, for, after all, the sketch was a rough one and the actual state of buildings on ground suggested a more convenient order of numbering at some places. Thus, numbering system did not pose any problem in this union territory and no special arrangements were more for the same either in urban or in rural areas.

Canvassing of Enterprise list

As regards canvassing of Enterprise list, there was no difficulty either in distribution of the materials required or in the conduct of training programme or in carrying out the work. The Officers in charge of the Enterprise list operations in the Bureau of Economics and Statistics, Pondicherry who were appointed as Additional District Census Officers were associated at all stages and hence there was perfect coordination for the conduct of these operations.

Training system

As already indicated, the training system comprised of imparting initial know-how to the District Census Officers/City Census Officers and Charges Officers who, in turn, had conducted training classes/demonstration of procedure to the Supervisors and Enumerators in the presence and guidance of the Officer and staff members of the directorate. The size became classes was very compact.

Canvassing of Houselist Schedules

There was no difficulty in the canvassing of houselist schedules. The Enumeration Agency grasped the instructions given and were very familer with the work and hence no difficulty was encountered in this regard.

Field inspection

The field inspections by the Officer and staff members of this directorate were undertaken but no typical difficulty deserving mention was committed, by the Enumeration Agency.

Handing over of records

After completion of the houselisting operations, the Enumerators and Supervisors handed over the documents to the Charge Officers who, inturn, arranged for preparation of necessary abstracts at their level before the documents were finally handed over by them in the Directorate of Census Operations as per the prescribed calendar. The procedure indicated in Circular No. 12, dated the 5th March, 1980 (Annexure 486) of the Registrar General's office had been scrupulously followed in this regard.

CHAPTER XI

ENUMERATION

The next stage was to get ready for the Individual Count Operations.

Preparation of Abridged houselist

A preliminary exercise to the Individual Count Operations was the preparation of Abridged houselist. The Circular No. 10, dated the 20th December, 1979 read with Circular No. 11, dated the 27th February, 1980 of the Registrar General, India indicated in detail the need and mode of preparation of the Abridged houselist (Annexures-47 & 48). A comprehensive D.O. letter outlining the procedure of preparation of Abridged houselist was issued to the District Census Officers/City Census Officers and Charge Officers.

The staff members of the Office of the Charge Officers had been entrusted with the job of preparation of Abridged houselist.

Honorarium for preparation of Abridged houselist

Originally, a graduated scale was prescribed by the Registrar General, India for payment of honorarium to the staff who copied down the Abridged houselist as indicated herebelow:—

Population size of the Charge	Honoraria to be paid for copying Abridged houselist (Rs.)
300,000+	500
276,000—300,000	480
252,000—276,000	440
228,000—252,000	400
204,000—228,000	360
180,000—204,000	320
156,000—180,000	280
132,000—156,000	240
108,000—132,000	200
96,000—108,000	170
84,000— 96,000	150
72,000— 84,000	130
60,000— 72,000	110
48,000— 60,000	90
36,000— 48,000	70
24,000— 36,000	50
12,000— 24,000	30
9,400— 12,000	20
7,000— 9,400	15
5,000— 7,000	10
upto— 5,000	5

However, this matter was again discussed by the Registrar General, India with the Directors of Census Operations in the Zonal Meeting in Trivandrum during the beginning of the second half of 1980 and instructions were issued for payment of honorarium at Rs. 10 for preparation of Abridged houselist for a unit of population 6,000 or part thereof. It is not clear whether this honorarium amount was claimed by the Union Territory Administration from Census Organisation for reimbursement as no separate demand for payment seems to have been received. Perhaps, the Union Territory Administration had borne this expenditure which might have been a little over Rs. 1000 for the entire union territory.

Non-applicability of sampling procedure

The Circular No. 14, dated the 15th April 1980 of the Registrar General, India read with D.O. No. 1/3/79-DD dated 25th April, 1980 from Deputy Registrar General (C & T) (Annexures 49 and 50) specified instructions for the selection of 20% sample of enumeration blocks. Twelve States are covered by sample selection whereas ten States and all union territories were not supposed to follow sample selection procedure. The Union Territory of Pondicherry was therefore exempt from preparing a 20% sample of enumeration blocks. In effect, the sample individual slips and degree holder-cum-technical personnel forms were canvassed throughout the union territory.

Selection of 5 per cent sample for Advance Tabulation

However, the Union Territory of Pondicherry had to make a selection of 5% sample of enumeration blocks for advance tabulation as outlined in Registrar General's tabulation circular No. 6 dated the 7th June, 1980 (Annexure 51). The following statement gives the total number of blocks/5% blocks/95% blocks districtwise:—

Sl. No.	Union Territory/District	Total Rural Urban	Total No. of E.B.'s 100%	Total No. of E.B.'s 5%	Total No. of E.B.'s 95%
1	2	3	4	5	6
I.	Union Territory of Pondicherry	T	1,028	51	977
		R	510	26	484
		U	518	25	493
1.	Pondicherry District	T	725	36	689
		R	328	17	311
		U	397	19	378
2.	Karaikal District	T	236	12	224
		R	156	8	148
		U	80	4	76

1	2	3	4	5	6
3.	Mahe District	T	40	2	38
		R	26	1	25
		U	14	1	13
4.	Yanam District	T	27	1	26
		R	..	..	..
		U	27	1	26

Training Classes

A meeting-cum-conference of all District Census Officers/City Census Officers and Charge Officers in connection with the individual count operations had been arranged in the directorate on 10th and 11th December, 1980 following a preliminary congregation on 4th November, 1980. This was presided over by me. The salient features about the operations had been explained by Shri D. Santhanam, Assistant Director of Census Operations and the doubts in the conduct of the operations expressed by these officers had been cleared by him in detail. Subsequent to this, three rounds of training classes were conducted in the various charges from 15th December, 1980 to 2nd February, 1981 as indicated herebelow:—

First round

Sl. No.	Date	Time	Charge Name	Place	Official/Officer nominated
1	2	3	4	5	6
1.	15-12-80 & 16-12-80	F.N. & A.N.	Mahe (Rural & Urban)	Mahe Administrators office	S/Shri D. Santhanam, Assistant Director
2.	29-12-80 & 30-12-80	F.N. & A.N.	Yanam (Urban)	Middle School, Yanam	D. Santhanam, Assistant Director
3.	10-1-81 to 12-1-81	F.N. & A.N.	Karaikal (Rural & Urban)	Municipal Kalyana Mandapam, Karaikal	K. Sundaram, Statistical Assistant
4.	5-1-81	9-30 A.M.	Pondicherry (Urban)	Marie Hall, Pondicherry	D. Santhanam Assistant Director
5.	5-1-81	2-30 P.M.	Pondicherry (Urban)	Marie Hall, Pondicherry	K. Ramadoss Statistical Assistant
6.	6-1-81	9-30 A.M.	Pondicherry (Urban)	Marie Hall, Pondicherry	S. Somasundaram Statistical Assistant
7.	6-1-81	2-00 P.M.	Bahour	Middle School, Bahour	D. Santhanam, Assistant Director
8.	7-1-81	2-00P.M.	Nettapakkam	High School, Nettapakkam	D. Santhanam, Assistant Director
9.	12-1-81	10-00 A.M.	Ariankuppam and Ozhukarai (Rural)	Calve College, Pondicherry	D. Santhanam, Assistant Director
10.	8-1-81	10-00 A.M.	Villianur	Boys Primary School, Villianur	D. Santhanam, Assistant Director
11.	9-1-81	10-00 A.M.	Mannadipet	High School, Madagadipet	D. Santhanam, Assistant Director
12.	10-1-81	10-00 A.M.	Mannadipet	Cinema Theatre, Thirukanur	D. Santhanam, Assistant Diretor
Second round					
1.	23-1-81 & 24-1-81	F.N & A.N.	Karaikal (Rural & Urban)	Municipal Kalyana Mandapam, Karaikal	D. Santhanam Assistant Director
2.	8-1-81	9-30 A.M.	Pondicherry (Urban)	Marie Hall, Pondicherry	S. Somasundaram, Statistical Assistan
3.	8-1-81	2-30 P.M.	Pondicherry (Urban)	Marie Hall, Pondicherry	S. Balasubramanian Computor
4.	9-1-81	2-30 P.M.	Pondicherry (Urban)	Marie Hall, Pondicherry	C. Govindasamy Investigator
5.	12-1-81	2-00 P.M.	Bahour	Middle School, Bahour	K. Ramadoss Statistical Assistant
6.	20-1-81	2-00 P.M.	Nettapakkam	High School, Nettapakkam	B. Raghavan, Computor
7.	24-1-81	10-00 A.M.	Ariankuppam & Ozhukarai (Rural)	Calve College, Pondicherry	S. Sundaresan, Computor
8.	22-1-81	10-00 A.M.	Villianur	Boys Primary School, Villianur	C. Govindasamy Investigator
9.	23-1-81	10-00 A.M.	Mannadipet	High School, Madagadipet	K. Sundaram, Statistical Assistant

Sl. No.	Date	Time	Charge Name	Place	Official/Officer nominated
1	2	3	4	5	6
10.	27-1-81	10-00 A.M.	Mannadipet	Cinema Theatre, Thirukanur	B. Raghavan, Computor
Third round					
1.	29-1-81	2-00 P.M.	Bahour	Middle School, Bahour	S. Sundaresan, Computor
2.	3-2-81	2-00 P.M.	Nettapakkam	High School, Nettapakkam	B. Raghavan, Computor
3.	31-1-81	10-00 A.M.	Ariankuppam & & Ozhukarai (Rural)	Calve College, Pondicherry	S. Somasundaram, Statistical Assistant
4.	29-1-81	10-00 A.M.	Villianur	Boys Primary School, Villianur	C. Govindasamy, Investigator
5.	30-1-81	10-00 A.M.	Mannadipet	High School, Madagadipet	K. Ramadoss, Statistical Assistant
6.	2-2-81	10 00 A.M.	Mannadipet	Cinema Theatre, Thirukanur	S. Balasubramanian, Computor

The training classes were scheduled in such a way that the first round of classes in all the charges were conducted by Shri D. Santhanam, Assistant Director of Census Operations and the staff members who were nominated to conduct the second and third rounds were briefed sufficiently by him in advance.

The venues for the training classes had been fixed by the Charge Officers concerned and the Enumerators and Supervisors were not to travel for long distances to attend the same. They were imparted practical demonstrations also by use of red forms and schedules. Complicated cases of enumeration were hypothetically demonstrated by using black boards. The actual Census materials to be canvassed had been arranged to be distributed to the Supervisors/Enumerators during the second training class. All the requisite materials required for the various charges had been issued to the Charge Officers concerned with comprehensive instructions *vide* letter No. DCO/13/80 dated 13th January, 1981 (Annexure 52). The Degree holder and Technical personnel forms had been sent to the Charge Officers *vide* letter No. DCO/13/80/163 dated the 11th February, 1981 (Annexure 53). This was followed by issue of instruction/inspection reports etc., piecemeal then and there as required. There was no difficulty in payment of T.A./D.A. to the Enumeration Agency.

The publicity undertaken by this directorate to inculcate an awareness of Census in the minds of public, the extent of depth of training imparted to the Enumeration Agency, the facilities afforded to them by way of grant of T.A./D.A. and honorarium etc. helped in the proper conduct of the enumeration without difficulty. No occasion of reluctance on the part of the respondents to answer questions was reported and fortunately there was no need to take re-course to the provisions of the Census Act at any time.

Posting of staff of the directorate at Charge Officers for assistance when Enumeration operations are conducted

The following staff members of this directorate had been stationed in the various charges during the conduct of the individual Count as indicated herebelow:—

Sl. No.	Charge	Place of posting	Name of official posted	Duration of postings
1	2	3	4	5
1.	Bahour & Nettapakkam	Bahour/Nettapakkam Rural	S/Shri S. Somasundaram, Statistical Assistant	12-2-81 to 23-2-81
2.	Ariankuppam, Ozhukarai (Rural) & Karaikal.	Ariankuppam/ Ozhukarai/Karaikal	S. Sundaresan, Computor	12-2-81 to 17-2-81 20-2-81 to 23-2-81 18 & 19-2-81
3.	Ozhukarai (Urban)	Ozhukarai	B. Raghavan, Computor	12-2-81 to 15-2-81 18-2-81 to 23-2-81
	Karaikal	Karaikal	B. Raghavan, Computor	16 & 17-2-81
4.	Pondicherry (M)	Pondicherry	K. Sundaram, Statistical Assistant	12-2-81 to 17-2-81
	Karaikal	Karaikal	-do-	18 & 19-2-81
	Villianur & Mannadipet	Villianur/Mannadipet	-do-	20-2-81 to 23-2-81

Sl. No.	Charge	Place of posting	Name of official posted	Duration of postings
1	2	3	4	5
5.	Villianur & Mannadipet Pondicherry (M)	Villianur/Mannadipet Pondicherry	S. Balasubramanian, Computor. -do-	12-2-81 to 18-2-81 19-2-81 to 23-2-81
6.	Karaikal & Pondicherry (M)	Karaikal/Pondicherry	K. Ramadoss, Statistical Assistant	16 & 17-2-81 18-2-81

Posting of staff of the Directorate at charge offices for assistance on the eve of Enumeration

The following posting of staff of this directorate on the eve of completion of individual count till the reporting of provisional totals to the Registrar General's Office and this directorate had been arranged:—

Sl. No.	Charge	Place of posting	Name of Official posted
1	2	3	4.
1.	Mahe (Rural and Urban)	Mahe	S. Balasubramanian, Computor
2.	Karaikal (Rural and Urban)	Karaikal	K. Ramadoss, statistical Assistant
3.	Yanam	Yanam	S. Somasundaram, Statistical Assistant
4.	Pondicherry (Urban)	Pondicherry	K. Sundaram, Statistical Assistant
5.	Ariankuppam & Ozhukarai (Rural)	Ariankuppam/Ozhukarai	S. Sundaresan, Computor
6.	Bahour & Nettapakkam	Bahour/Nettapakkam	B. Raghavan, Computor
7.	Villianur & Mannadipet	Villianur/Mannadipet	C. Govindasamy, Investigator

Shri D. Santhanam, Assistant Director of Census Operations stationed himself in the headquarters for issue of guidance and sorting out difficulties wherever required. This arrangement helped the field agency a good lot to have proper coverage of the houseless population and also to report the provisional totals without difficulty in time.

Coverage of the count

A close scrutiny of the Charge register with reference to the boundaries of operation indicated in the appointment orders issued to Supervisors/Enumerators ensured total coverage and without any omission.

The fact that population as per individual count worked out to 604,471 with reference to houselisting population of 588,344 go to prove that the coverage was effective and cent percent.

There was no anchorage of ship or boat in the union territory during Census count. There was no big fair also during the said period requiring special attention. The union territory does not have any special area as well.

Enumeration of houseless population

The enumeration of houseless population was conducted on the night of 28th February, 1981. A portion from Registrar General's D.O. No. 9/27/81-CD (Cen). dated the 20th January, 1981, addressed to all Directors of Census Operations relating to coverage of houseless population is extracted herebelow:—

—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 another 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 thought I should mention this and leave it to you to decide whether you would like to take this up with the authorities concerned.—

It was therefore thought advisable to prohibit late cinema shows on the said night and also declare that day as a dry day.

Prohibition of late cinema shows

Accordingly, late cinema shows i.e. after 9.30 P.M. on 28th February, 1981 were prohibited vide proceedings of the District Magistrate No. 1409/81-E, dated the 27th February 1981 (Annexure-54).

Closure of toddy and arrack shops

The closure of toddy and arrack shops on 28th February, 1981 was ordered in the references indicated here below:—

(i) Notification No. E1/2617/81, dated the 26th February, 1981 issued by the Deputy Commissioner (Excise) for Pondicherry District (Annexure-55).

(ii) Notification No. 1311/81/A4, dated the 27th February, 1981 by Deputy Commissioner (Excise) Karaikal for Karaikal District (Annexure-56).

The references ordering closure of toddy and arrack shops in Mahe and Yanam districts were not readily available either in this directorate or in the Revenue Department. Hence, the concerned Deputy Commissioners (Excise) had been addressed in September, 1983 to ascertain the correct position. The Deputy Commissioner (Excise), Mahe has informed that the Memorandum from the Deputy Secretary (Revenue), Government of Pondicherry requiring closure was received late and hence the closure was not ordered. The Deputy Commissioner (Excise), Yanam informed that while the reference to closure could not be readily located, confirmed the declaration of dry day on 28th February, 1981.

Lighting arrangements for counting houseless

The Electricity Department was sounded to keep the street lights burning throughout the night of 28th February, 1981 to enable easy movement of Enumerators and Supervisors for counting the houseless. Accordingly, the Superintending Engineer of Electricity Department Pondicherry issued suitable instructions. A copy of his compliance letter No. 343/ED/AE(Tech)/F. 48/80-81, dated the 12th February, 1981 may be seen as annexure 57.

Police/Home guard assistance

Some of the District Census Officers/City Census Officers and Charge Officers desired to have Police/Homeguard assistance at the time of enumeration of houseless population. This could not be arranged; however, they were asked to approach the nearest Police station in case of difficulty and necessity.

Communication of provisional population totals

Comprehensive instructions on communication of provisional population totals were issued by the Registrar General, India in Circular No. 23, dated the 10th July, 1980 read with supplement to Circular No. 23, dated the 27/28th November, 1980 (Annexures 58 and 59). Based on these, very detailed instructions had been issued in letter No. 52/PA/DCO/80-81/77, dated the 21st January, 1981 and 52/PA/DCO/80, dated the 25th February, 1981 for communication of provisional population totals to the Registrar General's Office and to this directorate (Annexures 60 and 61).

Modes for communication of provisional population totals:

The modes suggested for quick communication of provisional totals were by wireless message, express telegram and trunk telephone. As regards the headquarters, personal-messenger-system was also proposed and availed. The Police Wireless had been sounded for acceptance and quick transmission of materials in this regard.

Arrangement for receipt of message on provisional population totals in this directorate:

Two staff members in turn were posted to be on duty in this directorate day and night from 28th February to 12th March 1981 specially for receipt of provisional population totals and entry in register in the form indicated herebelow:—

Sl.No.	Mode of communication	Person giving message	Date of receipt	Time of receipt	Signature of the official in the directorate who received the message
1	2	3	4	5	6
	(1) Wireless				
	(2) Trunk call				
	(3) Telegram				
	(4) Written reference				

The first message received in this directorate was by trunk call from Karaikal Municipal Charge at 4 hours 45 minutes on 6th March, 1981 and the last one to be received was from Pondicherry Municipal Charge over telephone at 15 hours 10 minutes on 10th March, 1981.

The consolidated figures had been communicated by this directorate to the Registrar General's Office (phone No. Delhi. 383761) at 16 hours 20 minutes and by wireless message at 16 hours 30 minutes on 10th March, 1981.

Handing over of documents, blank schedules etc.

The field establishments were required to handover the filled in materials, blank schedules, etc. with them after completion of the individual count operations. Accordingly, they handed over the materials. The houselist, notional maps and lay-out sketches prepared during the houselisting operations in July-August 1980 were also collected then.

The figures of provisional totals and respective final totals district-wise are indicated herebelow:—

Sl. No.	Union Territory/District	Provisional Population Figures			Final Population Figures			Provisional Population Literacy Figures			Final Population Literacy Figures		
		P	M	F	P	M	F	P	M	F	P	M	F
1	2	3	4	5	6	7	8	9	10	11	12	13	14
	Union Territory of Pondicherry	604,136	304,342	299,794	604,471	304,561	299,910	327,600	194,792	132,808	337,615	200,520	137,095
1.	Pondicherry District	444,130	225,834	218,296	444,417	226,041	218,376	235,559	142,606	92,953	243,066	147,052	96,014
2.	Karaikal District	119,978	59,366	60,612	120,010	59,367	60,643	65,401	38,627	26,774	67,725	39,829	27,896
3.	Mahe District	28,401	13,251	15,150	28,413	13,260	15,153	20,964	10,308	10,656	21,058	10,345	10,713
4.	Yanam District	11,627	5,891	5,736	11,631	5,893	5,738	5,676	3,251	2,425	5,766	3,294	2,472

Press conference for release of provisional figures as Paper 1

As per the instructions of the Registrar General, India vide Circular No. 23 dated 10th July, 1980 reproduced as annexure No. 60 read with wireless message No. 9/18/81-CD (CEN) dated the 19th March, 1981 (Annexure 62) a press conference for release of provisional figures had been convened by me at 3.30 P.M. on 23rd March, 1981. Paper 1 of 1981 Census containing provisional population totals had been released then. Ten copies of the same had been sent by Air-cargo to the Registrar General, India on 21st March, 1981. This publication contained district-wise figures of population-sex-wise with examination of decennial population growth rate, sex ratio, literacy rate, density etc. with maps and chart to explain them. Also a specimen of individual slip (Universal) and individual slip (Sample) had been included therein.

Release of supplement to Paper-1

Subsequently, supplement to Paper 1 which contained the break-up figures for rural and Urban units in respect of the fields of coverage as in Paper 1 together with figures of workers with detailed classification of marginal workers and non-workers had been released on 31st March, 1981 and copies thereof sent to Registrar General, India. No separate press conference had been arranged for this purpose.

Complaints of non-coverage

Five households in Pondicherry Municipality and one household in Ozhukarai Commune Panchayat represented that the members of their households had not been enumerated. The City Census Officer, Pondicherry had been immediately contacted for arrangement of enumeration.

V.I.P. Coverage

Very Important Persons such as his Excellency the Lieutenant Governer, Hon'ble Speaker, Hon'ble Chief Minister and Ministers etc. were arranged to be enumerated personally by the City Census Officer in a responsible manner.

CHAPTER XII

DIRECTIVES ISSUED BY THE UNION TERRITORY ADMINISTRATION

The conduct of 1981 Census has been communicated to the Pondicherry Administration and their co-operation sought by issue of an appeal from the Honourable Union Home Minister.

The Pondicherry Union Territory Administration evinced keen interest in the conduct of Census, fully understanding the significance of its national importance. Accordingly, the administration had instructed the heads of departments/offices for their co-operation in the endeavour. The concessions accorded to the officials and teachers who had been assigned census duties by way of grant of permission and duty-off, sparing of vehicles, allotment of government buildings for the conduct of the training classes etc. were gestures shown by the Union Territory Administration, details of which had been dealt with in the appropriate chapters.

CHAPTER XIII

GENERAL

Publicity Measures

The publicity measures adopted in Pondicherry were quite effective and adequate. The Information, Pubicity and Tourism Department of the Government of Pondicherry were useful in attempting to propagate the census message through the drama division and through community activities. Many wall-posters in English and regional languages obtained from Registrar General's office and Directorates of Census Operations of Southern States had been exhibited throughout the entire length and breadth of the union territory. The public were covered by exhibition of films and insertion of slides received from the Registrar General's office in cinema theatres, catchy slogans over All India Radio etc. besides, delivery of talks by the Deputy Director of Census Operations/Assistant Director of Census Operations once during houselisting operations and twice during individual count. The talk delivered by Shri M. Nagappan, Deputy Director of Census Operations on 24th April, 1980 and one of the talks/interview given by Shri D. Santhanam, Assistant Director of Census Operations during the individual count operations on 22nd Janaury, 1981 may be seen at annexures 63 and 64. Apart from these methods of publicity, delivery of handbills and announcement by drum-beating were also adopted.

Honorarium for Houselisting Operations

The rate of honorarium for District Census Officers/City Census Officers was Rs. 500/- (Rs. 125/- for houselisting operations and Rs. 375/- for individual count operations) and for Charge Officers Rs. 200/- (Rs. 50/- for houselisting operations and Rs. 150/- for individual count operations) for both the houselisting and individual count operations. The rates payable to Supervisor and Enumerator were a flat amount of Rs. 35/- each which included Rs. 15/- for canvassing Enterprise list. The Enumerators and Supervisors were paid travelling allowance for attending training classes of sums ranging from Rs. 8/- to 11 and Rs. 10/- to 14/- respectively per day depending upon the distance involved to reach the training centre. The District Census Officers/City Census Officers and Charge Officers drew travelling allowance according to their grades in their parent departments. The expenditure involved towards payment of proportionate honorarium to District Census Officers/CityCensus Officers and Charge Officers for houselisting operations was Rs. 1,300/- and for Enumerators and Supervisors Rs. 33,110/- which included remuneration for canvassing Enterprise list also. If this quantum of honorarium meant for canvassing Enterprise list was excluded to be reckoned, then the honorarium paid to the Supervisors and Enumerators worked out to Rs. 18,920/-. The sum of Rs. 14,190/- towards payment of honorarium for canvassing Enterprise list was paid by the Pondicherry Administration from out of the amount deposited by the Central Statistical Organisation of the Government of India initially. The total travelling allowance liability for Enumerators and Supervisors worked out to Rs. 10,354/-. While it was Rs. 642/- for District Census Officers/City Census Officers and Rs. 1,345/- for Charge Officers. The following statement indicates the break-up of amounts paid to the houselisting agency by way of honorarium (excluding amount paid to Enumerators and Supervisors for canvassing Enterprise list) and T.A./D.A. district-wise:—

Sl. No.	District	Honorarium (Rs.)					T.A./D.A.(Rs.)			
		Total	District Census Officer/ City Census Officer	Charge Officer	Super-visor	Enumera-tor	Total	District Census Officer/ City Census Officer	Charge Officer	Super-visor	Enume-rator
1	2	3	4	5	6	7	8	9	10	11	12
1.	Pondicherry	14,040	..	..	2,440	11,600	5,638	..	..	1,026	4,612
2.	Karaikal	3,540	..	..	600	2,940	3,710	199	535	588	2,388
3.	Mahe	860	..	..	140	720	1,652	218	288	210	936
4.	Yanam	480	..	..	60	420	1,341	225	522	90	504
	Total	18,920	..	..	3,240	15,680	12,341	642	1,345	1,914	8,440

The officers of the Statistics Department, Government of Pondicherry appointed as Additional District Census Officers for supervision of canvassing of Enterprise list were not paid any honorarium, although they ought to have been paid atleast a nominal amount of Rs. 125/- as admissible to District Census Officers/

City Census Officers in respect of houselisting operations by the Central Statistical Organisation as they did for Enumerators and Supervisors.

Honorarium for Individual Count Operations

The rates of honorarium for District Census Officers/City Census Officers and Charge Officers were as already discussed under grant of honorarium for houselisting operations. The rates payable to Supervisors and Enumerators were a flat amount of Rs. 90/- and 100/- respectively. The difference of Rs. 10/- was due to the fact that Enumerators were expected to canvass the degree holder and technical personnel form. The reserve personnel were also entitled to TA/DA as regular Enumerators and Supervisors, but were not entitled to the grant of honorarium if they had not been actually involved in the enumeration duties. As in the case of houselisting operations, the District Census Officers/City Census Officers and Charge Officers drew T.A./D.A. as per their parent cadre, while the rates for Enumerators and Supervisors were as fixed for houselisting operations. The expenditure involved towards the payment of proportionate honorarium to the District Census Officers/City Census Officers and Charge Officers was Rs. 4,050/- and for Enumerators and Supervisors Rs. 1,10,780/-. The total T.A. liability for District Census Officers/City Census Officers was Rs. 1,809/-, for Charge Officers Rs. 2,852/- and for the Enumerators and Supervisors Rs. 29,046/-. The following statement indicates the break-up of amount paid to the Enumeration agency by way of honorarium and T.A./D.A. district-wise:—

Sl. No.	District	Honorarium (Rs.)					T.A./D.A. (Rs.)				
		Total	District Census Officer/ City Census Officer	Charge Officer	Supervisor	Enumerator	Total	District Census Officer/ City Census Officer	Charge Officer	Supervisor	Enumerator
1	2	3	4	5	6	7	8	9	10	11	12
1.	Pondicherry .	84,200	1,000	900	11,700	70,600	20,269	..	475	4,004	15.790
2.	Karaikal .	22,880	1,000	800	2,880	18,200	8,034	259	801	1,136	5,838
3.	Mahe . . .	5,530	500	400	630	4,000	3,045	738	719	260	1,328
4.	Yanam . .	3,470	500	200	270	2,500	2,359	812	857	90	600
	TOTAL .	1,16,080	3,000	2,300	15,480	95,300	33,707	1,809	2,852	5,490	23,556

Procedure of meeting expenditure on Census

The extra Charge Officer appointed for individual count in Pondicherry district had claimed and had been paid only Rs. 100/- instead of the entitled remuneration of Rs. 150/-. The expenditure on payment of honorarium, T.A. and D.A. for both houselisting and individual count operations was wholly met by the Government of India under Census Budget. While the amount required for payment of honorarium had been placed at the disposal of the Pondicherry Administration in advance by the Census Organisation for rendering of accounts/refund of unspent balance subsequently, the amount spent by the Pondicherry Administration on payment of T.A./D.A. had been reimbursed by the Census Organisation at later date.

Award of Census medals and certificates

In the past, the outstanding work done by the Field Agency and also by office staff had been recognised by award of Census medals and certificates.

The Registrar General, India called for our requirements of medals (with certificates) for being awarded to the deserving personnel during the current Census. The norm fixed was as follows:—

(1) One silver medal to the best District Census Officer and one bronze medal to the next best District Census Officer in each State/Union Territory.

(2) One silver medal to the best Additional District Census Officer.

(3) One silver medal to the best Charge Officer and one bronze medal to the next best Charge Officer in a district.

(4) One silver medal to the best Supervisor and one bronze medal to the next best Supervisor in a district.

(5) One silver medal to the best Enumerator and one bronze medal to the next best Enumerator in a Charge.

(6) One silver medal to the staff of the Directorate of Census Operations.

(7) One silver medal to the staff of the Regional Tabulation Office.

Indent for medals and supply

This directorate had considered all aspects and placed an indent for 21 silver and 21 bronze medals (with certificates) for the field establishments and desired the Registrar General. India to the allotment of some medals for the use of this directorate (during 1971 Census the allotment was five silver and 10 bronze medals for the field establishments and three silver and one bronze medals for the Officers and Staff of the Census directorate). The Registrar General's office had allotted 24 silver and 21 bronze medals for the Union Territory of Pondicherry.

Inscriptions on medal and certificate

The medal was of the size slightly bigger than a rupee coin and the inscriptions on the obverse being 'CENSUS OF INDIA, 1981 and on the reverse being 'MERITORIOUS SERVICE'.

The specimen of the cerificate to accompany silver/ bronze medal is as follows: —

GOVERNMENT OF INDIA
MINISTRY OF HOME AFFAIRS
CENSUS OF INDIA
CERTIFICATE OF HONOUR

To————

In recognition of your outstanding zeal and high quality of service rendered by you during the 1981 Census of India, the President of India has been pleased to confer upon you the

1981 Census
Silver
————Medal
Bronze

Sd/-
P. PADMANABHA
Census Commissioner, India.

New Delhi
Dated

Procedure followed for award of medals:—

The District Census Officers/City Census Officers had been asked to sponsor two names in the categories of Charge Officers who worked under them and two names each in the category of Supervisors and Enumerators for each charge under their control. The records of the Enumerators and Supervisors and evidently those of Charge Officers had been gone through in this directorate and deserving personnel for the award of appropriate medals fixed. The awards to the District Census Officers/City Census Officers were decided wholly by the Directorate with due regard to the performance of their functions, aptitude for discharge of duties, perfection in maintenance of records, time taken to communicate provisional totals etc. The Officer and staff members of this directorate competent to receive the honour were decided by me with due consideration of their sincerity, diligence, devotion to duty, efficiency to manage work turned out and delivery of goods in proper time etc.

Presentation of medals

The list of awardees was finalised and it was decided to honour them by presentation of medals and certificates from the hands of His Excellency the Lieutenant Governor of Pondicherry as in 1971 Census. However, since a suitable date could not be availed of from out of the busy schedule of the Lieutenant Governor, the medals and certificates were presented by me in Pondicherry on 29th April, 1983 for those Officers and staff stationed in Pondicherry.

The medals and certificates intended for those stationed in Karaikal, Mahe and Yanam were sent to the Administrators concerned for being presented to them on suitable dates. No T.A./D.A. was paid to those who presented themselves for receiving the medals and certificates. The following is the comprehensive list of awardees district-wise:—

Census 1981

List of awardees of Silver Medals and Certificates in Pondicherry

Sl. No.	Name	Designation	Performed work in Census as
1	2	3	4
S/Shri			
1.	D. Santhanam, B.Sc. . .	Assistant Director of Census Operations, Pondicherry.	Officer of Census Directorate
2.	P. Krishnamurthi, B.A. . .	Under Secretary to Government, Health, Electricity & Welfare Department, Pondicherry	District Census Officer, Karaikal District.
3.	V. Subbarayulu, M.A. . .	Assistant Statistical Officer, Bureau of Economics & Statistics, Pondicherry.	Additional District Census Officer, Pondicherry District.
4.	V. Madhivanan . . .	Deputy Tahsildar, Sub Taluk office, Bahour, Pondicherry.	Charge Officer, Pondicherry District (Rural)
5.	J. Parameswaran . . .	Secondary Grade Teacher, Government Primary School, Aranganur, Pondicherry.	Enumerator
6.	Arimapamagan, M.A., B.Ed. .	Secondary Grade Teacher, Government Middle School, Pethuchettipet, Pondicherry.	Enumerator
7.	Joseph Baskaran . . .	Headmaster, N.N. Government High School, Lawspet, Pondicherry	Supervisor
8.	Dj. Valayudam . . .	Karnam, Sub-Taluk Office, Villianur, Pondicherry.	Enumerator

Sl. No.	Name	Designation	Performed work in Census as
1	2	3	4
	List of awardees of Bronze Medals and Certificates in Pondicherry		
	S/Shri		
1.	A.J. Lourdes Nathan	Revenue Officer, Grade-I, Pondicherry Municipality, Pondicherry.	District Census Officer, Pondicherry District.
2.	A. Chinnasamy	Assistant Revenue Officer, Grade-I, Pondicherry Municipality, Pondicherry.	Charge Officer, Pondicherry (Urban).
3.	S. Somasundaram	Statistical Assistant, Directorate of Census Operations, Pondicherry.	Staff of Census Directorate.
4.	Ittial K. Rajarathinam	Assistant Revenue Officer, Grade-II, Pondicherry Municipality, Pondicherry.	Charge Officer, Mahe District (Urban).
5.	B. Ramaswamy	Deputy Tahsildar, Office of the Director of Industries, Thattanchavady, Pondicherry-9.	Charge Officer, Karaikal District (Rural).
6.	R. Selvaraj	Secondary Grade Teacher, Government Primary School, Sompeth, Pondicherry	Enumerator.
7.	N. Sambasivam	Secondary Grade Teacher, Government Middle School, Packamudayanpet, Pondicherry-8.	Enumerator.
8.	G. Shanmughavelayudam	Secondary Grade Teacher, Government Middle School, Kariamanickam, Pondicherry.	Enumerator.
9.	Desingu	Secondary Grade Teacher, Government High School, Kalapet, Pondicherry.	Enumerator.
10.	B. Sadasivam	Junior Assistant, Pondicherry Municipality. Pondicherry.	Supervisor.
	List of awardees of Silver Medals and Certificates in Karaikal		
	S/Shri		
1.	J. Krishnan	Secondary Grade Teacher, Government Primary School, Keezhiyur, T.R. Pattinam.	Enumerator.
2.	G. Raman	Secondary Grade Teacher, Government High School, Neravy.	Enumerator.
3.	P. Anjappan	Secondary Grade Teacher, Government Middle School, Karaikalmedu.	Enumerator.
4.	S. Singaravel	School Assistant, Grade II, Government High School, T.R. Pattinam.	Supervisor.
5.	V. Vedanayagam	Karaikal Municipality, Karaikal.	Enumerator.
6.	R. Danapalan	Karnam, Keezhiyur (North), T.R. Pattinam.	Enumerator.
7.	H. Ibrahim Maraicar	Revenue Inspector, Kottucherry.	Enumerator.
8.	T. Loganathan	Karnam, Devamapuram, Tirunallar.	Enumerator.
9.	Jose Battan	Revenue Officer, Karaikal, Municipality, Karaikal.	Charge Officer, Karaikal (Urban).
	List of awardees of Bronze Medals and Certificates in Karaikal		
	S/Shri		
1.	G. Dharmalingam	Secondary Grade Teacher, Government Primary School, Edatheru, T. R. Pattinam.	Enumerator.
2.	Jahanmohan	Secondary Grade Teacher, Central School, Neravy	Enumerator.
3.	N. Packirisamy	Secondary Grade Teacher, Government Primary School, Tirunallar.	Enumerator.
4.	K. Omalingam	Drawing Master, Government High School, Kottucherry.	Enumerator.
5.	G. Natarajan	School Assistant, Grade-II, Government Higher Secondary School, Tirunallar.	Supervisor.
6.	Sowndirarasou Justine	Karaikal Municipality, Karaikal.	Enumerator.
7.	R. Vasudevan	Karnam, Oduthurai Village, Neravy Firka, Karaikal.	Enumerator.

Sl. No.	Name	Designation	Performed work in Census as
1	2	3	4
		List of awardees of Silver Medals and Certificates in Mahe	
	S/Shri		
1.	P. M. Emmanual . . .	Deputy Tahsildar (Land Reforms), Sub-Collector's Office, Mahe.	Charge Officer, Mahe district (Urban).
2.	M. P. Vibhakaran . . .	School Assistant, J. N. High School, Mahe.	Supervisor.
3.	M. K. Thankappan . .	Secondary Grade Teacher, Government High School, Palloor, Mahe.	Enumerator.
		List of awardees of Bronze Medals and Certificates in Mahe	
	S/Shri		
1.	K. T. Viswanathan . . .	School Assistant, Government High School, Palloor, Mahe.	Supervisor.
2.	K. Valsakumar . . .	School Assistant, Grade-II, Government Girls High School, Palloor, Mahe.	Enumerator.
		List of awardees of Silver Medals and Certificates in Yanam	
	S/Shri		
1.	S. Krishnamurthy . . .	Deputy Tahsildar, Yanam.	Charge Officer, Yanam District.
2.	A. S. V. Kameswara Rao .	School Assistant Grade-I, Government Boys' High School, Yanam.	Supervisor.
3.	D. Subba Rao . . .	Secondary Grade Teacher, Government Middle School, Ambedkar Nagar, Yanam.	Enumerator.
		List of awardees of Bronze Medals and Certificates in Yanam	
	S/Shri		
1.	R. V. K. Suryanarayana Rao .	School Assistant Grade-I Government Girls' High School, Yanam.	Supervisor.
2.	P. Venketeswara Rao . .	Secondary Grade Teacher, Government Girls' High School, Yanam.	Enumerator.

The news-piece of the presentation of the awards with names of awardees had appeared in the Tamil daily, "Malai Malar" dated the 1st May, 1983 and in the English weekly, 'New Times Observer' dated the 9th May, 1983.

I was awarded a silver medal and certificate in the Conference convened by the Registrar General, India at Srinagar, during 23rd—25th August, 1982.

Accounting System

When the new establishment was sanctioned to this directorate in 1979, there was no office or drawing officer in the initial stages. So, on the suggestion of the Registrar General's office, the Pay and Accounts Office (Census), New Delhi had released a letter of credit under the Tamilnadu Account Code No. 14-04-16 to the Deputy Director/Assistant Director of the Office of the Director of Census Operations, Tamil Nadu, Madras. With this arrangement, the establishment and contingent expenses were met by the Directorate of Census Operations, Tamil Nadu for payment in respect of this directorate also till 23rd March, 1980. The Directorate of Census Operations, Tamil Nadu had maintained and rendered accounts for this period.

Again, as per the instructions of Registrar General, India, the Pay and Accounts Office (Census), New Delhi had released funds to the tune of Rs. 26,445/- for the quarter from 1st January to 31st March, 1980 under a new account code No. 14-04-25 to be operated by the Deputy Director/Assistant Director of Census

Budget Allocation and the Actual Expenditure

(In Rupees)

Head of Account	1979-80			1980-81			1981-82			1982-83			1983-84
	Budget estimate	Final estimate	Actual Expenditure from 24 to 31-3-80	Budget estimate	Final estimate	Actual Expenditure	Budget estimate	Final estimate	Actual Expenditure	Budget estimate	Final estimate	Actual Expenditure	Budget estimate
1	2	3	4	5	6	7	8	9	10	11	12	13	14
"265-*A. A1-Census* A1 (1) *Superintendence (N.P.)*"													
A1 (1) (1) Salaries . .		Details not available		1,30,000	1,47,500	1,47,455	1,70,000	1.96,800	1.96,717	2,18,000	2,05,900	2.05,792	2,15,000
A1 (1) (2) Wages . .				2,500	..	..	1,000	..	..	..	..	..	..
A1 (1) (3) Travelling Expenses				8,000	5,500	5,491	5,000	2,300	2,098	4,000	1,200	1,120	2,000
A1 (1) (4) Office Expenses .				75,000	37,100	37,026	24,000	18,200	18,142	9,000	13,100	13,091	10,000
A1 (1) (5) Rent, Rates and Taxes.				37,000	28,600	28,533	20,000	21,100	21,056	22,000	21,800	21,769	20,000
Total A1 (1) . .				**2,52,500**	**2,18,700**	**2,18,505**	**2,20,000**	**2,38,400**	**2,38,013**	**2,53,000**	**2,42,000**	**2,41,772**	**2,47,000**
A1 (2)				55,400	..	..	..	..	..	..	..	..	..
"*A1 (3) Abstraction & Compilation (N.P.)*"													
A1 (3) (1) Salaries . .		Details not available		47,900	80,900	80,886	2,50,000	2,36,600	2,36,520	1,73,000	1,19,800	1,19,797	1,83,000
A1 (3) (2) Wages . .				1,000	..	..	..	..	..	..	..	..	..
A1 (3) (3) Travelling Expense				5,000	18,000	17,700	8,000	5,600	5,564	8,000	2,300	2,285	5,000
A1 (3) (4) Office Expenses .				40,000	14,500	14,415	3,000	3,200	1,874	7,000	..	..	1,000
Total A1 (3) .				**93,900**	**1,13,400**	**1,13,001**	**2,61,000**	**2,45,400**	**2,43,958**	**1,88,000**	**1,22,100**	**1,22,082**	**1,89,000**
Grand Total "265-A-A1-Census (N.P.)"			**26,394.55**	**4,01,800**	**3,32,100**	**3,31,506**	**4,81,000**	**4,83,800**	**4,81,971**	**4,41,000**	**3,64,100**	**3,63,854**	**4,36,000**

Operations of Pondicherry. The first quota of Cheque books—one in each series of 'A' & 'B' had been received in March, 1980. Shri M. Nagappan, the then Deputy Director of Census Operations who was declared to be the Drawing and Disbursing Officer and also vested with cheque-drawing powers had started drawing cheques from 24th March, 1980 onwards. With his transfer Shri D. Santhanam, Assistant Director of Census Operations was vested with such powers.

The Pay and Accounts Office (Census), New Delhi, releases funds for each quarter based on the budget allocation and the procedure of drawal of cheques for the specified purposes and rendering weekly accounts to the Pay and Accounts Office (Census), New Delhi as per the provisions of the Civil Accounts Manual is followed till date without any difficulty.

The Registrar General's office had been allotting funds every year and this directorate had not experienced any difficulty at any time for want of funds. The budget allocation and the actual expenditure thereto since inception may be seen in the statement appended.

Office Accommodation

No central government building was available for accommodation of this directorate which was set up in 1979 for conduct of 1981 Census. No suitable private building to the extent required was also available for us. However, the Information department of the Pondicherry Administration which was having its library in the building at 67, Rangapillai Street, Pondicherry moved elsewhere and hence this building was availed for our purpose. It is a pucca double-floor building measuring 335.17 Sq.Mts. with facilities for main office, library, record room, garage and cycle shed. The building which is in the heart of the town is engaged on a monthly rent of Rs. 1,500/- from 25th September, 1979. The house owner had not executed the lease deed, as he was not prepared to agree to some of the clauses of the Government Lease Deed. Hence, pending execution of lease deed, the rent is being paid monthly to the owner as per the instructions of the Registrar General, India—*Vide* wire less message No. D. 11011/15/79-Ad. III, dated the 23rd January, 1981 (Annexure 65) so as to avoid any adverse criticism on the Government by the party for the non-payment of rent when occupying his property. The owner has been serving notices to vacate the building. The matter has been referred to the Registrar General's office who had advised, based on the opinion of the Ministry of Law, Justice and Company Affairs, that no cognizance be taken of the notice served by the owner—*vide* Registrar General's letter No. D. 11011/15/79-Ad. III dated the 14th March, 1983 (Annexure 66). In fact, even for locating the tabulation cell subsequently, no search for some other building was made, but the building owner was prevailed upon to provide an asbestos shed in the courtyard of the building at his cost for no extra rent. The only difficulty in the building is its location in the busy market area (Opposite to Big Market) and the office is to put up with the noise around. During the 1971 Census also, the building accommodating the Directorate at No. 58, Busy Street, Pondicherry had the same difficulty (very near Small Market). A similarity may be noted that even that building was handed over to us on vacation by the State Information Libraray attached to the Information department.

Telephone

The Telephone department was addressed on 13th November, 1979 for provision of a telephone under Government Own Your Telephone Scheme. The Post and Telegraph department required a deposit of Rs. 800/-. Accordingly, the sum was paid and a telephone was got installed in the directorate in the office room of the Assistant Director Operations in the first quarter of 1980.

As I was a full-fledged Secretary to Government in the Pondicherry Administration and since they provided me a residential telephone, there was no need for me to have a telephone at Census department cost.

Pay and Allowances

As indicated earlier, since the Drawing Officer of this directorate had cheque-drawing powers, no difficulty was experienced in passing the establishment bills relating to the salary, allowances etc.

Stationery items etc.

In the initial stage, the directorate had no stock/supply of stationery and service postage stamps. The Office of the Deputy Secretary to Government, Revenue department, Pondicherry which was looking after the functions of the Census directorate had met these expenditure. However, after setting up of the office, stationery and printed forms were obtained from the Government Press, Pondicherry. While stationery items are charged, printed forms are treated as free supply. Whenever any item of stationery was not available with the Government Press, this directorate had resorted to local purchase to meet the immediate requirements and this is maintained well within the powers of Head of Office.

The first annual indent was placed with the Government of India, Regional Stationery Depot, Madras-6 in August, 1980 and the first supply in parts effected in January, 1981 and in April, 1981. The second indent was placed in September, 1982 supply was effected in spells in February, 1983 and April, 1983. The third indent for 1983-84 has been sent on 29th July, 1983 and supply is yet awaited.

Service postage stamps

Service postage stamps were obtained from the Pay and Accounts Office regularly without any difficulty upto March, 1981. As per the revised procedure stamps are obtained from the Post Office, Pondicherry.

Printing

I was not vested with any powers of printing. As such, the following are the stages for printing of various items in this directorate:—

Houselisting operations

We had arranged for the printing of 1000 Nos. of appointment order and identity card (Enumerators) and 250 Nos. of appointment order and identity card (Supervisors) from the Government Press, Pondicherry, after providing them colour pulb boards purchased from the open market to the extent of Rs. 199.30. Subsequently, 300 more cards for Enumerators and 75 more cards for Supervisors were required and since the Government Press had expressed their inability to undertake this job, the printing was resorted to from the Pondicherry Womens' Cottage Industrial Cooperative Society Limited (Printing Press) at a cost of Rs. 123.60 (all inclusive).

Release of Paper 1 and its supplement

Immediately after conduct of the houselisting operations, Paper-1 viz. Provisional Population Totals and Supplement to Paper-1 had to be released. We had to print 500 copies of each. In the absence of a Government of India Press at Pondicherry, the work was entrusted to a local private printing press on competitive quotation basis. The preparation of blocks was entrusted to the Pondicherry Government-approved block-maker on single quotation basis, at a cost of Rs. 1,253.05. The printing cost was Rs. 4,026/-. The *ex-post-facto* sanction for the total amount of Rs. 5,279.05 was obtained from the office of the Registrar General, India as per instructions. It is suggested in this connection that at least in places where Government of India Presses are not available, and the publications are to be brought out at short notice, Directors of Census Operations should be vested with powers to the tune of at least Rs. 10,000/- each year on printing.

Post Enumeration check and Evaluation Study

The above two studies were contacted in selected sample blocks throughout the country immediately after the Census Enumeration. These studies were however not conducted in the Pondicherry Union Territory.

Indexing of annexures

The various Circulars and references issued by the Registrar General's office, this Directorate, Union Territory Administration etc. have been reproduced as Annexures.

ANNEXURES

ANNEXURE

Sl.No.	Subject in brief	issued by	Ref. No. & Date	To whom issued
1	2	3	4	5
1.	List of furniture items in this Directorate . .	..	..	..
2.	Organisation of Census of India 1981 and issue of General Instructions.	Registrar General, India New Delhi.	Circular No. 2 under D. O. No. 9/22/79-CD (CEN)dt. 19th June, 1979.	All Directorate of Census Operations.
3.	First Pre-test Individual Slip (Universal) . .	..	..	..
4.	First Pre-test Individual Slip (Sample) . .	..	..	..
5.	Second Pre-test Individual Slip (Universal) . .	..	..	..
6.	Second Pre-test Individual Slip (Sample) . .	..	..	..
7.	Requirement of manpower and vehicles from various departments in the U.T. Administration.	Revenue Secretary cum-Collector, Pondicherry.	G. O. Ms. No. 78/80/ Rev. dt. 18th July, 1980.	All Secretaries to Government, All Heads of Departments/Offices, Administrator, Karaikal Mahe/Yanam.
8.	Grant of permission to teachers appointed as enumeration staff for houselisting operations.	Director of Education, Pondicherry.	G. 1-II/A3/25557/80/ Edn. dated 21st July, 1980.	All Education Authorities.
9.	Grant of permission and exemption from duty to enumeration staff during Individual count operations.	Chief Secretary, Government of Pondicherry.	G.O. Ms. No. 7 dated 3rd February, 1981.	All departmental heads.
10.	Notification on Conduct of Census, 1981 . .	Revenue Department, Government of Pondicherry.	G.O. Ms. No. 111 dated 25th July, 1979.	Gazette Notification.
11.A.	Appointment of District Census Officers and City Census Officers.	Revenue Department, Government of Pondicherry.	No. 8213/79-J dated 31st October, 1979.	Gazette Notification.
11. B.	Vesting of powers on District Census Officers/ City Census Officers to appoint Census field Officials under them.	Revenue Department, Government of Pondicherry.	No. 8213/79-J dated 31st October, 1979.	Gazette Notification.
12.	Areas of Operations of District Census Officers/ City Census Officers.	Revenue Department, Government of Pondicherry.	No. 8213/79-J dated 12th July, 1980.	Gazette Notification.
13.	Appointment of Additional District Census Officers.	Revenue Department, Government of Pondicherry.	Notification No. 8213/80-J dated 22nd August, 1980.	Gazette Notification.
14.	Appointment order-cum-Identity Card-(Enumerator) for houselisting operations.	Director of Census Operations, Pondicherry.	..	All Enumerators.
15.	Appointment order-cum-Identity Card-(Supervisor) for houselisting operations.	Director of Census Operations, Pondicherry.	..	All Supervisors.
16.	Appointment order-cum-Identity Card (Enumerator) for individual count operations.	Director of Census Operations, Pondicherry.	..	All Enumerators.
17.	Appointment order-cum-Identity Card (Supervisor) for individual count operations.	Director of Census Operations, Pondicherry.	..	All Supervisors.
18.	Staff Strength	..	..	..
19.	List of Deputationist Staff	..	..	..
20.	List of Transferees	..	..	..
21.	List of Local recruits	..	..	..
22.	Provision of Clerical Assistance to the field Establishments.	Deputy Registrar General, Office of the Registrar General, India.	No. 1/34/79-Ad. I dated 26th June, 1979.	State/Union Territory Administration.
23.	Provision of Clerical Assistance to the field Establishments.	Office of the Registrar General, India.	No. G 27032/1/79-Budget Cell dated 18th March, 1980.	All Directors of Census Operations, Pay and Accounts Officer, Census, New Delhi.

Sl. No.	Subject in brief	Issued by	Ref. No. & Date	To whom issued
1	2	3	4	5
24.	Procedure of re-imbursement of cost of clerical assistance to the State/Union Territory Administration.	Office of the Registrar General, India.	No. G 27032/1/79-Budget Cell dated 5th April, 1980.	All Directors of Census Operations, Pay and Accounts Officer, Census, New Delhi.
25.	Proposals to Union Territory Administration seeking the Clerical Assistance.	Directorate of Census Operations. Pondicherry.	D. O. No. 1385/Census/80 dated 18th August, 1980.	Deputy Secretary (Revenue) Government of Pondicherry.
26.	Orders on creation of posts for clerical assistance.	Revenue Department. Government of Pondicherry.	G.O. Ms. No. 102 dated 10th October, 1980.	Deputy Secretary (Revenue) Government of Pondicherry.
27.	Orders of creation of posts for clerical assistance .	Revenue Department, Government of Pondicherry.	G. O: Ms. No. 125 dated 30th December, 1980.	Do.
28.	Orders on creation of Additional posts for clerical assistance.	Revenue Department, Government of Pondicherry.	G. O. Ms. No. 9 dated 30th January, 1981.	Do.
29.	Sparing of Pondicherry Administration vehicles for Census use.	Chief Secreatariat, Pondicherry.	No. 8054/80-CS/ Estt dated 16th December, 1980.	Director of Census Operations, Pondicherry and all concerned departments.
30.	Allotment of vehicles among field establishments.	Director of Census Operations, Pondicherry.	No. 3/4/80/Cen/ Pondy dated 26th December, 1980.	Census field establishment
31.	Communication of estimation on requirement of various schedules/forms/instruction booklets.	Deputy Registrar General, Office of the Registrar General, India.	D. O. No. D-29012/03/79-RG (Ptg)-19598 dated 24th September 1979.	Director of Census Operations, Pondicherry.
32.	Communication of requirements of Census materials.	Director of Census Operations, Pondicherry.	D.O. No. 4766 dated 27th September, 1979.	Deputy Registrar General, Office of the Registrar General, India, New Delhi.
33.	Statement of supplies received, distribution made and finally disposed materials in respect of 1981 Census (Training).	..	..	..
34.	Statement of supplies received, distribution made and finally disposed materials in respect of 1981 Census (Actual).		..	..
35.	Instructions on disposal of surplus schedules . .	Registrar General, India, New Delhi.	D. O. No. D-28011/2/81/Ad. III dated 5th/8th June, 1981.	Director of Census Operations. Pondicherry.
36.	Communication to Registrar General, India regarding the disposal of surplus blank schedules.	Director of Census Operations, Pondicherry.	D. O. No. 7131/Census/Estt/81/682 dated 17th July, 1981.	Registrar General, India New Delhi.
37.	Instructions on preparation of maps required for District Census Handbook.	Registrar General, India, New Delhi.	Circular No. 19 under D. O. No. 1/1/79-Map dated 13th June, 1980.	All Directors of Census Operations.
38.	Instructions on preparation of Standard Urban Area maps.	Registrar General, India, New Delhi.	Circular No. 27 under D. O. No. 15/2/80-Map dated 21st November, 1980.	All Directors of Census Operations.
39.	Instructions on classification of Rural and Urban units.	Registrar General. India, New Delhi.	Circular No. 1 under No. 2/8/79-SS dated 5th February, 1979.	All Directors of Census Operations.
40.	Issue of clarification on classification of Rural and Urban units.	Registrar General. India, New Delhi.	Circular No. 6 under No. 2/8/79-SS dated 11th September, 1979.	All Directors of Census Operations.

Sl. No.	Subject in Brief	Issued by	Ref. No. & Date	To whom issued
1	2	3	4	5
41.	Minutes of the Regional meeting at district level for classification of Urban Areas in Pondicherry.	..	..	..
42.	Minutes of the Regional meeting at district level for classification of urban areas in Karaikal.	..	..	..
43.	Minutes of the Regional meeting at district level for classification of urban areas in Mahe.	..	..	..
44.	Minutes of the Regional meeting at district level for classification of urban areas in Yanam.	..	..	..
45.	Minutes of State level committe for classification of Urban units in the Union Territory of Pondicherry	..	..	..
46.	Handling and processing of houselist records	Registrar General, India, New Delhi.	Circular No. 12 under D. O. No. 9/48/79-CD (Cen dated 5th March, 1980.	All Directors of Censu Operations.
47.	Instructions for preparation of Abridged houselist	Registrar General, India, New Delhi.	Circular No. 10 under D. O. No. 9/30/79-CD (Cen). dated 20th December, 1979.	All Directors of Census Operations.
48.	Additional instructions for preparation of Abridged houselist.	Registrar General, India, New Delhi.	Circular No. 11 under D. O. No. 9/30/79-CD (Cen) dated 27th February, 1980.	All Directors of Census Operations.
49.	Instructions for selection of 20% sample Enumeration Blocks.	Registrar General, India, New Delhi.	Circular No. 14 under D. O. No. 1/3/79-80 *dated 15th April*, 1980.	All Directors of Census Operations.
50.	Additional instructions for selection of 20% sample Enumeration Blocks.	Deputy Registrar General (C& T) Office of the Registrar General, India, New Delhi.	D. O. No. 1/3/79-DD dated 25th April, 1980.	All Directors of Census Operations.
51.	Instructions for selection of 5% sample Enumeration Blocks for advance tabulation.	Registrar General, India, New Delhi.	Tabulation Circular No. 6 under D.O. No. 1-7/80-DD dated 7th June, 1980.	All Directors of Census Operations.
52.	Distribution of Census materials for individual count	Directorate of Census Operations, Pondicherry.	Letter No. DCO/13/80 dated 13th January, 1981.	All Charge Officers.
53.	Distribution of census materials for individual count.	Directorate of Census Operations, Pondicherry.	Letter No. DCO/13/80/ 163 dated 11th February, 1981.	All Charge Officers.
54.	Prohibition of late cinema shows on 28th February. 1981.	District Magistrate, Pondicherry.	Proceedings No. 1409/ 81-E dated 27th February, 1981.	All cinema licensees.
55.	Closure of toddy and arrack shops on 28th February, 1981.	Deputy Commissioner, (Excise), Pondicherry.	Notification No. E1 2617/ 81 dated 26th February, 1981.	Gazette Notification.
56.	Closure of toddy and arrack shops on 28th February, 1981.	Deputy Commissioner, (Excise), Karaikal.	Notification No. 1311/81/ A4 dated 27th February, 1981.	Gazette Notification.
57.	Lighting arrangements for counting of houseless population.	Superintending Engineer, Pondicherry.	No. 343/ED/AE. (Tech)/ F 48/80-81 dated 12th February, 1981.	..
58.	Instructions on communication of provisional population totals.	Registrar General, India, New Delhi.	Circular No. 23 under D.O. No. 9/34/80 CD (Cen) dated 10th July. 1980.	All Directors of Census Operations

Sl. No.	Subject in Brief	Issued by	Ref. No. & Date	To whom issued
1	2	3	4	5
59.	Additional instructions on communication of provisional population totals.	Registrar General, India, New Delhi.	Circular No. 23 (Supplement) under D.O. No. 9/34/80-CD (Cen) dated 27th/28th November, 1980.	All Directors of Census Operations.
60.	Instructions on communication of Provisional population totals to Registrar General's Office and Director of Census Operations, Pondicherry.	Director of Census Operations, Pondicherry.	No. 52/PA/DCO/80-81/77 dated 21st January. 1981.	All District Census Officers/City Census Officers/Charge Officers.
61.	Issue of Additional instructions on communication of provisional population totals to Registrar General's office and Director of Census Operations, Pondicherry.	Director of Census Operations, Pondicherry.	No. 52/PA/DCO/80/ dated 25th February, 1981.	All District Census Officers / City Census Officers/Charge Officers.
62.	Release of provisional population totals . .	Registrar General India, New Delhi.	No. 9/18/81-CD (CEN) dated 19th March, 1981.	All Directors of Census Operations.
63.	Script of talk by Shri M. Nagappan, Deputy Director of Census Operations, Pondicherry.	..	Dated 24th April, 1980.	All India Radio broadcast.
64.	Script of talk/interview by Shri D. Santhanam, Assistant Director of Census Operations, Pondicherry.	..	Dated 22nd January, 1981.	All India Radio broadcast.
65.	Order authorising payment of rent pending execution of lease deed.	Accounts Officer, Office of the Registrar General, India, New Delhi.	Wireless Message No. D-11011/15/79-Ad. III dated 23rd January, 1981.	Director of Census Operations, Pondicherry.
66.	Opinion of the Law Ministry on the notice of vacation issued by the building owner.	Accounts Officer, Office of the Registrar General, India, New Delhi.	No. D-11011/15/79- Ad. III dated 14th March, 1983.	Director of Census Operations Pondicherry

ANNEXURE I

FURNITURE ACCOUNT

Sl. No.	Name of item	Rate per unit	No. of items	Total value	From whom purchased	Reference to Bill No. of settlement	Remarks
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
		Rs.		Rs.			
1.	Officer Table	..	4	..	..	..	Supply arranged by DCO, T. Nadu.
2.	Staff table	..	13	..	..		Do.
		850.00	1	850.00	Sri Murugan furniture Mart, Pondicherry.	Bill No. 2/3/79-80	
3.	Table without drawers (Tabulation cell)	75.00	25	1875.00	Panchayat Union, Kurinjipadi.	Bill. No. 207/80-81	Disposed
4.	Armed chair	..	40	..	..	..	Supply arranged by DCO Tamil Nadu.
5.	Armless chair	..	4	..	..	..	Do.
	Armless chair (for tabulation cell)	56.25	25	1406.25	Panchayat Union, Kurinji-padi.	Bill No. 207/80-81	Disposed
6.	Officer chair	..	1	..	..	..	Supply arranged by DCO, T. Nadu.
7.	Stools	..	8	..	..	..	Do.
8.	Tray	..	20	..	..	..	Do.
9.	Back bench	..	1	..	..	..	Do.
		400.00	4	1600.00	M/s. Murugan furniture Mart, Pondicherry.	B. No. 2/3/79-80	
10.	Rack (small)	..	15	..	..	..	Do.
11.	Almirah	..	1	..	..	..	Do.
		900.00	6	5400.00	M/s. Murugan furniture Mart, Pondicherry.	B. No. 2/3/79-80	
12.	Waste paper box	..	10	..	..	..	Do.
		50.00	4	200.00	M/s. Murugan furniture Mart, Pondicherry.	B. No. 2/3/79-80	
		50.00	6	300.00	Do.	B. No. 8/3/80	
13.	Racks (large)	550.00	5	2750.00	Sri Kandan furniture, Pondicherry.	B. No. 9/3/80	
		550.00	7	3850.00	Sri Murugan furniture Mart, Pondicherry.	B. No. 8/3/80.	
14.	Artist Table	1800.00	2	3600.00	Sri Kandan furniture, Pondicherry.	B. No. 9/3/79-80	
15.	Artist chair	160.00	2	320.00	Do.	Do.	
16.	Index box	1320.00	1	1320.00	Sri Murugan furniture Mart, Pondicherry.	B. No. 8/3/80	

1	2	3	4	5	6	7	8
		Rs.		Rs.			
17.	Steel Almirah	950.00	3	2850.00	M/s. Saduram Industries, Pondicherry.	B. No. 1/3/79-80	
		725.00	1	725.00	M/s. Raju steel furniture, Pondicherry.	B. No. 197/80-81	
		1295.00	1	1295.00	Do.	B. No. 269/81-82	
18.	Steel Arm chair	144.74	2	288.48	M/s. Saduram Industries, Pondicherry.	B. No. 1/3/79-80.	
19.	Steel table racks	91.36	2	182.72	Do.	Do.	
20.	Cash box	232.16	1	232.16	Do.	Do.	
21.	Cash chest	357.16	1	357.16	Do.	Do.	
22.	Sign board	..	1	..	..	..	Settled by D.C.O. Tamil Nadu
23.	Name board	..	2	..	..	..	
24.	Notice board	160.00	1	160.00	Shri Pavadai Achari, Pdy.	B. No. 131/83-84	
25.	Wall clock	..	3	..	..	..	Do.
26.	Alarm Time-piece	..	2	..	..	..	Do.
27.	Counting scale with weights	199.40	1	199.40	M/s. Annamali chetty & sons, Pondicherry.	B. No. 5/3/80.	
28.	Ceiling fan	488.00	3	1464.00	M/s. Sankaradass & Gopaldass, Pondicherry.	Bill No. 2/7/80-81	
29.	Padestal fan (Usha)	620.00	1	620.00	Do.	Do.	Disposed
	Do. (Rallis)	835.00	3	2505.00 *100.20	M/s. Pondicherry Co-op.., wholesales stores Ltd., Pondicherry.	Bill No. 242/80-81	
	Do. (Rallis)	855.00	2	1710.00 *68.40	Do.	Bill No. 46/81-82	Disposed
30.	Electronic Desk Calculator	..	10	..	..	..	Supply arranged by R. G.'s office
31.	Facit calculator	..	2	..	..	...	Do.
32.	Black board	64.00	1	64.00	M/s. Sekar furniture Mart, Pondicherry.	Bill No. 102/80-81	
33.	Typewriter (Eng)	..	2	..	..	..	Do.
	Do. (Eng)	..	3	..	..	..	Do.
34.	Do. (Hindi)	..	1	..	..	..	Do.
35.	Steel table	550.00	8	4400.00	M/s. Raju steel furniture, Pondicherry.	Bill No. 193/80-81	
		550.00	5	2750.00	Do.	Bill No. 217/80-81	

ANNEXURE 2

P. PADMANABHA

1981—CENSUS
Immediate

D.O. No. 9/22/79-CD(CEN)
GOVERNMENT OF INDIA
MINISTRY OF HOME AFFAIRS
THE REGISTRAR GENERAL, INDIA
2A, Mansingh Road,
New Delhi-110011.

19 JUN 1979

Census of India 1981—*Circular No.* 2

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

My dear,

I trust by now you have settled down and have familiarised yourself by and large with the work. I am now writing in some detail so that we may all be aware of the organisational task ahead of us and the framework in which we would have to operate. As and when specific issues are decided, detailed circulars will be issued from this office and I would like to emphasise that these circulars or instructions must be gone into in great detail since, in the census, it would scarcely be possible to catch up later if time is lost.

The census seeks to create an inventory of the country's manpower resources and demographic characteristics at a given point of time. As has been the tradition of the Indian census, this opportunity is taken to collect particulars of housing and other characteristics also, including that on economic units such as enterprises. The Indian census has the distinction of being among the few unbroken series for over the last hundred years and we can look back with pride on the fact that we are now involved in continuing this tradition. Even though the census is taken once in ten years, is a part of a continuing statistical system and the data it provides is of basic importance, which I need not emphasize here.

The population census and the houselisting operations which generate housing data are major administrative exercises with strong statistical content and involve a considerable investment in terms of time and money. It is essential, therefore, that the objectives of the census are completely met in terms of total coverage, accuracy and timeliness. This is where all of us have a special responsibility. In this connection, one of the major intentions of the 1981 census would be to provide data for small areas for local planning purposes. We have agreed that an important objective of this census would be to provide specific tabulations and aggregations for small areas such as the village itself, the city block, etc., which would mean that in terms of accuracy, the operations have to be beyond question. It is also essential for us to remember that the census provides frames for surveys and other statistical programmes also. The data generated and the forms which would ultimately be available would, therefore, be of abiding interest and utility.

In order to give you an idea of the organisation of our own hierarchy, I am enclosing two organisational charts which explain the organisation of my office and that in the States. Unlike a couple of decades ago, we have the advantage of having among our colleagues in this department today well qualified statisticians, demographers and sociologists who together constitute a pool of expertise which our predecessors did not have to the same extent. I would suggest that you should constantly consult the Deputy Directors and Assistant Directors and others at the appropriate level in your office and generally involve all of them in major decisions through staff meetings because, as you will find later, the census operations can only be conducted with the total involvement of all your staff, specially in the training programmes and in the supervision of the operations themselves. I am sure you will draw the best out of our colleagues so that you are able to get all the assistance you require from them.

At this point, I must mention that the Director of Census Operations in the State is almost the sole driving force for the successful conduct of the census since you would have to energise the State hierarchies which are not under your administrative control and through them you will have to get a mammoth task completed. We cannot and should not underestimate both the responsibilities and the difficulties that this situation entails. Obviously, the success of the census would depend on your ability to carry along senior officers and others in your State with you and get things done through a system of personal intervention and contact which I am confident you will do. It is essential that attention is paid to every single detail in the preparations of the census leaving nothing to chance. In fact, you would have to not merely issue clearcut circulars and instructions but also set up and efficient progress reporting system for yourself.

In the census it has been the tradition to operate through the State departments. The basic and essential functionary is the enumerator who is, by and large, a primary school teacher, and in urban areas municipal staff. Usually, 5 enumerators have a supervisor who would be generally of the rank of a Revenue Inspector or the equivalent level while for each taluk/police station/development block or similar area there would be a charge superintendent who would be the Tehsildar or Mamalatdar/BDO, etc. At the district level, the usual practice is to appoint the officer who is equivalent to the Collector or Deputy Commissioner as the District Census Officer. The Collector or the Deputy Commissioner would, of course, be the Census Officer for the district while for the areas which are municipal corporations, the municipal commissioners would function as such. This is broadly the system, but I would suggest that you study in great detail the administrative reports of your predecessor which will mention any variations that may exist in your State.

We propose to continue to operate in a similar manner and the census will be taken in the classic manner by household visits by enumerators who will collect particulars of every individual in the prescribed forms.

Obviously, in a system such as this, it would be essential for you to keep the awareness of the census constantly alive and, to put it frankly, to keep the pressure on always. This can only be done through circulars and by intensive touring when you should meet the Collectors/Deputy Commissioners, attend their district coordination meetings and talk about the census. Sometimes, after we have had our first Directors' conference, I would suggest, you should request the State Government to call a conference of Collectors/Deputy Commissioners for a full discussion on census operations. Alternatively, you may request the Chief Secretary for specific allocation of time at the next Collectors' Conference.

We are not making any basic change in the system of census taking so far as the 1981 census is concerned. The basic phases of the census would be:—

(a) Houselisting operations in mid-1980.

(b) The actual census enumeration commencing from about mid-February, 1981 to 1st March, 1981, followed by a revisional round till about 3rd of March, 1981.

(c) The post-enumeration check which would follow the actual census.

(d) The tabulation of the data.

I shall be writing in detail on these various aspects but I may mention that prior to houselisting operations or the enumeration, there is another major task relating to choosing of enumerators and training them and distributing the material. This involves a tremendous degree of planning and I would suggest you should commence thinking on these aspects right now.

You would have seen the formats which have been canvassed in the second pretest and these would have given you some idea of the content of the questionnaires. At the houselisting operations, we would be canvassing the houselist itself and probably the economic census schedule also. The latter is being discussed with the Central Statistical Organisation and Planning Commission and I shall be writing to you later on this. The houselist itself has been considerably modified in relation to the formats of the previous census and is a basic document because it is on the basis of the houselist that you will have to carve out the enumeration blocks for the census itself. On this also separate instructions will follow.

The forms which will be canvassed in the actual census would be the individual slip and the household form with an associated population record and enumerator's abstract. The individual slip is of course, the basic census document on which the entire statistical edifice is built. I would like you to study this carefully along with the instructions because we intend discussing this at our conference soon.

The household form is a complete departure from the previous formats, and is based on our thinking that essential housing data and other socio-economic data is more meaningful in relation to the household than in relation to the structure or the individual. We have also deliberately introduced certain questions in the household form relating to language spoken in the household which is an innovation. These forms also, I would suggest, should be studied with their instructions in great detail.

Another feature of the 1981 census will be that, for the first time, we are canvassing questions on a sample basis as you would have noticed. The questions relating to place of birth and migration and fertility are being canvassed on a sample basis all over the country. For operational reasons and taking into consideration the level of our enumerators, the workload and the need to keep our control systems easy, we have decided to adopt area sampling. This would mean that a 20% sample of the enumeration blocks will ultimately be selected in which this slip will be canvassed.

There should be no confusion about the universal and the sample slip. The universal slip will be canvassed and filled up for every person all over the country. The sample slip will be filled up for every person in the sample blocks in addition to the universal slip so far as that particular person is concerned.

I must share with you our initial thinking regarding the tabulation system. In order to ensure that data are not merely tabulated quickly but that the tabulation permits cross-tabulation as well as easy retrieval stations with direct data entry devices are being established where we will be able to put the data from the individual slip or the household forms directly on to tape. Our forms and our tabulation system would ultimately depend on the establishment of the direct data entry systems. Therefore, the tabulation plan and how we intend going about it is something I shall write to you about only later. To the extent that this will influence the establishment of regional tabulation offices, we hope to be able to cut down the large offices which we had to establish last time for tabulation purposes.

The immediate tasks which call for your attention would be the following:—

(a) The finalisation of the lists of village for which instructions have been issued earlier.

(b) Finalisation of the lists of towns and cities for which also instructions have been issued.

(c) Issue of notifications appointing the census officers at various levels on which I shall be writing to you shortly. However, you may like to see the ones issued last time, which are in your office.

(d) The preparation of village directory and town directory, instructions on which will follow shortly.

We have written to the State Governments separately requesting that all jurisdictional changes be completed by first of October this year and copies of these letters have also been forwarded to your office. I would suggest that you should also take this up with the State Government and meet the Chief Secretary and the concerned Secretaries of the Government to ensure that there are no jurisdictional changes after October this year.

As I mentioned earlier and as you would have noticed, many aspects would call for detailed circulars and instructions at various points of time. I would suggest that in order to ensure that nothing is lost sight of, a personal circular file should be developed and maintained for your use and preferably for each of the senior officers under you. Personally, I found this always useful and I would suggest you doing the same.

Now that the pretest in your State is coming to a close, I would be happy if you could study the instructions which were issued along with the forms so that you have a complete background regarding the operations and its technical content.

I have repeatedly mentioned how the census operations would call for meticulous attention to detail and constant follow up. At every point of time and with regard to every single aspect the entire organisation has to be keyed up and kept at a complete state of readiness. There are various phases which just cannot be avoided or overlooked. For this I would suggest that you should draw up a census calendar indicating the various dates by which each of the preparatory measures would be completed and for this purpose you may find the previous census calendar, which was prepared for the 1971 census, of some guidance. I would like you to prepare the census calendar of your State and forward it to me as soon as possible.

I hope to write to you in detail on each individual aspect of these operations but do trust that this letter gives you a general background. As I mentioned earlier, it would certainly be useful for you to go through the administrative report of your predecessor and to glance through the volumes already brought out which will give you an idea of not merely the nature of the work but also its importance. We have already taken action regarding publicity for the 1981 census but I would certainly not prevent you from giving talks to local institutions, etc., regarding the census. However, except for general issues regarding the operations, I would suggest that press interviews as such should be very carefully handled.

There is one aspect which I think will bear emphasis and this is that the success of the census enormously depends on the efficiency of the enumeration agency and this in turn depends on the manner in which we have been able to train them for the job. Training is of vital importance and should be intense and clear. However, these aspects can only be achieved if we ourselves are clear in our minds as to what we want to get done and what we mean by every word in our instructions. You will notice that when training classes commence, the enumerators and others have some specific doubts and at no stage should we be unable to answer them. Obviously, we can only do this if we train ourselves well and, therefore, I would like to repeatedly emphasis the need for all of us being fully familiar with the formats and the instructions. At the appropriate time, it would be desirable that you handle the training of the district census officers and as many groups of charge superintendents as possible and a few of the training classes for the functional levels while your officers and others must, of course, get completely involved in the training at the functional level to the maximum extent.

Please acknowledge receipt of this letter.

Yours sincerely,
(P. PADMANABHA)

ANNEXURE 3

First Pretest

CONFIDENTIAL

CENSUS OF INDIA 198i

Pad No.....

INDIVIDUAL SLIP

Slip No.....

(Universal)

Location Code..... ( )

Household No.....

---

1. Name . . . . . .
2. Relationship to head . . . . . .
3. Male . . . . . Female . . . . .
4. Age . . . . . .
5. Marital Status . . . . . .
6. Mother tongue . . . . . .
7. Nationality . . . . . .
8. Religion . . . . . .
9. Name of SC or ST . . . . . .
10. Literate . . . . Illiterate . . . . .
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 No

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)

ANNEXURE 4

First Pre-test

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 of town of 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) . .

ANNEXURE 5

Second Pre-test

CONFIDENTIAL

CENSUS OF INDIA 1981

Pad No.....

INDIVIDUAL SLIP

Slip No .....

(Universal)

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 / B / B / I / 0)

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)

ANNEXURE 6

Second Pre-test

CONFIDENTIAL

CENSUS OF INDIA 1981

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 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)

ANNEXURE 7

Government of Pondicherry

Abstract

CENSUS 1981—Enumeration and Supervision work—Employment of Government servants, Employees of local Bodies and providing of vehicles—Orders—Issued.

REVENUE DEPARTMENT

G.O. Ms. No. 78/80/Rev. Pondicherry-1, the 18th July, 1980.

READ: Registrar General, India, D.O. Letter No. 9/11/79-GD (Cen) dated 16-6-80.

ORDER

In connection with the 1981 Census, considerable preliminary work has already been taken up by the Directorate of Census Operations, Pondicherry. 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 houselisting 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 Pondicherry 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 respective City/District Census Officers in the respective areas of this Union Territory. The District/City Census Officers have already been notified of 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 incharge of the census in regard to their performance of census duties. The manner in which the perform census duties should be taken into account while making periodical arrangment of their work and conduct. It is highly essential that the heads of officers should extent 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 on 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 Officers, Police Officers, Medical Officers, Officers and staff engaged in the operation of essential and public utility services, may however, be exempted from Census duty.

5. Any officer or any person required to give assistance towards taking of census, who refuses or neglects to use reasonable diligence in performing and duty imposed upon him or in obeying any orders issued to him in accordance with the provision of the Census Act or any rule made there-under, is liable to the penalties prescribed under Section 11(1) of the Census Act. The City/District/Charge Officers have to be provided with Government Vehicles during the periods of Census Operations 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.

6. It has been decided to agree to the above proposals of the Director of Census Operations, Pondicherry. The Government accordingly direct that:

(i) the enumerators, supervisors and others connected with the conduct of census 1981 should be allowed to attend to census work and their absence considered as on duty and permitted to be away from their offices and

(ii) place vehicles at the disposal of the census officials and render all other possible assistance for the conduct of the census operations.

7. 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.

Sd/-

(P. L. SAMY)

REVENUE SECRETARY-CUM-COLLECTOR.

ANNEXURE 8

GI II/A 3/25557/80/Edn

Directorate of Education
Pondicherry

Pondicherry, dt., 21st July 80.

Memorandum

Sub: Education—Census 1981—Appointment of school Teachers as enumerators and Supervisors—Grant of permission—Reg.

The Revenue Secretary-cum-Collector and Ex-Officio Director of Census Operations has in his D.O. letter No. 6/3/79-80-Cen-Pond dated 21-7-1980 addressed to the Secretary to Govt. (Education) copy of which enclosed stated that some hitches here and there causes an obstacle in the successful conduct of the Census Operations by teachers who have been draft and trained for this purpose.

He has therefore requested this Office to issue strict and precise instructions to the respective inspecting officers of Pondicherry/Karaikal/Mahe and Yanam regions and to all heads of institutions concerned to accord permission three hours a day either in the morning or in the evening session as the case may be to all those teachers and other staff members who have been draft and appointed as Supervisors/Enumerators so as to enable them to conduct houselisting operations without any hitch or hindrances.

The Deputy Director of Education (Women), the Chief Educational Officer, Pondicherry/Karaikal/Mahe and the Delegate to the D.E. Yanam are therefore requested to issue accordingly suitable instructions to the heads of schools concerned to accord permission three hours a day either in the morning or in the evening sessions at a stretch to all those staff members who have been drafted and appointed as Supervisors/Enumerators for Census Operations by makin
with the staff available in the institution
so, it may please be ensured that the single teacher schools are not left out without any teacher. Steps may be taken to post a substitute from the nearby institution before releiving the incumbant concerned.

The receipt of this memorandum may please be acknowledged.

Sd/-

for DIRECTOR OF EDUCATION.
PONDICHERRY

To

The Deputy Director of Education (Women)
The Chief Educational Officer, Pondicherry/Karaikal/Mahe.
The Delegate to the D.E. Yanam.
All Principals of Higher Secondary Schools.

ANNEXURE 9

CENSUS MOST IMMEDIATE

GOVERNMENT OF PONDICHERRY

Abstract

Census, 1981—Permission/Exemption from duty to staff who have been drafted as Enumerators and Supervisors—Orders—Issued.

General Administration Department

G.O. Ms. No. 7 Pondicherry, the 3rd February '81.

READ: Letter No. 40/PA/DCO/80-81/55, dated the 23rd January, 1981 from the Director of Census Operations, Pondicherry.

ORDER

The individual count in connection with the Census, 1981 is scheduled to take place from 9-2-1981 to 28-2-1981 with a revisional round from 1st to 5th March, 1981. In this connection the Director of Census Operations, Pondicherry has requested this Administration that the enumerators and supervisors who have been drafted to work for the individual count in connection with the Census may be granted permission for 3 *working hours daily* from 1-2-1981 to 28-2-1981 and exemption from duty in full from 1-3-1981 to 8-3-1981.

2. In view of the importance of the census work all the Heads of Departments/Offices are requested to grant permission for 3 working hours daily from 1-2-1981 to 28-2-1981 and exemption from duty in full from 1-3-1981 to 8-3-1981 to all the staff in Pondicherry/Karaikal/Mahe/Yanam including shift school teachers and teachers in single teacher schools drafted to work as Enumerators and Supervisors for the individual count in connection with Census, from out of their effective working hours.

3. The Heads of Departments/Offices are also requested to make suitable arrangements to ensure that no dislocation of work is caused as a result of this arrangement.

Sd/-

(P. V. JAIKRISHNAN)
Chief Secretary to Government

ANNEXURE 10

Reg. No. M. 8270

Registered with the Registrar of Newspapers for India

THE GAZETTE OF PONDICHERRY

EXTARORDINARY
Published by Authority
Price : Re. 0-05

No. 100 Pondicherry Saturday 28th July 1979
(6 Sravana 1901)

GOVERNMENT OF PONDICHERRY

REVENUE DEPARTMENT

(G.O. Ms. No. 111, dated 25th July 1979.)

The following Notification of the Government of India shall be republished in the State Gazette of Pondicherry.

M. JANAKIRAMAN,
Deputy Secretary to Government.

GOVERNMENT OF INDIA

MINISTRY OF HOME AFFAIRS

(Office of the Registrar General, India)

New Delhi-11, 11th April 1979.

NOTIFICATION

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.

P. PADMANABHA,
REGISTRAR GENERAL, INDIA.
(F. No. 9/11/79-CD (Gen)).

ANNEXURE 11-A

Published in the Gazette No. 47 dated 20-11-79

GOVERNMENT OF PONDICHERRY

REVENUE DEPARTMENT

No. 8213/79-J

Pondicherry, the 31st October, 1979.

NOTIFICATION

In exercise of the powers conferred by sub-section (2) of section 4 of the Census Act, 1948 (Central Act No. 37 of 1948) the Lieutenant-Governor, Pondicherry appoints the officers mentioned in column (2) of the Table below as District Census Officers/City Census Officers to take or aid in, or supervise the taking of the Census within the local limits of the area specified in the corresponding entries in column (4) of the said table.

TABLE

Sl. No.	Designation of Officer	Designation for census purpose	Area
1	2	3	4
1.	Commissioner, Pondicherry Municipality, Pondicherry.	City Census Officer	Area within Pondicherry Municipality.
2.	Revenue Officer, Office of the Deputy Collector (Revenue), Pondicherry.	District Census Officer	Pondicherry region except Pondicherry Municipality.
3.	Deputy Collector (Revenue), Karaikal. . .	District Census Officer	Karaikal region except Karaikal Municipality.
4.	Commissioner, Karaikal Municipality, Karaikal. .	City Census Officer	Area within Karaikal Municipality.
5.	Administrator, Mahe.	District Census Officer	Mahe region
6.	Administrator, Yanam.	District Census Officer	Yanam region.

(By Order of the Lieutenant-Governor)

M. JANAKIRAMAN,
Deputy Secretary to Government.

ANNEXURE IIB

GOVERNMENT OF PONDICHERRY

REVENUE DEPARTMENT

No. 8213/79-J

Pondicherry, the 31st October 1979.

NOTIFICATION

In exercise of the powers conferred by sub-section (4) of section 4 of the Census Act, 1948 (Central Act No. 37 of 1948), the Lieutenant-Governor, Pondicherry hereby delegates to the following District Census Officers and City Census Officers, the powers of appointing Census Charge Officers, Supervisors and Enumerators within the local limits of their respective jurisdiction conferred under sub-section (2) of section 4 of the said Act and also authorised them to issue and sign the declaration in writing as contemplated by sub-section (3) of section 4 of the said Act, namely:—

Sl. No.	Designation of Officer	Area of jurisdiction
(1)	(2)	(3)
1.	Commissioner, Pondicherry Municipality, Pondicherry and City Census Officer.	Pondicherry Municipality,
2.	Revenue Officer, Office of the Deputy Collector (Revenue), Pondicherry and District Census Officer.	Pondicherry region except Pondicherry Municipality.
3.	Deputy Collector (Revenue), Karaikal and District Census Officer.	Karaikal region except Karaikal Municipality.
4.	Commissioner, Karaikal Municipality and City Census Officer.	Karaikal Municipality.
5.	Administrator, Mahe and District Census Officer.	Mahe region.
6.	Administrator, Yanam and District Census Officer.	Yanam region.

(By Order of the Lieutenant Governor)

M. JANAKIRAMAN,
Deputy Secretary to Government.

ANNEXURE 12

No. 8213/79-J

GOVERNMENT OF PONDICHERRY

Revenue Department

No. 8213/79-J

Pondicherry, the 12th July 1980.

NOTIFICATION

In exercise of the powers conferred by section 12 of the Census Act, 1948 (Central Act 37 of 1948), the Lieutenant Governor, Pondicherry hereby authorises the District Census Officers and City Census Officers mentioned in column (2) of the Table below to exercise the powers under the said section in respect of the area specified against each in column (3) of the said Table.

TABLE

Sl. No.	Designation of Officer	Area of Jurisdiction
1	2	3
1.	Commissioner, Pondicherry Municipality, Pondicherry and City Census Officer.	1. Pondicherry Municipality (including Mudaliarpet) 2. Oulgaret Commune Panchayat (except Kalapet & Alankuppam) 3. Kurumbapet in Villianur Village commune Panchayat.
2.	Revenue Officer, Office of the Deputy Collector (Revenue), Pondicherry and District Census Officer.	1. Ariankuppam Commune Panchayat 2. Kalapet and Alankuppam villages in Oulgarat commune. 3. Mannadipet Commune Panchayat. 4. Villianur Commune Panchayat (except Kurumbapet village) 5. Bahour Commune Panchayat. 6. Nettapakkam Commune Panchayat.

Sl. No.	Designation of Office	Area of Jurisdiction
1	2	3
3.	Deputy Collector (Revenue), Karaikal and District Census Officer	Karaikal Region except Karaikal Municipality.
4.	Commissioner, Karaikal Municipality, Karaikal and City Census Officer.	Karaikal Municipality.
5.	Administrator, Mahe and District Census Officer . . .	Mahe Region.
6.	Administrator, Yanam and District Census Officer . . .	Yanam Region.

(By Order of the Lieutenant Governor)

Sd/-

(M. JANAKIRAMAN)

Deputy Secretary to Government.

ANNEXURE 13

Published in the Gazette No. 38 dated 16-9-1980

GOVERNMENT OF PONDICHERRY

Revenue Department

No. 8213/80-J. Pondicherry, the 22nd August 1980,

Notification

In exercise of the powers conferred by sub-section (2) of section 4 of the Census Act, 1948 (Central Act No. 37 of 1948), the Lieutenant-Governor, Pondicherry hereby appoints the officers mentioned in column (2) of the Table below, as Additional District Census Officers to take or aid in, or supervise the taking of the census within the local limits of the area specified in the corresponding entries in column (4) of the said Table.

TABLE

Sl. No.	Designation of Officer	Designation for census purpose	Area
(1)	(2)	(3)	(4)
1.	Thiru V. Subharayalu, Assistant Statistical Officer, Pondicherry .	Additional District Census Officer	Pondicherry region.
2.	Thiru S. Sivamani, Assistant Statistical Officer, Pondicherry .	Additional District Census Officer	Karaikal region
3.	Thiru S. Saminathan, Research Assistant, Pondicherry . .	Additional District Census Officer	Mahe and Yanam regions.

(By order of the Lieutenant-Governor)

M. JANAKIRAMAN.

Deputy Secretary to Government.

ANNEXURE 14

Form of Appointment Order and Identity card of Enumerator
(Houselisting)

Office of the
Charge Officer (Census)

No.———— ————

————District

Order of Appointment

Detail on facing page

Shri/Shrimati———— son/wife of Shri———— has been appointed as enumerator for the jurisdiction mentioned on the facing page. This appointment order is issued under section 1(3) of the Census Act, 1948 (Act No. XXXVII of 1948).

Under section 5 of the Census Act, 1948 (Act No. XXXVII *of 1948), you are deemed, by virtue of this appointment* to be a public servant within the meaning of the Indian Penal Code. Your attention is drawn to section 11 of the said Act which is extracted on the reverse of next page.

Shri———is the Supervisor of your Block(s). You should see him without delay and take instructions from him. Throughout the period of training and houselisting you should carry out the instructions of your Supervisor and higher census authorities. You are charged with the responsibility of completing all aspects of houselisting operation as per schedule to be fixed by the Director of Census Operations, Pondicherry.

Dated

————

Charge Officer (Census)
(Signature & Seal)

ENUMERATOR'S PARTICULARS

Name ————

Designation ————

Office address ————

————

Residential address ————

District ————

Commune/Town————

Name of Charge————

Circle comprising of Block Nos.

Dated

————

Charge Officer (Census)
(Signature & Seal)

THE CENSUS ACT, 1948

(Act No. XXXVII OF 1948)

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

11. Penalties : (a)—Any Census Officer or any person lawfully required to give assistance towards the taking of a census who refuses or neglects to use reasonable diligence in performing any duty imposed upon him or in obeying any order issued to him in accordance with this Act or any rule made thereunder, or any person who hinders or obstructs another person in performing any such duty or in obeying any such order, or

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

(c) Any sorter, compiler or other member of the census staff who removes, secretes, damages or destroys any census documents or deals with any census 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 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.

ANNEXURE 15

Form of Appointment order and Identity card of Supervisor.

House listing

Office of the

Charge Officer (Census)

No.———— ———————

———————District.

Order of Appointment

(Detail on facing page)

Shri/Shrimathi—— ———————

son/wife of Shri———————

has been appointed as Supervisor for the jurisdiction mentioned on facing page. This appointment order is issued under section 4(3) of the Census Act, 1948 (Act No. XXXVII of 1948).

Under section 5 of the Census Act, 1948 (Act No. XXXVII of 1948), you are deemed, by virtue of this appointment, to be a public servant within the meaning of the Indian Penal Code. Your attention is drawn to section 11 of the said Act which is extracted on the reverse facing page.

You would report immediately to your Charge Officer and take instructions from him. You will be required to assist him in training of enumerators and to supervise houselisting work in your circle and test/check the same. In performance of your functions, you will be guided by the instructions as received from your Charge Officer and the higher census authorities.

The names and blocks of your enumerators are indicated below:

Names of enumerators	*Block numbers*
1.	
2.	
3.	
4.	
5.	

Dated: ———————

Charge Officer (Census)

(Signature & Seal)

SUPERVISOR'S PARTICULARS

Name ———————

Designation ———————

Office Address ———————

———————

Residential Address ———————

District———————

Commune/Town ———————

Name of Charge———————

Circle comprising of Block Nos.

Dated:

Charge Officer (Census)

(Signature & Seal)

Extract of Section 11 of Act is also given in the last page of the Appointment order.

ANNEXURE 16

Form of Appointment order and Identity card of Enumerator
(Enumeration)

Office of the
Charge Officer (Census)

.....

.....District

Order of Appointment

(Detail on facing page)

Thiru/Thirumati.....
son/wife of Thiru.....
has been appointed as enumerator for the jurisdiction mentioned on the facing page. This appointment order is issued under section 4(3) of the Census Act, 1948 (Act No. XXXVII of 1948).

Under section 5 of the Census Act, 1948 (Act No. XXXVII of 1948), you are deemed, by virtue of this appointment, to be a public servant within the meaning of the Indian Penal Code. Your attention is drawn to section 11 of the said Act which is extracted on the reverse of next page.

Thiru .....
..... (Name & address) is the Supervisor of your Block(s). You should see him without delay and take instructions from him. Throughout period of training and individual count you should carry out the instructions of your Supervisor and higher census authorities. You are charged with the responsibility of completing all aspects of individual count as per schedule to be fixed by the Director of Census Operations, Pondicherry.

Dated:

.....
Charge Officer (Census)
(Signature & Seal)

ENUMERATOR'S PARTICULARS

Name .....

Designation .....

Office address .....

.....

Residential address.....

District.....

Commune/Town.....

Name of charge.....

Circle comprising of

Block Nos.

Sl. No.	5 digit L.C. No. of block	Detailed boundary of the block

Dated:

.....
Charge Officer (Census)
(Signature & Seal)

Extract of Section 11 of Census Act is also given in order.

ANNEXURE 17

Form of Appointment order and Identity card of Supervisor
(Enumeration)

Office of the
Charge Officer (Census)
District

Order of Appointment
(Detail on facing page)

Shri/Shrimati... ....
son/wife of Shri..... ....has been appointed as Supervisor for the jurisdiction mentioned on facing page. This appointment order is issued under section 4(3) of the Census Act, 1948 (Act No. XXXVII of 1948).

Under section 5 of the Census Act, 1948 (Act No. XXXVII of 1948 you are deemed, by virtue of this appointment, to be a public servant within the meaning of the Indian Penal Code. Your attention is drawn to section 11 of the said Act which is extracted on the reverse facing page.

You would report immediately to your Charge Officer and take instructions from him. You will be required to assist him in training of enumerators and to supervise individual count work in your circle and test/check the same. In performance of your functions, you will be guided by the instructions as received from your Charge Officer and the higher census authorities.

The names and blocks of your enumerators are indicated below:

Name of enumerator with address	5 *digit* Location code number of enumeration block
1.	
2.	
3.	
4.	
5.	

Dated:

.....
(Charge Officer Census)
(Signature & Seal)

SUPERVISOR'S PARTICULARS

Name ....
Designation .....
Office Address .....
.....

Residential Address.....
District..... .....
Commune/Town.....
Name of charge..... .....

Sl. No.	5 digit L.C. No. of block	Detailed boundary of the block
1		
2		
3		
4		
5		

Dated:

Charge Officer (Census)
(Signature & Seal)

Extract of Section 11 of Census Act is also given in the Appointment order.

ANNEXURE 18

Creation/Continuance of various posts from time to time

Sl. No.	Name of post	No. of posts	Scale of pay	Original date of creation of the post	Whether continued till date	Reference to letter No. /Date in which post was originally created	Reference to letter No/Date in which the temporary post was last continued	Reference to letter No/Date in which the temporary post was made permanent	Date of initial filling up of the post, Present position
1	2	3	4	5	6	7	8	9	10
	"265-*A*-*A*1 *Census*-*A*1(1) *Superintendent (Non-Plan)*								
	GROUP-A								
1.	Director of Census Operations .	1	I.A.S. Grade plus special pay @10%	6-3-79	Yes	No. 2/1/79-Ad.I dt. 6-3-79	2/1/83-Ad. I (2) dt. 16-4-83	Does not arise	28-6-79 (Vacant from 16-6-83)
2.	Deputy Director	1	Rs. 1100—1600	27-3-80	No. (Retransferred to Tamilnadu directorate w.e.f. 10-9-80)	No. 11/102/79-Ad I dt. 27-3-80 (Transferred from Tamilnadu Directorate)	2/4/79-Ad.I dt. 29-10-80 (Retransferred to Tamilnadu Directorate w.e.f. 10-9-80)	Do.	31-8-80 (Post transferred to Tamilnadu directorate on 10-9-80)
	GROUP-C								
3.	Cartographer	1	Rs. 550—900	6-8-79	Yes	No. 1/1/79-Ad.I dated 6-8-79	1/4/83-Ad.I dt. 18-3-83	Do.	(Vacant from the beginning)
4.	Office Superintendent . . .	1	Do.	31-12-79	Yes	No. 1/65/79-Ad.I dt. 31-12-79	1/65/79-Ad.I dt. 21-3-83	Do.	18-7-80
5.	Head Assistant	1	Rs. 550-750	6-8-79	Yes	1/1/79-Ad.I dt. 6-8-79	1/4/83-Ad.I dt. 18-3-83	Do.	12-5-80 (Vacant from 2-5-83)
6.	Assistant	1	Rs. 425—700	27-11-79	Yes	1/65/79-Ad.I 25042 dt.27-11-79	1/65/79-Ad.I dt. 21-3-83	Do.	7-4-80
7.	Artist	1	Do.	Do.	Yes	Do.	Do.	Do.	Vacant from the beginning
8.	Accountant	1	Rs. 425—640	6-8-79	(made permanent w.e.f. 23-2-83)	1/1/79-Ad.I. dt. 6-8-79	See. Col. 9	2/5/82-Ad.I dt. 23-2-83	4-7-80 (Vacant (from 26-5-82)
9.	U.D.C.	1	Rs. 330—560	6-8-79	Do.	Do.	Do.	Do.	23-5-80
	U.D.C.	1	Do.	27-11-79	Yes	1/65/79-Ad. I/25042 dt. 27-11-79	1/65/79-Ad.I dt. 21-3-83	Does not arise	20-5-80

10.	Jr. Gr. Steno	1	Do.	6-8-79	(made permanet w.e.f. 23-2-83)	1/1/79-Ad.I dt. 6-8-79	See Col. 9	2/5/82-Ad.I dt. 23-2-83	17-3-80
11.	Draughtsman Gr. II	1	Do.	6-8-79	Yes	Do.	1/4/83-Ad.I dt. 18-3-83	Does not arise	11-6-80
12.	L.D.C.	3	Rs. 260—400	6-8-79	made permanent 2 posts w.e.f. 23-2-83 and 1 post continues	1/1/79-Ad.I dt. 6-8-79	See Col. 9	2/5/82-Ad.I dt. 23-2-83 (2 posts)	25-3-80; 25-3-80; 5 4-80; 5-4-80; 23-4-80
						Do.	1/4/83-Ad.I dt. 18-3-83	does not arise	One post is vacant from 11-8-83
	L.D.C.	2	Do.	27-11-79	Yes	1/65/79-Ad. I/25042 dt. 27-11-79	1/65-/79-Ad.I dt. 21-3-83	Do.	
13.	Driver	1	Rs. 260—350	6-8-79	Yes	1/1/79-Ad.I dt. 6-8-79	1/4/83-Ad.I dt. 18-3-83	Do.	19-6-80 (Vacant from 1-6-82)
	GROUP-D								
14.	Jr. Gestetner Operator	1	Rs. 210-270	Do.	made permanent w.e.f. 23-2-83	Do.	See. Col. 9	2/5/82-Ad. I dt. 23-2-83	7-6-80
15.	Daftry	1	Rs. 200—250	Do.	Do.	Do.	Do.	Do.	24-3-80
16.	Peon	2	Rs. 196—232	Do.	Do.	Do.	Do.	Do.	
	Peon	1	Do.	27-11-79	Yes	1/65/79-Ad.I/25042 dt. 27-11-79	1/65/79-Ad.I dt. 21-3-83	does not arise	25-3-80; 26-3-80 and 23-6-80
17.	Chowkidar	2	Do.	6-8-79	made permanent w.e.f. 23-2-83	1/1/79-Ad.I dt. 6-8-79	See Col. 9	2/5/82-Ad.I dt. 23-2-83	25-9-79 and 27-3-80
18.	Farash	1	Do.	27-11-79	Yes	1/65/79-Ad. I/25042 dt. 27-11-79	1/65/79-Ad. I dt. 21-3-83	does not arise	19-3-80
19.	Sweeper	1	Do.	Do.	Yes	Do.	Do.	Do.	20-3-81

"265-A-A1 Census-A1(3) Abstraction and Compilation—(Non-Plan)"

GROUP-A

1.	Assistant Director	1	Rs. 700—1300	28-4-80	Yes	No. 2/4/79-Ad.I dt. 28-4-80	See Col. 9	No. 2/1/82-Ad.I dt. 1-6-82 One permanent post was transferred from Tripura w.e.f. 1-6-82	19-6-80

GROUP-B (Non-Gazetted)

2.	Investigator	1	Rs. 550—900	6-8-79	Yes	No. 1/1/79-Ad.I dt. 6-8-79	2/1/83-Ad.I (1) dt. 15-4-83	does not arise	18-10-79

ANNEXURE 18—*contd.*

Sl. No.	Name of post	No. of post	Scale of pay	Original date of creation of the post	Whether continued till date	Reference to letter No./Date in which post was originally created	Reference to letter No/Date in which the temporary post was last continued	Reference to letter No./Date in which the temporary post was made permanent	Date of initial filling up of the post Present position
1	2	3	4	5	6	7	8	9	10
	GROUP-C								
3.	Statistical Assistant . .	1	Rs. 425—700	6-8-79	made permanent w.e.f. 23-2-83	Do.	See Col. 9	No. 2/5/82-Ad.I dt. 23-2-83	27-2-80 11-12-80; 11-12-80 and 9-1-81
	Statistical Assistant . . .	3	Do.	21-8-80	Yes	No. 163/79-EC/Cen dt. 21-8-80 vide R.G.'s D.O. No. 1/35/79-Ad.I dt. 24-12-79	No- 1/65/79-Ad. I dt. 21-3-83	does not arise	All the posts are vacant from 1-3-82, 1-3-82, 18-1-83 & 1-5-83
4.	Computor	5	Rs. 330—560	6-8-79	made permanent w.e.f. 23-2-83	1/1/79-Ad. 1 dt. 6-8-79	See Col. 9	No. 2/5/82-Ad.I dt. 23-2-83	1-4-80 3 posts 11-4-80 2 posts
	Computor	4	Do.	21-8-80	Yes	No. 163/79-EC/Cen dt. 21-8-80-Vide R.G.'s D.O. No. 1/35/79-Ad. I dt. 24-12-79	No. 1/65/79-Ad. I dt.21-3-83	does not arise	1-4-81 3 posts 4-4-81 1 post
	TABULATION CELL								
1.	Supervisor	1	Rs. 380/- p.m. (consolidated)	1-3-81 to 28-2-82	No.	No. 1229/Census/Estt/80-81/90 dated 23-1-81 vide R.G's No. 15/2/79-Ad.I dt. 22-9-80	creation for a specified period of one year from 1-3-81 to 28-2-82	..	6-4-81
2.	Checker	3	Rs. 330/- p.m. (con.)	Do.	No.	Do.	Do.	..	1-4-81 ; 1-4-81 and 11-4-81
3.	Tabulator	19	Rs. 280/- p.m. (con.)	Do.	No.	Do.	Do.	..	1-4-81 9 posts 2-4-81 9 posts 3-4-81 1 post
	Tabulator	1	Rs. 280/- p.m. (con.)	1-10-80 to 28-2-82	No.	1229/Census/Estt/80/139 dt. 1-10-80 vide R.G.'s No. 15/2/79-Ad. I. dt. 22-9-80	Do.	..	21-11-80
	Tabulator	1	Do.	15-11-80 to 28-2-82	No.	No. 1/62/80-Ad. I dt. 15-11-80	Do.	..	2-1-81

ANNEXURE 19

Deputationist Staff Members from time to time with effect from 28-6-1979

Sl. No.	Name of staff	Government/Department from which drawn on deputation with parent designation	Designation in the Directorate of Census Operations, Pondicherry	Date of drawal on deputation	Date of repatriation if repatriated	Remarks
1	2	3	4	5	6	7
1.	S/Shri. P.L. Samy, I.A.S.	Union Territory of Pondicherry. Secretary to Government.	Director of Census Operations (Ex-Officio).	28-6-79	15-6-83	
2.	„ D. Santhanam	U.T. of Pondicherry, Junior Accounts Officer.	Assistant Director (Census).	19-6-80	Still continues.	Promoted as Senior Accts. Officer in his parent department w.e.f. 22-3-82.
3.	„ S. Jagannathan	U.T. of Pondicherry Superintendent Grade-I.	Office Superintendent.	18-7-80	Still continues.	Due to be repatriated on expiry of his earned leave sanctioned up to 19-7-83.
4.	„ N. Clement Eswar	U.T. of Pondicherry, Superintendent Grade-II.	Head Assistant from 12-5-80 to 1-5-83. Office Superintendent from 2-5-83.	12-5-80	Still continues	Promoted as Superintendent Grade-I to his parent department w.e.f. 25-3-82.
5.	„ V. Haridass	U.T. of Pondicherry, Assistant.	Assistant-cum-Cashier.	7-4-80	Still continues.	
6.	„ S. Sundaresan	U.T. of Pondicherry, Assistant.	Accountant.	3-7-80 A.N.	11-11-80	
7.	„ V. Dhandapani	U.T. of Pondicherry, Assistant.	Accountant.	17-12-80	25-5-82	
8.	„ S. Gnanavadivelu	U.T. of Pondicherry, Junior Grade Stenographer.	Jr. Stenographer.	17-3-80	16-3-83	
9.	„ A.M. Arunachalam	U.T. of Pondicherry, Upper Division Clerk.	Upper Division Clerk.	19-5-80 A.N.	18-5-83	
10.	„ K. Ramasamy	U.T. of Pondicherry, Upper Division Clerk.	Upper Division Clerk.	23-5-80	3-3-81	
11.	„ I. Adaikalasamy	U.T. of Pondicherry, Upper Division Clerk.	Upper Division Clerk.	17-2-81	Still continues	
12.	„ M.T. Shabeer Mohamed	U.T. of Pondicherry, Draughts man Grade-II.	Draughts man.	11-6-80	23-9-80	
13.	„ V. Vijayasankar	U.T. of Pondicherry Draughts man.	Draughts man.	8-1-81	9-3-81	E.L. on repatriation for 3 days from 7-3-81 to 9-3-81.
14.	„ J. Soundar	U.T. of Pondicherry, Draughts man. Grade-I.	Draughts man.	7-3-81	Still continues.	
15.	„ D. Palanivelu	U.T. of Pondicherry, Driver.	Driver.	19-6-80	31-5-82	
16.	„ K. Ramadass	Directorate of Census opertions, Tamil Nadu, Computor/Statistical Assistant.	Computor from 1-1-80 to 26-2-80. Statistical Assistant from 27-2-80 as per the promotion in the parent department.	1-1-80	17-1-83	
17.	„ N. Satchidanandam	U.T. of Pondicherry, Statistical Assistant.	Statistical Asst.	9-1-81	28-2-82	

ANNEXURE 19—*Contd.*

Sl. No.	Name of staff	Government/Department from which drawn on deputation with parent designation	Designation in the Directorate of Census Operation, Pondicherry	Date of drawal on deputation	Date of repartiation if repatriated	Remarks
1	2	3	4	5	6	7
18.	S/Shri. K. Sundaram . . .	D.C.O. Tamilnadu, Assistant Compiler.	(i) Computor from 1-4-80 to 10-12-80. (ii) Statistical Assistant from 11-12-80 to 30-8-81.	1-4-80	31-8-81 F.N.	Promoted as Computor in his parent department w.e.f. 8-4-80. Local promotion as Statistical Assistant on *ad-hoc* basis w.e.f. 11-12-80.
19.	„ S. Somasundaram . .	D.C.O. Tamil Nadu, Assistant Compiler.	(i) Computor from 1-4-80 to 10-12-80. (ii) Statistical Assistant from 11-12-80 to 30-4-83.	1-4-80	30-4-83	Promoted as Computor in his parent department w.e.f. 8-4-80. Local promotion as Statistical Assistant on *ad-hoc* basis w.e.f. 11-12-80.
20.	„ V. Vaithilingam . .	U.T. of Pondicherry, Computor.	(i) Computor from 1-4-81 to to 30-10-81. (ii) Statistical Assistant from 30-10-81 to 28-2-82.	1-4-81	28-2-82	Local promotion as statistical Assistant on ad-hoc basis w.e.f. 31-10-81.
21.	„ B. Raghavan . . .	D.C.O. Tamil Nadu, Assistant Compiler.	Computor.	1-4-80	19-6-81	Promoted as Computor in his parent department w.e.f. 27-8-80.
22.	„ S. Balasubramanian . .	D.C.O. Tamil Nadu, Assistant Compiler.	Computor.	11-4-80	19-6-81	Do.
23.	„ S. Sundaresan . . .	D.C.O. Tamil Nadu, Assistant Compiler.	Computor.	11-4-80	19-6-81	Do
24.	„ G. Ramakrishnan . .	U.T. of Pondicherry, Computor.	Computor.	1-4-81	28-2-82	
25.	„ A. Radhakrishnan . .	U.T. of Pondicherry, Computor.	Computor.	1-4-81	28-2-82	
26.	„ P. Rajasekaran . . .	U.T. of Pondicherry, Computor.	Computor.	4-4-81	28-2-82	
27.	„ K. Janarthanan. . .	U.T. of Pondicherry, Computor.	Computor.	1-4-81	28-2-82	
28.	„ D. Raja	U.T. of Pondicherry, Computor.	Computor.	12-6-81	28-2-82	

ANNEXURE 20

List of Transferees

Sl. No.	Name of staff	Designation	Date of joining	Remarks
1	2	3	4	5
	Servashri.			
1.	M. Nagappan	Assistant Director	25-9-79	On transfer from D.C.O., Tamil Nadu.
		Deputy Director	31-3-80	Transfered back to D.C.O., Tamil Nadu on 1-9-80 forenoon.
2.	C. Govindasamy	Investigator	18-10-79	On transfer from R.G.I., New Delhi.

ANNEXURE 21

List of Local Recruit Staff members since 28-6-79 *till date*

Sl. No.	Name of staff	Designation	Date of joining	Remarks
1	2	3	4	5
	Servashri.			
1.	R. Baguiradane	L.D.C. from 25-3-80 to 24-5-83 Computor from 25-5-83	25-3-80	Locally recruited. Promoted as Computor on *ad-hoc* basis with effect from 25-5-83.
2.	N. Gunavijayan	L.D.C. from 25-3-80 to 22-5-83 U.D.C. from 23-5-83	25-3-80	Locally recruited. Promoted as U.D.C. on *ad-hoc* basis with effect from 23-5-83.
3.	T. Saraswathy	L.D.C.	5-4-80	Still continues
4.	M. Danabal	L.D.C.	23-4-80	Still continues
5.	V. Vasantha	L.D.C. from 5-4-80 to 4-4-83 Junior Stenographer from 5-4-83	5-4-80	Locally recruited Promoted as Jr. Stenographer on *ad-hoc* basis with effect from 5-4-83.
6.	R. Vittabai	Farash	19-3-80	Locally recruited and still continues.
7.	V Dayanithi	Daftry	24-3-80	Do.
8.	M. Sivaji	Peon	24-3-80	Locally recruited and terminated w.e.f. 17-5-80.
9.	R. Ellamuthu	Chowkidar	26-3-80	Locally recruited and still continues.
10.	A. Puruhanutheen	Peon	26-3-80	Do.
11.	V. Parry	Chowkidar	25-9-79	Do.
12.	V. Kaliaperumal	Junior Gestetner Operator	6-6-80	Do.
13.	S. Mohankumar	Peon	23-6-80	Locally recruited and still continues.
14.	A. Kuppusamy	Peon	5-4-80	Locally recruited and terminated on 5-1-81.
15.	K. Vani	Sweeper	20-3-81	Locally recruited and terminated on 10-1-83.
16.	P. Purushothaman	Peon	8-1-81	Locally recruited and resigned on 21-12-82.
17.	S. Ezhilan -	L.D.C.	11-5-81	Locally recruited and relieved for want of vacancy on 1-9-81 F.N.
18.	K. Tamilselvan	Computor	18-7-81 17-5-83	Locally recruited and terminated on 28-2-83. Re-appointed on *ad-hoc* basis.
19.	A. Philomen Ambrose . . .	Computor	20-7-81	Locally recruited on *ad-hoc* basis.

ANNEXURE 21—*Contd.*

Sl. No.	Name of staff	Designation	Date of joining	Remarks
1	2	3	4	5
20.	V. Ravikumar	Computor	1-8-81	Locally recruited on *ad-hoc* basis.
21.	R. Subbarayan	Peon	24-1-83	Do.
22.	S. Venkatesh	Computor	17-2-82	Do.
23.	K. Suguna	L.D.C.	27-4-83	Do.
24.	K. Uvaraj	L.D.C.	1-6-83	Locally recruited on *ad-hoc* basis and resigned w.e.f. 16-6-83.
25.	C. Rani	L.D.C.	10-6-83	Locally recruited on *ad-hoc* basis.
26.	G. Subbarayalu	L.D.C.	21-6-83 A.N.	Do.
27.	P. Veerathamizhan	Sweeper	10-2-83	Do.
28.	V.C. Vinayaram	Computor	23-3-83	Do.
29.	G. Revathy	Computor	25-3-83	Do.
30.	M. Antoine	Computor	18-5-83	Do.
31.	N. Sellakirshnan	Computor	20-6-83	Do.

ANNEXURE—22

No. 1/34/79-Ad. I

Government of India

Ministry of Home Affairs

Office of the Registrar General, India

2/A, Mansingh Road
New Delhi 110 011
the 26 JUN 1979.

To

The Chief Secretaries to the
Governments of all States and
Union Territories
(except Delhi and Lakshadweep)
Administrator, Lakshadweep, Kavaratti.

Subject:—Clerical assistance to District, Sub-divisonal Tehsil/ 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 commenced 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 previlege of conducting these operations with the voluntary and close cooperation of the State/U.T. Authorities since the latter are deeply interested in taking the Census in their respective territories. The State Government/U.T. Administration will be declaring the Deputy 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/U.T. officials and their offices, especially those who will be associated with the Census Operations in their areas are heavily worked, it has been considered necessary to provide some clerical assistance to District/Sub-Divisional/ Tehsil establishments and Urban Local Bodies, such as Corporations, Municipal Local 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/UTs was as follows:

District Census Offices in State/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 West Bengal.	1 Lower Division Clerk
Tehsil/Taluk/Thana offices in Other State/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, Calcutta, and Madras. For the metropolitan 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	— 4
(ii)	Manager	— 1
(iii)	Steno-typist	— 3
(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 Commssioner 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 Operations 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 looked 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 to State Governments under Article 258 of the Constitution, as laid down in Government 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 Governments arising mainly in respect of the additional staff employed or contingent and other expenditure, as in the case of work devolving on the State Governments in connection with the administration of the Census Act, is re-imbursable 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 Governments under the normal Heads of Account. 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 Governments 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 Government/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 Government/UT Administration during a financial year is reimbursed to them before close of that financial year itself, by the Government 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 Government of India, during a particular year, is not allowed to lapse.

6. I am to request that orders of the State Government/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/Taluka 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 Thanas 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.

No. 1/34/79-Ad. I

Copy forwarded for information to:—

1. All Directors of Census Operations in States/Union Territories.
2. Pay and Accounts Officer (Census), Ministry of Home Affairs.

7. As the 1981 Census work has gained considerable momentum, it will be very much appreciated if orders of the State Government/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 Government/UT. Administration may kindly be endorsed to the Director of Census Operations in your State/Union Territory.

Yours faithfully,

Sd/

(P. PADMANABHA)

Registrar General, India.

New Delhi—110011, the 26 JUN 1979.

4. ARG (C).
5. PA to DRG (C).

Sd/-

(V.P. PANDEY)

Deputy Registrar General, India.

ANNEXURE—23

No. G 27032/1/79-Budget Cell

Government of India

Ministry of Home Affairs

Office of the Registrar General, India.

2/A, Mansingh Road,
New Delhi-11, the 18 MAR 1980.

To

All Directors of Census Operations

Subject:—Clerical Assitance to District, Sub Divisional Tehsils/Taluks/Thana Establishments and Urban Local Bodies in connection with 1981 Census work.

Sir,

I am to forward herewith a copy of the Controller General of Accounts, Ministry of Finance (Deptt. of Expenditure, New Delhi Letter No. 5-14019/1/80/TA/Orissa/980 dated 10-3-1979 on the subject cited above for your information.

Yours faithfully,
Sd/-
(B.P. JAIN)
Accounts Officer

Immediate

No. S. 14019/1/80/Orissa/980

Government of India

Ministry of Finance/Deptt. of Expenditure

Controller General of Accounts

Lok Nayak Bhavan (8th Floor)

NEW DELHI-3.

Dated 10th March, 1980.

To

The Finance Secretaries,
All State Governments (Except Delhi).

Subject:—Clerical Assistance to District, Sub-Divisional, Tehsils/Taluks/Thana Establishments and Urban Local Bodies in connection with 1981 Census work.

Sir,

I am directed to refer to Government of India, Ministry of Home Affairs, Registrar General of India Circular Letter No. 1/34/79-Ad. I dated 26th June, 1979 on the subject quoted above and to state that the question of booking the expenditure incurred by the State Government distinctly in accounts as per the yardsticks prescribed in para 3 of the circular quoted above under examination of this office.

2. It has since been decided on the advice of C & A.G. of India that sub-head 'Census Establishment 1981' shall be opened uniformly in the books of States/U.T. Govts. to record the expenditure incurred by appointing the staff within the yardsticks prescribed in para 3 above under the existing minor head 'Census' below the Major Head '265. Other Admn. Services'.

3. You are, therefore, requested to issue suitable instructions to all concerned in your state to open the sub-head as above to record expenditure incurred with a view to enabling the Accountants General to certify the expenditure so incurred and claiming reimbursement from the Government of India under provisions of para 5 of the D.O.

Yours fathfully,
Sd/-
(R. RAMANATHAN)
Accounts Officer (TA).

Copy to:—

Accountants General of all States/U.T. Govts.
C & A.G. of India w.r.t. his U.O. No. 216-AC/1-80/80 dated 14th February, 1980.

Sd/-
(Accounts Officer T.A.)

ANNEXURE—24

No. G27032/1/79—Budget Cell
Government of India
Ministry of Home Affairs
Office of the Registrar General, India.

2/A, Mansingh Road,
New Delhi-11, the 5 Apr 1980.

To

All Directors of Census Operations.

Subject:—Clerical Assistance to District, Sub-Divisional Tahsil/Taluk/Thana Establishments and Urban Local Bodies in connection with 1981 Census work.

Sir,

In continuation of this office letter No. G. 27032/1/79—Budget Cell dated 18-3-1980 on the subject cited above, I am to forward herewith a copy of the Controller General of Accounts, Ministry of Finance letter No. S. 11011/1/80—TA/1257 dated 28-3-1980.

Here it is clarified that the procedure for reimbursement of expenditure to the State Governments in connection with the 1981 Census, laid down in para 6 of this office letter No. 1/34/79—Ad. I dated 26-6-79 will now be revised in accordance with para 3 of Ministry of Finance (Deptt. of expenditure) Controller General of Accounts Letter No. S. 11011/1/80-TA/1257 dated 28-3-80, referred to above. The Accountant Generals of the States/U.T's would be classifying the expenditure under the sub head 'Census Establishment 1981' below the minor Head 'Census' under the major Head '265—Other Administrative Services' and would claim re-imbursement in lumpsum only from Pay and Accounts Office (Census) of Ministry of Home Affairs keeping in view the scales laid down in para 3 of this office letter dated 26-6-1979, referred to above.

Please acknowledge receipt of this letter.

Yours faithfully,

Sd/-

(B. P. JAIN)
Accounts Officer.

No-S11011/1/80/TA/1257

Government of India
Ministry of Home Affairs
Department of Expenditure
Controller General of Accounts
8th Floor; Lok Nayak Bhavan, Khan Market

New Delhi—110003
28th March, 1980.

To

The Registrar General of India,
Census,
Ministry of Home Affairs,
Mansingh Road, New Delhi.

Sir,

Please refer to your letter No. G. 27032/1/80-8.C. dated the 10th January, 1980 addressed to the Controller of Accounts, Ministry of Home Affairs and the reply No. 11-4/pr. AD/GIA/79-80-3255-57 dated 4-2-80 from the letter to you regarding the accounting procedure to be followed for reimbursement of expenditure to the State Governments in connection with the 1981 Census work.

2. In this connection, your attention is also invited to para 5 of your circular letter No. 1/34/29-Ad/I, dated 26-6-1979 addressed to the Chief Secretaries to the State/UT Governments under which the State Governments are to provide in their own budget the expenditure to be incurred by them in respect of additional staff employed or contingency and other expenditure in connection with administration of the Census Act, and shall be reimbursed in lump sum only, the expenditure to the extent it is permissible under the scales laid down in para 3 ibid. It has already been decided on the advice of the C&AS of India to open a sub head 'Census Establishment 1981' below the Minor Head 'Census' under the Major Head '265—Other Administrative Services' and all the State Governments have been informed accordingly (copy of this Office O.M. dated 10-3-80 enclosed).

3. Therefore, the Accountants General would be classifying the expenditure under the sub head mentioned above and would claim reimbursement from Pay and Accounts Office (Census) of Ministry of Home Affairs keeping in view the scale laid down in Para 3 of your circular dated 26-6-1979 referred to above. The question of State Goverunents, presenting bills for settling their claims every month with the Director of Census Operations does not arise and we agree with the views of the Principal Accounts Office of the Ministry of Home Affairs.

Yours faithfully,

Sd/-

(R. RAMANATHAN)
Accounts Officer (T.A).

ANNEXURE 25

D.O. No. 1385/Census/80

Government of India

Ministry of Home Affairs

Office of the Director of

Census Operations, Pondicherry.

Dated : 18-8-1980.

D. Santhanam, B.Sc.,

Asst. Director of
Census Operations,
Pondicherry.

My dear Sir,

I enclose a note of request for creation of additonal posts to render clerical assistance to the census field establishments duly approved by the Director of Census Operations.

The field establishments report that they are not able to complete the assignments as required for want of clerical assitance. It is our duty to help them to the extent entitled and hence I request that early action may kindly be taken for creation of posts.

Yours Sincerely,

Sd/-

(D. SANTHANAM)
Assistant Director of Census Operations.

To

Thiru M. Janakiraman,
Deputy Secretary (Revenue),
Pondicherry.

Directorate of Census Operations Pondicherry.

NOTE :

Sub: Census Directorate - Creation of Posts for Clerical Assistance to the District Census Establishment — Reg.

The Registrar General, India vide letter No. 1-34/79/AdI. dated 26-6-79 has indicated that Clerical assistance may be provided to the District, etc., establishments as indicated here below in connection with the 1981 census.

Designation of Census Office	Clerical assistance allowed
District Census offices in States/UTs.	1 Upper Divisions 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 Lower Division Clerk for every additional 1 lakh of population.

2. A proposal has already been rooted by the Revenue Department and it is already in the final stage for creation of posts so as to be assistance to the D.C.O's/C.C.O's as indicated here below:

Sl. No.	Designation of Census Officer	Clerical assistance proposed
1.	Commissioner, Pondicherry Municipality, Pondicherry. City Census Officer.	1 U.D.C.
2.	Revenue Officer, Office of the Dy. Collector (Rev), District Census Officer, Pondicherry.	1 L.D.C.
3.	Dy. Collector(Revenue), Karaikal, District Census Officer.	1 L.D.C.
4.	Commissioner, Karaikal Municipality, Karaikal, City Census Officer.	1 L.D.C.
5.	Administrator, Mahe, District Census Officer.	1 L.D.C.
6.	Administrator, Yanam, District Census Officer.	1 L.D.C.

3. The following is the list of District Census Officers/ City Census Officers and Charge officers in the Union Territory of Pondicherry.

Sl. No.	Designation of officer	Designation for Census purpose	Area
(1)	(2)	(3)	(4)
1.	Commissioner, Pondicherry Municipality, Pondicherry.	City Census Officer	Area within Pondicherry Municipality.
2.	Revenue officer, office of the Deputy Collector (Revenue), Pondicherry.	District Census Officer	Pondicherry region except Pondicherry Municipality.
3.	Deputy Collector (Revenue), Karaikal.	District Census Officer	Karaikal region except Karaikal Municipality.
4.	Commissioner, Karaikal Municipality, Karaikal.	City Census Officer	Area within Karaikal Municipality.
5.	Administrator, Mahe.	District Census Officer	Mahe region.
6.	Administrator, Yanam.	District Census Officer	Yanam region.

Charge officers

S.No.	Designation of Officer	Designation for census purpose	Area
1	2	3	4
Pondicherry			
1.	Assistant Revenue officer Grade—I	City Census-Charge Officer	Pondicherry Municipality Ozhukarai (Urban) and Kurumbapet
2.	Deputy Tashildar, Taluk Office, Pondicherry.	Charge Officer	Ariankuppam and Ozhukarai (Rural)
3.	Deputy Tashildar, Villianur Sub-Taluk.	Charge Officer	Villianur (Rural) and Mannadipet
4.	Deputy Tashildar, Bahour Sub-Taluk	Charge Officer	Bahour and Nettapakkam
Karaikal			
5.	Revenue officer	Charge Officer	Karaikal Municipality
6.	Deputy Tashildar (Weights and Measures) Taluk Office, Karaikal.	Charge Officer	Karaikal Municipality
7.	Tashildar, Taluk Office, Karaikal.	Charge Officer	Nedungadu, Thirunallar Kottucherry
8.	Dy. Tashildar (Ex) Taluk Office, Karaikal.	Charge Officer	T.R. Pattinam & Neravy
Mahe			
9.	Commissioner, Mahe Municipality.	Charge Officer	Mahe Area
10.	Dy. Tashildar (LR), Mahe	Charge Officer	Mahe Area
Yanam			
11.	Dy. Tashildar (Rev) Yanam	Charge Officer	Yanam Area

4. In terms of the Registrar General's letter cited at para 1 above, the following census officers are entitled to the assistance indicated here below in addition to those propesed to be prescribed as indicated in para 2 above.

1.	District Census Office, Pondicherry	U.D.C. Peon	— 1 — 1
2.	Charge Office (Pondicherry Taluk)	L.D.C.	— 1
3.	Charge Office (Villianur Sub-Taluk)	L.D.C.	— 1
4.	Charge Office (Bahour Sub-Taluk)	L.D.C.	— 1
5.	District Census Office, Karaikal	U.D.C. Peon	— 1 — 1
6.	Charge Office (Karaikal Taluk)	L.D.C.	— 1
7.	District Census Office (Mahe)	U.D.C. Peon	— 1 — 1
8.	Charge Office (Mahe Sub-Taluk)	L.D.C.	— 1
9.	District Census Office, Yanam	U.D.C. Peon	— 1 — 1
10.	Charge Office (Yanam Sub-Taluk)	L.D.C.	— 1
11.	City Census Office, Pondicherry Municipality	L.D.C.	— 1

[to deal with Ozhukarai and Villianur (U)]

5. The various census officers appointed have expressed their difficulty to carry out their job as required in the absence of prescribed strength of staff. After completion of the house-listing operations the charge officers have to go ahead with work of demarcating enumeration blocks afresh and attend to the allied jobs. In the absence of clerical assistance to the extent prescribed by the Registrar General, it may be very difficult for the charge officers to comply with our requirements. The strength of clerical staff recommended is as required and in terms of Registrar General's letter and not for each census charge office since economy instructions have been borne in mind.

Sd/-

(D. SANTHANAM)

Assistant Director of Census Operations.

ANNEXURE 26

GOVERNMENT OF PONDICHERRY

Abstract

Revenue Department—Census 1981—Provision of clerical assistance to the District/City Census Officers of the Union Territory of Pondicherry—Creation of Group 'C'—Temporary posts-Sanction-Orders—Issued.

Revenue Department

G.O. Ms. No. 102 Pondicherry, the 10-10-1980.

Read: Proposals from the Revenue Department, Pondicherry and the Directorate of Census Operations, Pondicherry.

ORDER

Sanction of the Lieutenant Governor, Pondicherry is hereby accorded for the creation of the following group 'C' temporary posts in the Revenue Department, for providing clerical assistance to the District/City Census Officers of the Union territory of Pondicherry mentioned in column 3 of the statement in connection with the next decennial population Census, 1981. The posts will be in existence for a period upto 31-5-1981.

Sl. No.	Name of the post	District/City Census Officer to whom the clerical assistance is provided	No. of post	Scale of pay	Head of Account
1	2	3	4	5	6
1.	U.D.C. . .	Commissioner, Pondicherry Municipality, Pondicherry and City Census Officer	1	Rs. 330—560	265—A—Other Administrative Services —A1 Census Estt-A1(1) (1)—Salaries (NP)
2.	L.D.C. . .	Revenue Officer, Office of the Deputy Collector (Revenue), Pondicherry and District Census Officer	1	Rs. 260—400	Do.
3.	L.D.C. . .	Commissioner, Karaikal Municipality, Karaikal and City Census Officer	1	Do.	Do.
4.	L.D.C. . .	Deputy Collector (Rev.) Karaikal and District Census Officer	1	Do.	Do.
5.	L.D.C. . .	Administrator, Mahe & District Census Officer	1	Do.	Do.
6.	L.D.C. . .	Administrator, Yanam & District Census Officer	1	Do.	Do.

2. The expenditure will be debitable to the head of account mentioned in coloumn 6 above, the pay and allowances in respect of the incumbents appointed against the posts will be drawn and disbursed by the District/City Census Officers to whom they are attached and a monthly statement of expenditure on this account should be sent to the Deputy Secretary (Revenue), Pondicherry by 5th of the succeeding month.

3. This issues with the concurrence of the Finance Department, vide their U.O. No. 36180/80/F4 dated 6-10-1980.

(By Order of the Lieutenant Governor)

Sd/-.

(M. Janakiraman)

Deputy Secretary to Government.

ANNEXURE 27

GOVERNMENT OF PONDICHERRY

Abstract

Revenue Department—Census 1981—Provision of clerical assistance to the District/City Census Officers of the Union Territory of Pondicherry—Creation of Group 'C'—Temporary posts—Corrigendum—Issued.

Revenue Department

G.O. Ms. No. 125 Pondicherry, the 30-12-1980.

Read: G.O. Ms. No. 102 dated 10-10-1980 from the Revenue Department.

ORDER

For the existing head of account indicated in Coloumn 6 of the table in para 1 of the G.O. cited the following may be substituted :

"800-Contingency Fund

J. Other Administrative Services

J1 (1) Census Establishment (Non Plan)

(1) Salaries

(2) Dearness Allowance"

2. For the existing para 2 of the G.O. cited the following may be substituted :

"The expenditure shall be debitable to the head of account mentioned in Column 6 above. The pay and allowances in respect of the incumbants except at Sl. No. 1 and 2 appointed against the posts will be drawn and disbursed by the Officers mentioned in Col. 3 of the table in para 1 above. In respect of posts at Sl. No. 1 and 3 the Revenue Officer, Office of the Deputy Collector (Revenue), Pondicherry and District Census Officer, Pondicherry and the Deputy Collector (Revenue), Karaikal and District Census Officer, Karaikal respectively shall be drawing and disbursing Officers. The above officers shall also maintain the service records of the incumbants. The District Census Officers should send invariably to the Deputy Secretary (Revenue) monthly reconciled expenditure statement".

3. This issues with the concurrence of the Finance Department vide their U.O. No. 44243/80/F4 dated 29-12-1980.

(By Order of the Lieutenant Governor)

Sd/-

(M. Janakiraman)

Deputy Secretary to Government.

ANNEXURE 28

GOVERNMENT OF PONDICHERRY

Abstract

Revenue Department—Census 1981—Provision of Additional clerical assistance to the District/City Census Officers of the Union Territory of Pondicherry—Creation of Group "C" temporary posts—Sanction—Orders—Issued.

Revenue Department

G.O. Ms. No. 9 Pondicherry-1, the 30th Jan. 1981.

Read 1. Letter No. 1385/Census/80, dated 18-8-80 from the Asst. Director of Census Operations, Ministry of Home Affairs, Office of the Director of Census Operations, Pondicherry.

2. U.O. Note No. 7401/79-J dated 22-8-1980 from the Revenue Department, Pondicherry.

ORDER

Sanction of the Lieutenant Governor, Pondicherry, is hereby accorded for the creation of the Group "C" temporary posts mentioned in the Revenue Department for providing additional clerical assistance to the District/City Census Officers of the Union Territory of Pondicherry mentioned in column 1 of the annexure to this G.O. in connection with the Census 1981. The posts will be in existance for a period upto 31-5-1981.

2. The expenditure is debitable to the head of account mentioned in column 4 of the annexure. The pay and allowances in respect of the incumbents appointed against the posts shall be drawn and disbursed by the Officers mentioned in column 5 of the annexure: The District Census Officers should send invariably monthly reconciled expenditure statement to the Deputy Secretary (Revenue).

This issues with the concurrence of the Finance Department vide their U.O. No. 40085/80/F4, dated 14-11-80.

(By Order of the Lt. Governor)

Sd/-

(M. JANAKIRAMAN)

Deputy Secretary (Rev).

Annexure

District/City Census Officers/Charge Officers to whom clerical assistance is provided	Designation and No. of posts sanctioned	Scale of Pay	Head of Account	Name of the Drawing and disbursing officers and the authority by whom service records are to be maintained
1	2	3	4	5
PONDICHERRY				
Pondicherry Municipality/City Census Office.				
Assistant Revenue Officer	1 L.D.C.	260—400	800—Contingency Fund J—Other Administrative Services J. 1 Census Estt. (Non-Plan)	Revenue Officer and District Census Officer, Office of the Deputy Collector (Rev) Pondicherry.
			1. Salaries	
			2. Dearness Allowance	
Office of the Dy. Collector (Rev) *Pondicherry/District Census Office*				
Revenue Officer and District Census Officer, Pondicherry	1 U.D.C.	330—560		
	1 Peon	196—232		
Tahsildar and Charge Officer, Taluk Office, Pondicherry	1 L.D.C.	260—400		
Dy. Tahsildar and Charge Officer Sub-Taluk Office, Villianur	1 L.D.C.	260—400		
Dy. Tahsildar and Charge Officer Sub-Taluk Office, Bahour	1 L.D.C.	260—400		

2	3	4	5
Dy. Collector (Rev) and District Census Officer, Karaikal	1 U.D.C.	330—560	800—Contingency Fund J—Other Administrative Services J. 1(1) Census Estt. (Non-Plan)	Deputy Collector (Rev and District Census Officer, Karaikal.
	1 Peon	196—232		
Taluk Office, Karaikal	1 L.D.C.	260—400		
			1. Salaries	
			2. Dearness Allowance	
MAHE				
Office of the Administrator, Mahe/District Census Office				
Administrator and District Census Officer . .	1 U.D.C.	330—560		Sub-Collector /Mahe / and District Census Officer, Mahe.
	1 Peon	196—232		
Dy. Tahsildar (Rev) and Charge Officer . .	1 L.D.C.	260—400		
YANAM				
Office of the Administrator, Yanam/*District Census Officer*	1 U.D.C.	330—560		
Administrator and District Census Officer . . .				
	1 Peon	196—232		Dy. Collector (Rev) and District Census Officer, Yanam.
Dy. Tahsi'dar (Rev) & Charge Officer . .	1 L.D.C.	260—400		

ANNEXURE 29

No. 8054/80-CS/Estt.

GOVERNMENT OF PONDICHERRY

Chief Secretariat

(Establishment)

Dated: 16-12-80.

MEMORANDUM

Subject:— Chief Secretariat—Estt.—Allotment of Vehicles for use of Census Dept.—Reg.

It has been decided to allot the following vehicles to the Census Department for Census operations in Pondicherry region as shown below:

I. From 17-12-80 to 31-12-80 & from 1-2-81 to 15-2-81.

	Name of the Dept.	No. of vehicle
1.	Education Dept.	1 Jeep
2.	Public Works Dept.	1 —do—
3.	Electricity Dept.	1 —do—
4.	District Industries Centre	1 —do—
5.	Agriculture Dept.	1 —do—
6.	Labour Dept.	1 —do—
7.	Commercial Taxes Dept.	1 —do—

II. From 1-1-81 to 15-1-81 & from 16-2-81 to 28-2-81

1.	Health Department	1 Jeep
2.	Animal Husbandry Dept.	1 Jeep
3	Fisheries Dept.	1 Jeep
4.	Bureau of Economics and State.	1 Jeep
5.	Co-operative Dept.	1 Jeep
6.	Port Dept.	1 Jeep
7.	Pay & Accounts Office	1 Jeep

III. From 16-1-81 to 31-1-81 & from 1-3-81 to 10-3-81

1.	Public Works Dept.	1 Jeep
2.	Agriculture Dept.	1 Jeep
3.	Health Dept.	1 Jeep
4.	Electricity Dept.	1 Jeep
5.	Town & Country Planning Dept.	1 Jeep
6.	Education Dept.	1 Jeep
7.	Commercial Taxes Dept.	1 Jeep

2. The drives concerned may be directed to report with their vehicles before the Assistant Director of Census Operations, Pondicherry on the forenoon of the first day of each spell as mentioned above for getting further instructions.

3. It is also informed that the expenditure on drawal of fuel for census purposes will be initially met by the department and subsequently will be reimbursed by the Census Organisation. Accordingly, when the vehicles are allotted for the census operations the Dept. concerned should ensure that the expenditure on cost of fuel is got reimbursed by the Census Dept. subsequently. The consumption of fuel for Census purposes will not count against the normal limit allotted for each vehicle.

4. As regards Census operations in Karaikal region, it has been decided that the Administrator, Karaikal will make necessary arrangements for placing the vehicles of various Depts. in Karaikal region at the disposal of the Census Officers (District Census Officer, City Census Officer and four charge officers) during the period from 17-12-80 to 10-3-1981. The departments concerned may be informed of the position stated in para 3 above.

(By Order of Chief Secretary)

Sd/-

(A. MOHAMED HASAN)
Under Secretary to Government.

To

The Heads of Depts./Offices concerned.

The Administrator, Karaikal—for necessary action with reference to para 4 above.

ANNEXURE 30

No. 3/4/80/Cen/Pondy

Government of India Director of Census Operations

Office of the Ministry of Home Affairs

67, Rangapillai Street,

Pondicherry-605 001.

Dated: 26th December, 1980.

To

(1) The Director of Education, Pondicherry.

(2) The Director of Health & Family Welfare Services, Pondicherry.

(3) The Director of Public Works, Pondicherry.

(4) The Director of Animal Husbandry, Pondicherry.

(5) The Director of Agriculture, Pondicherry.

(6) The Superintending Engineer, Electricity Dept., Pondicherry.

(7) The Director of Fisheries, Pondicherry.

(8) The Managing Director, District Industries Centre, Pondicherry.

(9) The Director of Economics & Statistics, Pondicherry.

(10) The Registrar of Co-operative Societies, Pondicherry.

(11) The Senior Town Planner, Town & Country Planning Department, Pondicherry.

(12) The Labour Commissioner, Pondicherry.

(13) The Port Officer, Port Department, Pondicherry.

(14) The Deputy Commissioner, Commercial Taxes Department, Pondicherry.

(15) The Pay and Accounts Officer, Pondicherry.

Sir,

Subject: CENSUS 1981—Provision of vehicles—Regarding.

Reference: Memorandum No. 8054/80-CS/Estt. dated 16th December, 1980 from the Chief Secretariat (Establishment). Pondicherry.

I am to refer to the memorandum cited on the subject mentioned above and to request that your department vehicle is allotted for Census Operations in Pondicherry region as detailed in the annexure. The driver may be instructed to report for duty with vehicle before the Officer concerned on the specified dates positively.

2. The expenditure on drawal of fuel for Census Operations will be initially met by your department and subsequently reimbursed by the Census Organisation. Hence the vehicle may be supplied with lubricants as and when required so that the Census job is not handicapped.

Yours faithfully,

Sd/-

for Director of Census Operations

Annexure

Statement showing the details of the vehicles allotted to various officers for the purpose of Census Work

Sl. No.	Department to which the vehicle belongs	Type of vehicle	To whom allotted	Period for which the vehicle is allotted
1	2	3	4	5
1.	Education Dept.	1 Jeep	Thiru Chinnasamy, Revenue Officer, Pondicherry Municipality.	17-12-80 to 31-12-80
2.	Health Dept.	Do	Do.	1-1-81 to 15-1-81 16-1-81 to 28-2-81
3.	Public Works Dept.	Do.	Do.	16-1-81 to 31-1-81 1-3-81 ot 10-3-81
4.	Do.	Do.	Deputy Tahsildar, Bahour	17-12-80 to 31-12-80 1-2-81 to 15-2-81
5.	Animal Husbandry	Do.	Do.	1-1-81 to 15-1-81 16-2-81 to 28-2-81
6.	Agriculture Dept.	Do.	Do.	16-1-81 to 31-1-81 1-3-81 to 10-3-81
7.	Electricity Dept.	Do.	Commissioner, Oulgarat Commune, Pondicherry.	17-12-80 to 31-12-80 1-2-81 15-2-81
8.	Fisheries Dept.	Do.	Do.	1-1-81 to 15-1-81 16-2-81 to 28-2-81
9.	Health Dept.	Do.	Commissioner, Oulgart Commune, Pondicherry.	16-1-81 to 31-1-81 1-3-81 to 10-3-81
10.	District Industries Centre	Do.	Deputy Tahsildar, Villianur	17-12-80 to 31-12-80 1-2-81 to 28-2-81
11.	Bureau of Economics & Statistics	Do	Do.	1-1-81 to 15-1-81 16-2-81 to 28-2-81
12.	Electricity Dept.	Do.	Do.	16-1-81 to 31-1-81 1-3-81 to 10-3-81
13.	Agriculture Dept.	Do.	Commissioner, Municipality, Pondicherry	17-12-80 to 31-12-80 1-2-81 to 15-2-81
14.	Co-operation Dept.	Do.	Do.	1-1-81 to 15-1-81 16-2-81 to 28-2-81
15.	Town and Country Planning Dept.	Do.	Commissioner, Municipality, Pondicherry.	16-1-81 to 31-1-81 1-3-81 to 10-3-81
16.	Labour Dept.	Do.	Shri Veeraraghavan, Dy. Tahsildar (Headquarters), Pondicherry.	17-12-80 to 31-12-80 1-2-81 to 15-2-81
17.	Port Dept.	Do.	Do.	1-1-81 to 15-1-81 16-2-81 to 28-2-81
18.	Education Dept.	Do.	Do.	16-1-81 to 31-1-81 1-3-81 to 10-3-81
19.	Commercial Taxes Dept.	Do.	Revenue Officer, Office of the Deputy Collector (Revenue), Pondicherry.	17-12-80 to 31-12-80 1-2-81 to 15-2-81
20.	Pay and Accounts Office	Do.	Do.	1-1-81 to 15-1-81 16-2-81 to 28-2-81
21.	Commercial Taxes Dept.	Do.	Do.	16-1-81 to 31-1-81 1-3-81 to 10-3-81

ANNEXURE 31

D.O. No. D-29012/03/79-RG(ptg.)-19598

Government of India

Ministry of Home Affairs

Office of the Registrar General, India

V. P. PANDEY,
Dy. REGISTRAR GENERAL.

2/A, Mansingh Road,
New Delhi-110011, the 24 SEP 1979.

Dear Shri Samy,

Requisition for the printing of various schedules proposed to be canvassed during 1981 Census is to be sent to the Director of Printing, Nirman Bhavan, New Delhi for their printing in *various regional languages*. The requirements for your States for each form and instruction booklets with *languagewise* breakup has been worked out as follows:

Name of the Form		Language			
		Malayalam	Tamil	Telugu	English
1. Individual Slip	A	44,853	617,900	10,992	67,505
	T	8,520	117,369	2,088	12,823
2. Household Schedule	A	8,971	123,580	2,198	13,501
	T	1,704	23,474	418	2,564
3. Houselist	A	1,216	22,345	398	2,441
	T	141	2,609	46	284
4. Abridged Houselist	A	1,014	18,621	331	2,034
5. Houselist Abstract	A	160	2,200	40	240
6. Enumerator's Abstract	A	160	2,200	40	240
7. Notional Map/Layout Sketch	A	304	5,586	100	610
Instruction Booklets for filling up					
8. Individual Slip: Household Schedule	A	71	1,304	23	142
9. Houselist	A	80	1,100	20	120
10. Training Manual	A	71	1,304	23	142
11. Supervisor Manual	A	16	298	5	33

A—Actual Census (Schedule in Black Ink)

T—Training (Schedule in Red Ink).

Please confirm by return of post that the above estimates worked out will be adequate.

Shri P. L. Samy,
Director of Census Operations,
Pondicherry.

Yours sincerely,

Sd/-
(V. P. PANDEY)

Method for estimation of total form requirement for 1981 Census

A. Individual Slip

It has been based on projected population as on 1st March, 1981 with an addition of 25% margin to cover wastage & emergency requirements.

B. Household Schedule

The total projected population for 1981 has been divided by 5 (average size of a household). This number has further been raised by 25% to cover wastage and for emergency requirements.

C. Houselist

The total projected population for 1981 has been divided by 5 to get estimated no. of households. 1971 Census houses used as 'non-dwellings' and 'vacant' have been inflated by 25% and added to estimated no. of households to give total no. of entries for Houselisting. The total no. of entries have been further enhanced by 45% to provide for multiple entries, blank entries and rapid growth of construction activities. Total no. of entries have been divided by 20 (number of lines in one form) to get estimated no. of forms which has been inflated by 20% to cover wastage, emergency requirements and for use of officers. Since the houselist is to be prepared in duplicate, the estimates thus worked out have been doubled.

D. Abridged Houselist

Since the Abridged Houselist will only indicate each Census house irrespective of multiple uses of Census house. So its quantity has been fixed at 83.33 per cent of Houselist.

E. Houselist Abstract

The work load for each enumerator has been fixed at 250 units for houselisting as 25% of the Houses in 1971 Census were found to be 'non-dwelling' and 'vacant'. As abstract has to match houselist, the number has been fixed equal to the number of the Houselist.

F. Enumerator Abstract

The no. has been worked out on the basis of 5 copies of abstract for each enumerator to provide for all eventualities.

G. Instructions booklets for filling up individual slip & Household Schedule

On an average 670 persons for an enumerator has been taken for enumeration, taking into consideration 150 households in rural area and 120 households in urban area. This no. has been raised by 20% to provide for supervisors. Further 55% has been provided for District Officers, Charge Officers and also Officers at Head Quarters, emergency requirements, etc.

H. Instructions booklets for filling up Houselist and Houselist Abstract

The no. has been estimated equal to Enumerators plus Supervisors and other 30% has been provided for District Officers, Charge Officers and also Officers at Head Quarters, wastage and emergency requirements, etc.

I. Training Manual

This has been estimated to equal to the no. of Instruction booklets for filling Individual Slip and Household Schedule.

J. Supervisor Manual

The number of Supervisor Manual has been estimated equal to 1/5th of the number of enumerators inflated by 50% to provide for District Officers, Charge Officers and also Officers at Head Quarters, wastage and emergency requirements, etc.

K. Notional Map

There would be six maps per block taking into consideration both the operations.

ANNEXURE 32

Thiru P. L. SAMY, I.A.S.,
Director of Census Operations,
Pondicherry.

Government of India,
Ministry of Home Affairs,
Office of the Director of
Census Operations,
Pondicherry.

D.O. No. 4766

Dated: 27-9-79.

Dear Sir,

Please refer to your D.O. No. D-29012/G3/79-RO (ptg) 19598 dated 24-9-79 requiring confirmation of requirement of Census schedules proposed to be canvassed during 1981 Census in the Union Territory of Pondicherry.

I append a statement of the requirements for this Union Territory. The houselist abstract forms may please be provided on the basis of lines available in the form and with reference to the supply of houselist forms.

With kind regards,

Yours sincerely,

Sd/-

(P. L. SAMY)

To

Sri V. P. Pandey,
Deputy Registrar General,
Office of the Registrar General, India,
2/A, Mansingh Road,
New Delhi-110011.

Sl. No.	Name of form	Actual Training	Language			
			Malayalam	Tamil	Telugu	English
1.	Individual Slip	A	44,853	715,488	13,488	77,400
		T	8,520	143,097	2,697	15,423
2.	Household Schedule	A	8,971	137,374	2,590	14,893
		T	1,704	27,475	518	2,969
3.	Houselist	A	1,216	22,345	434	2,441
		T	240	4,037	87	435
4.	Abridged Houselist	A	1,014	18,621	336	2,034
5.	Houselist Abstract	A	Method indicated at "E" is not clear. May please be provided on the basis of lines available in the form and with reference to houselist requirement. In the statement communicated the no. of Enumerators abstract proposed has been repeated for this column also.			
6.	Enumerator's abstract	A	160	2,325	48	253
7.	Notional Map/Layout sketch	A	304	5,586	100	610
	Instuctions boolets for filling up					
8.	Individual slip Household schedule	A	71	1,304	30	150
9.	Houselist	A	80	1,100	30	130
10.	Training Manual	A	71	1,304	30	150
11.	Supervisor Manual	A	20	298	8	34

ANNEXURE 33

Statement of supplies received, distribution made and finally disposed materials in respect of 1981 *Census (Training)*

Sl. No.	Nature of material received	Training Schedules/Forms/Booklets		
		Supply received Nos.	Distribution made to Census field establishments Nos.	Final disposal after work as bits. Nos.
1	2	3	4	5
1.	Notional map/Layout sketch	2,100	2,100	..
2.	Houselist form	5,300	3,258	2,042
3.	Houselist abstract	4,300	2,240	2,060
4.	Enterprise list	700	240	460
5.	Abridged houselist	2,275	2,275	..
6.	Household schedule			
	Pad of 25 schedules	2,400	2,045	355
	Pad of 10 schedules	450	124	326
7.	Individual slip			
	Pad of 50 leaves	4,350	1,932	2,418
	Pad of 25 leaves	950	619	331
8.	Enumerator's abstract	4,100	4,100	..
9.	Enumerator's working sheet	700	700	..
10.	Enumerator's grand total working sheet	200	200	..

ANNEXURE 34

Statement of supplies received, distribution made and finally disposed materials in respect of 1981 *Census (Actual)*

Sl. No.	Nature of material received	Actual Schedules/Forms/Booklets		
		Supply received Nos.	Distribution made to Census field establishments Nos.	Final disposal after work as bits Nos.
1	2	3	4	5
1.	Wall poster	500	500	..
2.	Appointment order and Identity card (Enumerator)	1,300	953	See Sl. No. 13 below
3.	Appointment order and Identity card (Supervisor)	325	172	See Sl. No. 14 below
4.	Instruction booklet to Enumerators for filling up the Houselist	1,825	1,510	315
5.	Notional map/Layout sketch	7,650	7,650	..
6.	Houselist form	35,000	30,590	4,410
7.	Houselist abstract	7,100	4,108	2,992
8.	Guides	1,200	1,200	..
9.	Instruction booklet to Enumerators for filling up the Enterpriselist.	690	445	245
10.	Enterpriselist form	15,500	10,774	4,726
11.	Enterpriselist abstract	3,110	2,900	210
12.	12th population growth of Census	1,400	1,350	50
13.	Appointment order and Identity card (Enumertor)	1,200	953	312 (Includes disposal of items printed for Sl. No. 2)

1	2	3	4	5
14.	Enumerator's Badge	1,200	953	..
15.	Appointment order and Identity card (Supervisor)	350	172	77 (Includes disposal of items printed for Sl. No. 3)
16.	Supervisor's Badge	350	172	..
17.	List of Scheduled Castes and Tribes	1,600	1,400	200
18.	Instruction booklet for filling up the Household schedule and Individual count.	3,500	3,217	283
19.	Additional Instruction booklet for filling up the Household schedule and Individual slip.	100	65	35
20.	Supervisor's manual	348	343	5
21.	Abridged Houselist	6,500	3,041	3,459
22.	Continuation sheet for Section 2	2,330	2,330	..
23.	Continuation sheet for Section 3	2,330	2,330	..
24.	Household schedule			
	Pad of 25 schedules	18,000	13,074	4,926
	Pad of 10 schedules	5,200	3,385	1,815
25.	Individual slip			
	Pad of 50 leaves	15,800	11,494	4,306
	Pad of 25 leaves	5,600	3,200	2,400
26.	Enumerator's abstract	11,650	11,650	..
27.	Supervisor's circle abstract	100	100	..
28.	Degree holder and technical personnel form	45,100	12,265	32,835
29.	Enumerator's working sheet	13,300	13,019	281
30.	Enumerator's grand total working sheet	300	205	95

ANNEXURE 35

P. PADMANABHA

D.O. No. D-28011/2/81-Ad.III
Government of India
Ministry of Home Affairs
The Registrar General, India,
2-A, Mansingh Road,
New Delhi-110 011.

June 5, 1981 -8 JUN 1981.

My Dear Samy,

At the recent conference of Directors certain points were raised regarding the destruction of blank schedules and the filled in Houselists. In the annexure to this letter the procedure to be followed in each case is indicated in detail. Please ensure that this procedure is followed meticulously. In particular, with regard to the blank schedules it must be ensured that these are torn into bits in case shredding is not adopted. As explained at the conference, even though these are blank schedules their disposal as such would invite public criticism including uninformed statements that there has been under-enumeration, under-coverage, etc. Also, as mentioned in the instructions, the destruction of records would have to be under the overall control of a senior level officer whose responsibility will be to ensure that the instructions are followed.

Please acknowledge receipt.

Yours sincerely,
Sd/-
(P. PADMANABHA)

Encl. : as above
Shri P. L. Samy,
Director of Census Operations,
Pondicherry.

Annexure

Disposal of unused forms

The unused forms consist of blank Houselists, Enterprise Lists, Individual Slips (red, black and blue) and Household Schedules (red and black). The following procedure will be adopted for disposal of these schedules:

(a) The Blank forms will be disposed of by calling for quotations.

(b) Disposal will be only by shredding or pulping. In case the material is pulped it would have to be torn initially.

(c) An account will be kept of the quantity destroyed or disposed of as the case may be and will be forwarded to the office of the Registrar General, India, ultimately.

(d) The pulping or shredding will be under the personal supervision of a gazetted officer preferably. In any case, personal responsibility will be assigned to the officer concerned by the DCO.

It must be ensured that there is no confusion in this matter and that no filled in schedules are disposed of in this manner by mistake.

It must be ensured that 100 pads of Individual Slips of all the three colours (two colours in the case of those where only sample slip was canvassed) and 100 books of the Household schedules and 100 copies of Houselist and Enterprise List are maintained for reference during the intercensal period.

Filled-in Houselist

At present the Houselists are in two copies, one of which is at the charge level and the other at Directorate level. The latter is the one which has been used for editing/coding and is being processed. It is necessary to maintain the Houselist for official use, intercensal surveys, etc. Therefore, the procedure with regard to the Houselists will be as follows:

(a) The copy of the Houselist at the Directorate level will, after data entry is over, be returned by the DDE Stations to the Directorates concerned and will be retained in the Directorate chargewise and within a charge arranged by block in the usual manner. These will be retained till further instructions.

(b) The second copy of the Houselist at the charge level must be destroyed. The Directors may issue instructions that these will be destroyed by the Charge Officers in an identical manner as specified in the case of the blank schedules, and the Charge Officers must be requested to furnish a certificate accordingly. It should be ensured that this is done to avoid these being used for verification of ration cards etc. as is happening in a few cases.

(c) Charge Officers must also be instructed to destroy under certification, compilation sheets of charge totals and similar material so that improper use of provisional data is not made.

Important

It may be noted that at the Regional Tabulation Offices, various records are available. In particular, of these, the charge registers, the Abridged Houselist and the Notional Maps and Layout Sketches should be preserved until further instructions. These will doubtless be arranged in terms of blocks and aggregated by charges separately for the rural and urban. In this connection your reference is invited to Circular No. 16 relating to management of records at various levels. In that circular the manner in which the Notional Maps, Layout Sketches and the Abridged Houselist have to be maintained has been indicated. These records may be maintained in the manner specified therein in order to ensure their preservation and availability during the intercensal period.

ANNEXURE 36

Grams: CENSUSPONDY
Phone Off 4082 & 3573
Res 4080

D.O. No. 7131/*Census*/*Estt*/81/682
Government of India
Ministry of Home Affairs

Office of the Director
of Census Operations.
Pondicherry-605 001.
Dated: 17-7-81.

P.L. SAMY, I.A.S.,
Director of Census Operations.

Dear Sir.

Please refer to your D.O. No. D.28011/2/81-Ad.III, dated 8-6-81 on disposal of blank schedules.

2. A list of items which have been disposed is enclosed.

3. The instructions contained in the letter have been scrupulously observed. The disposal has been done only by shredding and after calling for quotations and accepting the one advantageous to the government. The highest rate quoted was Rs. 1.05 per kg. inclusive of cutting cost and the lot weighed 1075 kgs. The sale process of Rs. 1128.75 and sales tax (extra) at 3% of Rs. 33.90 realised on 17-7-81 have been remitted into government account vide chalan No. 7/81-82 dated 17-7-81 and chalan No. 8/81-82 dated 17-7-81 with credits to heads of accounts "65-Other Administrative services—Census—Miscellaneous—Receipt", and "40-Sales Tax Receipt under the State Sales Tax Act—(i) Tax Collections".

With regards

Yours sincerely,
Sd/-
(P. L. SAMY)

Encl.: As above.

To
Shri P. Padmanabha, I.A.S.,
Registrar General, India.
2/A. Mansingh Road,
New Delhi—110 011.

List of Census **1981** *Materials to be Disposed of*

1.	Instruction Booklet for Houselist	(English)	210 Nos.
2.	Instruction Booklet Individual count	,,	10 Nos.
3.	House List Form (red)	,,	545 Nos.
4.	Enterprise list Abstract	,,	210
5.	Houselist Abstract (red)	,,	60
6.	Houselist Abstract (black)	,,	50
7.	Abridged Houselist	,,	
8.	Abridged Houselist (red)	,,	
9.	Enumerators Abstract form	,,	
10.	Enumerators Identity card	,,	312
11.	Supervisors Identity Card	,,	77
12.	Instructions Book for Individual count	,,	238
13.	Individual Slip-50 leaves	,,	1,700
14.	Individual Slip (red)	,,	590
15.	Household Schedule-50 leaves (black)	,,	95
16.	Household Schedule-50 leaves (red)	,,	30
17.	Working Sheet	,,	—
18.	Schedule Caste list	,,	200
19.	Degree holder card	,,	32,835
20.	Notional map and layout sketch	,,	—
21.	12th Population growth of census	,,	50
22.	Household Schedule (red)	Tamil	355
23.	Household schedule (black) 25 leaves	,,	597
24.	Household Schedule (black) 10 leaves	,,	510
25.	Individual Slip-50 leaves (red)	,,	1,778
26.	Individual slip-25 leaves (red)	,,	291
27.	Instruction booklet for supervisor	,,	91
28.	Instruction booklet for houselist	,,	75
29.	Instruction form for houselist and Enterprise list	,,	245
30.	Individual slip-50 leaves (blue)	,,	2,100
31.	Individual slip 25 leaves	,,	2,203
32.	Houselist form (red)	,,	1,297
33.	Houselist form(black)	,,	2,960
34.	Houselist abstract (red)	,,	2,000
35.	Houselist abstract (black)	,,	187
36.	Abridged Houselist form	,,	2,951
37.	Enterprise list form	Tamil	
38.	Individual slip-50 leaves (red)	Malayalam	50
39.	Working Sheet	Tamil	56
40.	Individual slip-50 leaves (blue)	Malayalam	450
41.	Household schedule -25 leaves (black)	,,	175
42.	Household schedule-10 leaves (black)	,,	50
43.	Household schedule (red)	,,	50
44.	Individual slip -25 leaves	,,	100
45.	Instruction booklet for houselist	,,	30
46.	Instruction Booklet for Individual count	,,	35
47.	Working Sheet	,,	50
48.	Grand Total working sheet	,,	95
49.	Houselist forms (black)	,,	950
50.	Houselist forms (red)	,,	200
51.	Enterprise list form (black)	,,	800
52.	Enterprise list forms (red)	,,	460
53.	Abridged Houselist (black)	,,	343
54.	Houselist Abstract	,,	10
55.	SuperviorsManual books	,,	5
56.	Additional Instruction Booklet to Enumerators	,,	35
57.	Houselist form (black)	Telugu	500
58.	Houselist form (red)	,,	1,650
59.	Houselist Abstract (black)	,,	2,750
60.	Working Sheet	,,	275
61.	Abridged Houselist	,,	165
62.	Household Schedule-25 leaves (black)	,,	4,154
63.	Household Schedule-10 leaves (black)	,,	1,255
64.	Household schedule (red)	,,	276
65.	Individual slip-50 leaves (blue)	,,	56
66.	Individual slip-25 leaves (blue)	,,	97
67.	Individual slip (red)	,,	40
68.	Working sheet	,,	175

ANNEXURE 37

Registered
1981-CENSUS IMMEDIAT
18 Jun 19

P. PADMANABHA

D.O. No. 1/1/79-MAP
Government of India,
Ministry of Home Affiars,
The Registrar General, India
Kotah House Annexe,
2-A, *Mansingh* Road,
New Delhi-110 011.

CENSUS OF INDIA 1981—*CIRCULAR No.* 19

Subject:—Preparation of District and Tahsil/police station/CD Block/Circle maps for District Census Hand Books 1981 Census.

My dear

This circular incorporates instructions regarding preparation of district maps for the District Census Hand Books (DCHB) which are proposed to be produced, as was done before, in connection with the 1981 census. The instructions refer to the preparation of these maps at the district level and the level of the tehsil/police Station/CD/Block/Circle. In this circular wherever a reference is made only to a tehsil it should be regard as a reference to the corresponding levels in the State concerned, by whatever name these are called, namely tehsil/taluk/police station/CD Block Circle.

Instructions have been issued earlier on this matter before the conference of the Directors of Census Operations held at Mysore in January, 1980. The matter was also discussed at this conference. Based on these discussions and the earlier correspondence, this circular incorporates the general instructions regarding this matter which may please be followed.

Scale of Map

While it would have been desirable to have adopted a uniform range of scales, it is appreciated that this would be extremely difficult, taking into consideration, the varying sizes of tehsils/districts etc. Therefore, the maps may be presented in varying scales as was done at the 1971 census, depending on the local circumstances in each state. However, it would be desirable that the scales of the maps are suitably adjusted within some broad ranges so that too many folds are avoided in the publication.

The maps are expected to enhance the utility of the census maps for data analysis and reference by the users. All such categories of information must be depicted by the specified standard legands and symbols with recommended U.N.O. pen numbers as indicated in Annexes 1 and 3.

The boundaries of the districts and the tehsils as also the name, spellings and location of the district and tehsil headquarters respectively should be certified by the State/UT Governments. This authentication will have to be made on the district and tehsil maps prepared in your office by the appropriate revenue authority on the level concerned. This would mean that in the case of the district maps the certification would have to be by the Deputy Commissioner/Collector/District Magistrate while at the tehsil level the certification would have to be by the Tehsildar/Mamlatdar/Anchal Adhikari or appropriate revenue authority as the case may be. It is sufficient if this certification is available on one copy of the map of the district or tehsil and this authenticated copy may be retained by you in your office for future reference. I need hardly mention that authentication or certification would imply that the seal of the authority is put on the map.

The preparation of the maps for publication will be based on the authentic map referred to above.

It must be emphasised that in the case of those distric and tehsils which have an international boundary or whic lie on the coast line, the maps as authenticated by the ap propriate authority will have to be further vetted for whic purpose these maps may be forwarded in original to th Asstt. Registrar General (Map) of this office. For inform tion it may be mentioned that these maps would requi clearance from the survey of India before publication an therefore, these are to be sent to us for processing with th Survey of India.

These instructions with reference to districts and tehsi that lie on the international border or the coast line a extremely important and may be particularly noted. Aft they are processed with the Survey of India and other con petent authorities these will be returned to the Directors Census Operations concerned for further reproduction.

District Maps

The District Maps will contain the following information

(i) District boundary and location of headquarters.
(ii) Tehsil boundaries and location of headquarters.
(iii) National highway, state highway with numbers.
(iv) Important metalled roads.
(v) Railway line—broad gauge, metre gauge and narro gauge.
(vi) River and streams.
(viii) Water features—tank—natural, artifical embanl ment/bund.
(ix) Post and telegraph offices, combined units.
(x) Degree college and technical institution.
(xi) Dak Bungalow, Rest house, Travelling bungalow et by abbreviations.

The indication of roads on district map as given in th Annexe 1 will be according to the alignment shown in th Survey of India Road Map, scale 1:2.5 M (1. cm-25. Kn 1977 edition. This edition is the latest one. A copy of this ma may be obtained from the local scales office of the Survey India. In case of difficulty please contact this office. No roa other than those shown on the Survey of India map shoul appear on the district/tehsil etc. maps.

In the Survey of India map referred to above, the classific tion of roads, it will be noted, does not contain a specif reference to State highways and "important metalled roads as such. These have been grouped under "roads accordir

to importance" while National highways, of course, have been shown independently. In the statement below we have indicated the classification according to the Survey of India map and the road classifications which we are recommending for our maps. The information with regard to State highways and important metalled roads as also roads which have to be shown in the tehsil maps would have to be obtained from the State Government authorities concerned and incorporated in the map. It may be mentioned that we are also independently verifying from the Director General, Road Development, Ministry of Shipping and Transport (Road Wing) to ensure that basic changes have not taken place in certain National and State highways. If such changes are noticed, these will be communicated to the Directors.

Survey of India 1:2.5 M Road map Classification	Road classification as recommended for DCH maps	
1. All weather motorable National Highways	1. National Highways	
Others—according to importance.	2. State Highways	As per symbol for Distt. map.
	3. Important metalled roads (including District roads).	
2. Motorable in fair weather.	4. Unmetalled and other roads.	As per symbol of Tehsil, Taluk etc. map.
	(Roads at S. No. 1—3 will be common in District and Tehsil and roads at Sl. No. 4 will be additional in the Tehsil maps.)	

If there is any doubt on this matter or if any departure from these general instructions with regard to representation of roads is found necessary in individual cases, these should be referred to the Asstt. Registrar General (Map).

It may also be noted that the ARG (Map) will be shortly forwarding to the Directors a list of roads which must not be shown on the district or other maps. It need hardly be mentioned that this information, when received should be treated as confidential.

The representation of the categories of railway lines should confirm to the Railway Map-scale I:3.5 M brought out by the Survey of India, Dehra Dun. A copy can be procured for reference.

As the maps will be on a reasonably small scale in the DCHB, the representation of rivers and streams may be limited to important ones. At points, mark by an arrow the flow of rivers and streams along the single lines depicting these or in mid-streams at convenient places in case of double line (major rivers).

Water features would normally refer only to natural or artificial tanks of fairly large size and importance. This will be shown on the map in the manner depicted in the Annexes to this circular. It must be noted that embankments or bunds may also be indicated but these embankments or bunds which are close to international borders should not be shown. It must also be mentioned that irrigation projects and large water reservoirs which supply water to major industrial centres will not be depicted on the maps. In this connection your reference is invited to the letter No. F-7(15)/65/D(GS III) dated 6 July 1966 (copy enclosed) from Ministry of Defence, New Delhi to Surveyor General of India, Dehra Dun which was sent to your office with this office letter No. 1/2/72-Map dated 28-4-1972.

On the district map the location of villages having a population of 5,000 and above with name may be shown by a dot. In the thinly populated areas such as Sikkim, Arunachal Pradesh, Nagaland, Mizoram, Himachal Pradesh or parts of Rajasthan, etc., the depiction may be of villages of 1,000 population or more.

The population of urban areas may be shown by five pie circles as indicated in Annex I depending on the size class of urban areas.

Tehsil Maps

The tehsil maps are primarily meant to provide information regarding location of villages, by population size, the village boundaries and urban spread with depiction of some of the more important infrastructure facilities available. In this map, as will be seen from Annexe 4 to this circular, the location code of the villages will have to be indicated, the villages themselves being depicted in terms of population size. The symbols which are to be used in the case of these maps are also indicated in Annexe 3.

The spread of the urban areas will be marked on these maps by hatching and the location code number of the urban area will be indicated within the spread.

The tehsil maps will contain the information indicated in Annexe 3 and will include the following:

(i) Boundary of Tehsil and location of tehsil headquarters.

(ii) Villages with location code number.

(iii) Forest—Reserved.

(iv) Villages with population size.

(v) Uninhabited villages with location code.

(vi) Urban area with location code by Roman numerals.

(vii) Roads, railways and water features.

(viii) Service facilities such as post/telegraph offices, Higher Secondary Schools, Hospitals, etc. and important village market/Hats and aMndies.

In drawing the boundaries of the tehsil, it will be evident that the boundaries symbols mentioned as appropriate for the district maps may have to be adopted in some cases depending on the location of the tehsil. For instance, if a tehsil has an international boundary or a State boundary, the corresponding symbol as given in the district map will have to be adopted for that portion of the boundary which is along the international border or State border.

The population size of the village will be reflected in tehsil map as will be clear from the symbol suggested.

On the tehsil map the spread of the reserved forest will be shown by the symbol as prescribed with the name of the particular reserved forest. The boundary and name of the reserved forest will be according to that indicated by the Chief Conservator of forests of the particular State/UT. No other class of forest need be shown on the tehsil map.

The representation of roads and railways will be the same as specified in the case of the districts. In addition, the tehsil map may indicate important unmetalled and other roads but alignment should conform to the State Government's sources. A check may also be made with the Road map of India if necessary.

Only important water features, embankmants, ponds/lakes, etc. need be depicted with the same precautions as mentioned in the case of the district map.

General points

On the district and tehsil maps it is proposed to have only one type of inset maps. It is not proposed to crowed the maps with too many insets as did happen in a few cases earlier. The inset map on the district or tehsil map concerned will refer to only additions or loss of territory. In the case of a district map the inset map will show loss or gain of territory in the case of district concerned by an inset map. This will be shown in the following manner:

(a) If the district has lost a complete tehsil or a part of a tehsil, the inset map will indicate the district boundary as it existed in 1971 and the area lost will be shaded.

(b) If the district has gained territory, the inset map will depict the boundary of this district as in 1981 but the portions which have been added to it between 1971 and 1981 will be shaded. In effect, therefore, the non-shaded portion of the inset map will represent the district as it existed in 1971.

(c) A district which is being depicted might be a totally new district made up by incorporating tehsils from neighbouring districts. In such a case, the inset map will be a more reflection on a smaller scale of the 1981 situation and the entire inset map will be shaded indicating that there have been additions to make up this complete district.

It will be noted that the loss or gain in the case of a district would be reflected as a gain or loss in the case of the district in which such changes have taken place. In particular, it may be noted that in the case of a new district, the loss of territory in the case of the districts concerned will be reflected in the inset maps of those districts.

In the case of tehsil maps also, a similar inset map would be necessary. The same principles would apply in this case also. However, it may be noted that in the inset map in the case of the tehsil maps, what is being referred to are transfer of villages.

The model maps have been enclosed for information.

Please acknowledge receipt.

Yours sincerely,

(P. PADMANABHA)

Encl: Five spare copies.

Shri

Director of Census Operations.

COPY

Letter No. F-7(15)/65/D(GS III) dated 6th July, 1966 from the Ministry of Defence, New Delhi to the Surveyor General of India, Dehradun.

Subject:—Elimination/camouflaging of vital places in the Survey of India Maps:—Restriction on sale, publication and Distribution of Maps.

I am directed to refer to the correspondence ending with your letter No. TS-1143/1534-A, dated the 4th June, 1966, on the above subject and to say that the list furnished to you in 1954 and 1955 may continue to be treated as valid. However while making any additions to these lists, the general criteria should be followed, which lay down that non-military installations of security importance would be of the following kinds:—

(a) Important powers stations.

(b) Large water reservoirs for supplying major industrial centres.

(c) Petrol and oil tanks and oil refineries.

(d) Civil dockyards.

(e) Important Dams.

(f) Important industries capable of being converted at a short notice to the production of war-material or equipment.

(g) Important railway yards and workshops.

(h) All steel and Heavy machinery Factories.

(i) Petroleum oil and lubricants installations.

(j) Ship Building Yards.

(k) Aircraft Building and Repair Workshops and

(l) All installations under the control of the Department of Atomic Energy.

2. As regards military installations, the question of depicting them in maps for open circulation does not arise.

ANNEXURE 38

P. PADMANABHA

D.O. No. 15/2/80-Map
The Registrar General, India
Ministry of Home Affairs
2/A, Mansingh Road,
Government of India
New Delhi-110 011.

21 NOV 1980

CENSUS OF INDIA 1981—*CIRCULAR No.* 27

Subject:—Preparation of Standard Urban Area Maps—1981 Census.

My dear Samy,

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 landscope 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 long use pattern within the boundary of an urban area but will also reflect the nature of urbanisation trend within the SUA boundary. It is possible that in a few SUAs there may be significant areas under plantations and orchards and in some cases the SUA boundary may end at the margin of a forest (reserved or unreserved). These should also be reflected in the maps. There may be areas under scrub, small or large in extent, within SUA limits which needs identification with characteristic symbols. Water bodies, such as rivers, tributaries and tanks, etc., which are encompassed by the SUA are to be shown with definite design on the SUA maps.

4. For compilation of SUA maps in the above perspective it is felt that a scale map of 1:50,000 (1 cm — 500 m or approximately 1"—1" mile) may be helpful to initially work out the details at the compilation stage which could be conveniently reproduced in an appropriate manner in the demi-quarto size of the publication. In processing such maps, the boundary symbology of international, State/Union Territories/districts is to be given 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. O by dash lines. A distrinct 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 projert is being implemented, for determining the SUA boundaries and their components—rural as well as urban—if an outline map in 1:50,000 scale, as referred to above, serves as an appropriate base map. This map can be used for plotting the rural components, urban built up, transportation 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 aligiments of forest, scrubs plantations, etc., could be compiled quickly from the latest maps and aerial 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.

Yours sincerely,

Sd/
(P. PADMANABHA)

ANNEXURE 39

1981-Census
immediate

No. 2/3/79-SS

Government of India

Ministry of Home Affairs

OFFICE OF THE REGISTRAR GENERAL, INDIA

Kotah House Annexe,
2/A, MansinghRoad,
New Delhi—110 011.

February 5, 1979.

CENSUS OF INDIA 1981—*Circular No.* 1

Subject:—Classification of Rural and Urban Units—1981 Census.

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

2. It has been the tradition of the Indian Census to present Census data for rural and urban areas separately. In fact, in all the censuses throughout the world this classification of census data into rural and urban units is generally recognised and data presented accordingly. But the distinction between rural and urban is not yet amenable to a single definition which would be applicable to all countries. We have given considerable importance to the definition or criteria to be applied for qualification of an area as urban. One view laid equal emphasis to all aspects other than demographic for classification of an area as urban. Accordingly, we considered whether in addition to the usual demographic characteristics the level of infrastructural facilities in an area should also be a 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 infrastructuarl 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., simplyfying the present criteria, the censuses 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, contonment board or notified town area committee etc.

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

(i) A minimum population of 5,000;

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

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

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

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

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

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

States. In such cases, a specific reference may be made to this office for a decision whether such a place should be treated as urban or not.

7. It may be emphasised 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 this if results in new places having to be included which were over-looked in 1971, these must be classified as urban areas. The detailed data of area and population from which the density can be derived and the composition of the working force for each rural and urban unit provided at the 1971 Census will make it easier for you to apply the criteria laid down above and determine the urban status more accurately.

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

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

10. Normally, all places which are district headquarters should be classifiable as urban on the basis of the criteria indicated here. However, there may be some district headquarters which cannot be classified as urban since they may not satisfy the criteria. The criteria being referred to here specifically related to the demographic criteria of population size and proportion of workers. Because it may be generally desirable to classify all district headquarters places as urban we would now have to take a view regarding such places which are district headquarters but not classifiable under the criteria referred to. You are requested to review the status of all district headquarters places and refer to this office the cases of those district headquarters which cannot be classified as urban under these criteria. Since this is in fact a special case, details of such places will also have to be indicated, preferably separately in the enclosed proforma No. I. With regard to such places the fact that these are not urban but are district headquarters places must be brought out clearly.

11. It is recognised that if these criteria are applied strictly, there would possibly be a spurt in the urban population in 1981 Census since many areas which were not treated as urban during 1971 Census will be classified as urban. The actual decedal 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. To 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 & 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.

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

Sd/-

(P. PADMANABHA)

Registrar General, India.

PROFORMA I

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

Name of State.....

Sl. No.	District	Tehsil/ Taluk/ Thana/ Anchal/ P.S./ Block/ Island	Location code (Village)	Name of Village	1971 Area		1971 Population			Total male working population	Non-agri-cultural male working population (Categories III to IX)	Density per Sq. Km.	% of Non-agri-cultural male working population to total male workers	Others Special Charact-eristics, 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.....

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

Compiled by.....

Checked by.....

ANNEXURE 40

1981—CENSUS
IMMEDIATE

No. 2/8/79-SS

Government of India

Ministry of Home Affairs

Office of the Registrar General, India

Kotah House Annexe,
2/A, Mansingh Road,
New Delhi—110 011.

September 11, 1979.

CENSUS OF INDIA 1981—*Circular No.* 6

Subject :—Classification of Rural and Urban Units—1981 Census—Circular No. 1—Clarifications thereon.

The guidelines for classifications of rural and urban units in the States/Union territories were provided in connection with the 1981 Census vide circular No. 1 issued on 5th February 1979. Some of the aspects relating to the criteria for classification of rural and urban units came up for discussion in the Conference of the Directors of Census Operations held in New Delhi from 24th to 29th August, 1979. In the light of the comments of the Directors and others the specific issues raised in regard to delineation of urban and rural areas have been reviewed again and the following decisions taken in this regard:

1. Special Projects:—

In certain areas some special projects on irrigation, power or other industrial projects have come up which cover one or more villages or part thereof. In many cases the area and the boundaries of the project are indicated in the notification authorising the project or it is possible to determine on the ground the boundaries and the total project area. In case where the area of the project is known, even if the project is of temporary nature, it should be treated as a census town provided it satisfies the demographic characteristics, referred to in para 3 (b) of the circular No. 1. If parts of a village or villages are not covered by the project area, the areas lying outside the project area could be retained in the list of the villages. If a special project area which was treated as a census town in 1971 for the first time does not satisfy the above stipulations, it may be declassified. If, however, such a project area is being treated as a census town since 1961 or earlier, it would be desirable not to declassify it. In case where a project area has been conferred a municipal or equivalent status, irrespective of its demographic characteristics, it should be treated as a town under criterian (a) para 3 of the circular No. 1.

II. District/Sub-division/Tahsil Headquarters:

(a) A District/Sub-divisional/Tehsil Headquarters should not be treated as a census town in its own rights unless it satisfies the usual demographic characteristics mentioned in para 3 (b) of the circular No. 1, or is likely to satisfy these in 1981.

(b) Those units which were treated as census towns for the first time in 1971 without satisfying the above criteria may be de-classified.

(c) All such places which have been treated as census towns since 1961 or earlier may be retained as census towns even if they do not strictly satisfy the demographic characteristics.

III. Tea Gardens

These may now be treated as villages as the occupation of tea plantations can be treated at par with agriculture or as allied agricultural activity.

IV. Treatment with reference to Industrial Category III

The industrial category III, comprising the occupation of fishing, livestock, hunting and plantations and orchards etc. may be treated as an allied agricultural activity and may not be treated as non-agricultural occupation while applying the test of occupation of the male population for the demographic characteristics for consideration of census towns. It may be noted that mining and quarrying (category IV) is to be treated as a non-agricutural occupation.

V. Marginal Cases

It has been suggested to cover under census towns all such rural units which did not fully satisfy the requisite demographic characteristics in 1971 but are likely to satisfy these in 1981 on the basis of such factors as natural population growth and development orientation, etc. It was felt that places which had a population of 4000 or thereabout in 1971 and which may be expected to cross 5000 mark by 1981, besides satisfying the other two characteristics, could be examined for considering whether these could be treated as census towns. Earlier, it had come to light that some of the places which were included in the list of census towns for 1971 urban frame on similar anticipation on the basis of 1961 data, actually failed to register a population of 5000 or above or satisfy the other two characteristics of density and occupation. It is, therefore, suggested that the places having a population of 4,000 or thereabout may not be treated as a town in a mechanical manner and each such place may be considered for treatment as a census town on merits in the light of the growth rate in the region and its development propensity. All such cases proposed by the census offices for inclusion as new census towns *will be reviewed at the headquarters.*

2. It may be *inter alia* noted that the industrial category III, comprising the occupation of fishing, livestock, hunting, plantations and orchards etc. will now not be treated as non-agricultural activities but will be treated on par with agricultural and allied activities. This modification has been accepted in view of the overwhelming consensus in the conference in its favour. As a result of the industrial category III being treated alongwith agriculture, as well as other minor modifications, there is likely to be a change in the list of rural and urban areas that might have already been com-

piled earlier in your state. You are, therefore, requested to scrutinise the list again in the light of the revised instructions and see if any change is required to be made and which of the places need to be re-classified as rural. If there are no changes in the rural-urban list sent to us earlier, we may be informed so. If the change involves only two or three units, you may send their particulars with the justification for the change suggested. However, if a number of units are affected in view of the revised instructions, you may please send us the revised particulars in prescribed proformae to facilitate scrutiny in my office. Please note that the detailed particulars of the cases falling in the five categories listed above are required for the necessary scrutiny.

3. The requisite particulars may be sent to the Assistant Registrar General (Social Studies) as early as possible.

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

Sd/-

(P. PADMANABHA)

Registrar General, India.

Important

You will doubtless make a note in your copy of Circular No. 1 that certain clarifications have been issued by this circular.

ANNEXURE 41

MINUTES OF THE MEETING OF THE PONDICHERRY REGIONAL COMMITTEE TO DISCUSS REGARDING CLASSIFICATION OF AREAS AS URBAN AND RURAL AS A PRELIMINARY EXERCISE FOR THE CENSUS HELD AT THE CHAMBER OF SECRETARY (LA) ON THE 20-9-79 AT 3.00 PM

* * * *

The Pondicherry Regional Committee Meeting was held in the Chamber of the Secretary (LA) at 3 P.M. on the 20th September 1979 to examine and classify the areas as urban and rural as per criteria laid down in U.O. No. 2/1/79-CEN-PUT/R-U dated 21-4-79 of the Director of Census Operations, Madras.

The following were present at the Meeting:—

1. Thiru Balbir Singh, I.A.S., Secreatry to Government (LA). — Chairman
2. Thiru K. Martin, Senior Town Planner, Town & Country Planning Department. — Member
3. Thiru R. Lakshmikanthan, Commissioner, Pondicherry Municipality. — Member
4. Thiru G. Britto, Asst. Statistical Officer, Bureau of Statistics & Economics. — Respresenting Thiru Muthubasavan, Director of Statistics & Economics (Member)
5. Thiru Purushothaman, Tahsildar, Revenue Department. — Representing Thiru M. Janakiraman, Deputy Secretary (Revenue) (Member)
6. Thiru A. Chinnaswamy, Commissioner, Ariankuppam Commune Panchayat. — Member
7. Thiru P. Dharmalingam, Commissioner, Oulgaret Commune Panchayat. — Member
8. Thiru Joss Bhattan, Commissioner, Mannadipet Commune Panchayat. — Member
9. Thiru A. Moris Anthony, Commissioner, Bahour Commune Panchayat. — Member
10. Thiru Sridharan, Commissioner, Nettapakkam Commune Panchayat. — Member
11. Thiru Lakshminarayanan, Commissioner, Villianur Commune Panchayat, was not present at the meeting. — Member

2. At the outset, the Secretary (LA) who is the Chairman of the Regional Committee explained that the first and important task as a prelude to the 1981 Census is the classification of areas as urban and rural. He explained the criteria laid down by the Director of Census Operations, Madras and invited the views of the members for consideration by by the Committee.

3. The Members of the Committee, keeping in view the general guidelines, agreed to classify the area within the territorial limits of Pondicherry Municipality as urban.

4. The Committee then took up for discussions the suggestions made up by the Director of Statistics & Economics, Pondicherry in his letter No. 3419/BES/79/2844 dated 13-9-79 wherein he has suggested that the villages Ariankuppam in Pondicherry region and T.R. Pattinam in Karaikal region may be included in the urban list. T.R. Pattinam was not discussed as it falls under Karaikal region, for which there is a separate Committee. The suggestion about Ariankuppam was examined. The Committee after detailed discussions decided to recommend classifying the village Ariankuppam as urban areas as the village satisfies the criteria laid down by the Director of Census Operations i.e. it has a population of 6,333; 84% of the male working population is engaged in non-agricultural pursuits and that the density of population per sq.km. is 2346 according to 1971 Census.

5. The Senior Town Planner stated that as per the Draft Pondicherry Master Plan, the planning area has been delineated keeping in view the urban growth over the last two decades and the area to be urbanised for a perspective period of 15 years. He also pointed out that Pondicherry town has expanded taking advantage of the existing infrastructural facilities and pulls exerted by various locations like JIPMER, Thattanchavady Industrial Estate, Lawspet Educational Campus, 3 major Textile mills and other Institutional uses etc. This process of urbanisation is due to migration from the rural areas. The Senior Town Planner explained that the planning area was delineated considering the physical features, the existing land use pattern, socio-economic and administrative factors and this includes the whole of Pondicherry Municipality and Oulgarat Commune Panchayat except Alankuppam and Kalapet. He therefore stated that this planning area which has been notified as per Section 8 of the Pondicherry Town & Country Planning Act, may be declared as urban area, as it includes the present urban area and future urbanisable area by 1994. The Committee agreed to the suggestions made by the Senior Town Planner to include the area of *Oulgare Commune Panchayat* (except Kalapet & Alankuppam) in the Urban list as the area has good potential of development.

6. The Commissioner, Pondicherry Municipality suggested that the village Pappanchavady and Kuppam may be declared as urban areas. These places were excluded from Mudaliarpet Commune during 1971 Census. The Secretary (LA) pointed out that since these two villages have already been included in the territorial limits of Pondicherry Municipality which in turn is recommended to be classified as urban area, there is no point in taking up these two villages separately.

7. The Senior Town Planner then suggested that the village Kurumbapet in Villianur Commune may be considered as a potential urban area. He stated that along the peripheral belt of the notified Pondicherry planning area towards the north on the Ousteri-Vazhudavur Road, there is a large concentration of industrial growth and over the last decade the following industries and institutions have developed: Sica Breweries, Anglo French Textile Loom Factory, Krishi Vigyan Kendra, Madras Roasted Gram Factory, Pondicherry Diary Farm, Pondicherry Cold Storage Unit, Pondicherry Welded Mesh, Pondicherry M. A. Metal Industry etc. This belt is also showing further prospects of industrial growth. In order to have an effective development control, Government in the year 1973 acquired an area of approximately 14 hectares of land in Kurumbapet Village to provide a housing complex for industrial workers who are commuting from and to the main town Pondicherry. Approximately 700 quarters will be built in this area for various income categories namely EIS, LIG and MIG and this will be a self-contained industrial township to be financed by HIDCO. It was felt that as there is a potential for development in this area, there is a case for justifying Kurumbapet area to be considered as an urban area although it does not fulfil the conditions laid down as at present. The Committee therefore decided to recommend as a special case for including the *village* Kurumbapet in Villianur Commune Panchayat area in the Urban List.

ANNEXURE 42

MINUTES OF THE REGIONAL COMMITTEE MEETING HELD ON 20-11-'79 REGARDING THE CLASSIFICATION OF AREAS AS URBAN AND RURAL IN KARAIKAL REGION

* * *

The Regional Committee constituted in G.O. Ms. No. 212 dated 3-9-79 of Local Administration Department, Pondicherry met at the Chamber of Administrator, Karaikal on 20-11-79 at 4.30 P.M.

The following were present:—

Tvl:— 1. B. Durassamy, Administrator, Karaikal .. Chairman
2. P. Krishnamoorthy, Deputy Collector (Rev), KKL..
3. Munshi Mohamed, Junior Town Planner, Karaikal..
4. Antoine Annasse David, Commissioner, KKL. Municipality
5. R. Azhagasundiram, Commissioner, Kot. Commune Panchayat
6. M. Nanthagopal, ,, Tirunaller ,,
7. A. Xavier Arputham, ,, Neravy ,,
8. A.V. Rajendran, ,, T.R. Pattinam ,,
9. S. Radhakrishnan, Office Manager, representing the Commissioner, Nedungadu Commune Panchayat.

* * *

After detailed discussion and taking into account the particulars given by the Director of Economics and Statistics Department, Pondicherry, in his letter No. 8419/BES/79/1844 dt. 13-9-79 addressed to the Under Secretary to Government, Local Administration Department, Pondicherry, the Committee recommends that Karaikal Municipality and T.R. Pattinam Village may be declared as Urban areas and all other places as Rural areas.

ANNEXURE 43

No. RC. A.1/2814/79

Office of The Sub-Collector

Mahe

dt. 1-11-79.

To

The Under Secretary to Govt.
Local Administration Department,
PONDICHERRY.

Sir,

Subject:—Census—Classification of areas as Urban and Rural—Setting up of Committee—Minutes of the Meeting forwarded—Reg.

Ref :—1. Letter No. 8271/D1/79/LAD dt. 24-9-79.

2. Letter No. 8271/D1/79/LAD dt. 19-10-79.

* * * *

With reference to the letters cited above, I am to state that the meeting of the regional committee constituted as per G.O. Ms. No. 212 dated 3-9-1979 was convened twice on 8-10-79 and 6-11-79 in the Sub-Collector's Chamber, Mahe and examined the matter regarding the classification of areas of Mahe region viz., Mahe, Chalakkara, Palloor and Pandakkal as urban and rural as a preliminary exercise for the next census. The main criterion prescribed for classification of areas as urban have been examined in depth. The members opined that since the Mahe region is treated as a Municipality area and the other criterion prescribed for classification of areas as Urban are also fulfilled in the case of Mahe, Palloor and Pandakkal areas, the members of the committee unanimously suggested that the whole of Mahe region may be considered as 'Urban area'.

Yours faithfully,

Sd/-

(V. MAHENDROO)
Sub Collector, Mahe.

ANNEXURE 44

MINUTES OF THE REGIONAL COMMITTEE MEETING HELD ON 14-9-1979 REGARDING CLASSIFICATION OF AREAS AS URBAN AND RURAL

Present: Tvl. 1. Uddipte Ray, Administrator, Yanam. Chairman..

2. P. Narayanasamy, Commissioner, Yanam. Member.

3. R. Santhanakrishnan, Dy. Tahsildar, Yanam. Member.

As required by the Local Administration Department in their G.O. Ms. No. 212 dated 3-9-1979, the Region-wise Committee for the Yanam Region met on 14-9-1979 under the Chairmanship of the Administrator, Yanam. The two members; Commissioner, Yanam Municipality and Dy. Tahsildar, Yanam were also present. A full scale discussion was held for classification of the areas of the region as Urban and Rural for the next Census. The Committee unanimously decided to consider the Yanam Region as Urban for the following reasons:—

(1) It has already been declared as a Municipality and as per the criterion laid down by the Registrar General, all Municipalities are to be considered as Urban.

(2) As per the criterion No. II(a) this region may be considered as urban because it has more than 5,000 population.

(3) As per the criterion No. II(c), since the density of population is more than 400 per square kilometre, this may be considered as Urban Region.

However, the region does not satisfy the criterion No. II(b) which states that atleast 75% of the male working population should be engaged in non-agricultural pursuits in order that it may be considered as an Urban Area.

But in view of the fact that other criteria are satisfied as well as the fact that the region has been declared as an Urban area during 1971-Census, the meeting decided to retain its urban classification for the coming Census as well.

Though it is a fact that there are some pockets in the region which do not satisfy any of the criteria laid down by the Registrar General, yet the Committee decided that since the entire area is very small i.e. 20 sq. kms. it would not be expedient to classify the different pockets as Urban and Rural within such a small area. Hence, the Committee decided that the Region may be classified as Urban and this may be intimated to the Government.

ANNEXURE 45

MINUTES OF THE FINAL MEETING OF THE STATE LEVEL COMMITTEE TO DISCUSS REGARDING THE CLASSIFICATION OF AREAS AS URBAN AND RURAL AS A PRELIMINARY EXERCISE FOR THE CENSUS 1981 HELD AT THE CHAMBER OF CHIEF SECRETARY ON 27th 1980 AT 4 P.M.

* * *

The State Level Committee Meeting was held in the Chamber of Chief Secretary at 4.00 P.M. on the 27th March, 1980 to exercise and classify the areas as Urban and Rural as per criteria laid down in D.O. No. 2/1/79/CEN-PUT/R-U dated 21-4-79 of the Director of Census Operations, Madras.

The following were present at the Meeting:—

Tvl:—

1. P.V. JAIKRISHNAN, I.A.S.
   Chief Secretary to Government — Chairman
2. P.L. SAMY, I.A.S.
   Revenue Secretary-cum-Collector. — Member
3. PRADEEP SINGH, I.A.S.
   Development Secretary. — ,,
4. R.S. CHARI, I.A.S.
   Finance Secretary. — ,,
5. M.N. RADHAKRISHNAN,
   Superintending Engineer, P.W.D. — ,,
6. P.S. THIRUNAVUKKARASU,
   Superintending Engineer, Electricity Department. — ,,
7. K. MARTIN,
   Senior Town Planner, Town & Country Planning Dept. — ,,
8. P. MATHEVAN PILLAI,
   Director of Industries. — ,,

Tvl. Balbir Singh, I.A.S., Secretary (LA), C. Ramou, I.A.S., Secretary (Education) and A. Chandrasekhara Menon, Secretary (Law) did not attend the meeting.

2. At the outset, the Chief Secretary who is the Chairman of the State Level Committee explained that the first and important task as a prelude to the 1981 Census is the classification of area as urban and rural. He explained the criteria laid down by the Director of Census Operations, Madras and invited the views of the members for consideration by the Committee. The reports submitted by the Regional Level Committees were examined in detail by the Members.

3. The Members of the Committee, keeping in view the general guidelines, agreed to classify the area within the territorial limits of Pondicherry Municipality as urban.

4. Similarly, keeping in view of the general guidelines and based on the recommendations made by the Regional Level Committee, Karaikal, the Committee agreed to classify the area within the territorial limits of Karaikal Municipality as urban.

5. As regards Mahe region, the main criterian prescribed for classification of area as urban have been examined by the committee in depth. The Secretary, Revenue Department suggested that Mahe town only may be considered as urban and the remaining areas of Pandakkal, Palloor and Chalakkara may be considered as rural areas. This was agreed to.

6. As regards, Yanam region, the main criterion prescribed by the Director of Census Operations was examined. The Committee after brief discussions and on the suggestions made by the Regional Level Committee of Yanam, unanimously decided that the region may continue to be classified as urban.

7. The Committee next discussed the classification of the villages of Ariyankuppam and T.R. Pattinam as urban areas, has been recommended by the Regional Committee. The Committee after brief discussions felt that Ariankuppam Village and T.R. Pattinam village do not fulfil the conditions for being declared as urban areas and do not also bear urban characteristics. The Committee therefore decided to include these villages in the rural list only.

8. The Committee next considered the suggestions made by the Pondicherry Regional Level Committee for inclusion of the whole area of Oulgaret Commune Panchayat except Kalapet and Alankuppam in urban area. The Senior Town Planner stated that as per the Draft Pondicherry Master Plan, the planning area has been delineated keeping in view the urban growth over the last two decades and the area to be urbanised for a perspective period of 15 years. He also pointed out that Pondicherry town has expanded taking advantage of the existing infrastructural facilities and pulls exerted by various locations like JIPMER, Thattanchavady and PIPDIC, Industrial Estate, Lawspet Educational Compus, 3 major textile mills and other institutional uses etc. This process of urbanisation is also due to migration from the rural area. The Senior Town Planner explained that the planning areas was delineated considering the physical features the existing land use pattern, socio economic and administrative factors and this included the whole of Pondicherry Municipality and Oulgaret Commune Panchayat except Alankuppam and Kalapet. This also coincided with the Pondicherry Urban Agglomeration notified under the Urban Land Ceiling Act. The Committee after brief discussions and based on the recommendations made by the Regional Level Committee, decided to recommend the areas under Oulgaret Commune Panchayat except Kalapet and Alankuppam as urban area.

9. The Committee considered the suggestions made by the Regional Level Committee, Pondicherry for inclusion in urban list village Kurumbapet in Villianur Commune Panchayat because of its urbanisation potentials. The Committee after brief discussions agreed to classify the village Kurumbapet in Villianur Commune Panchayat as urban on the recommendations made by the Regional Committee.

ANNEXURE 46

1981—CENSUS
IMMEDIATE

D.O. No. 9/48/79-CD(Cen)
GOVERNMENT OF INDIA
MINISTRY OF HOME AFFAIRS
P. PADMANABHA . . THE REGISTRAR GENERAL, INDIA

2/A, Mansingh Road,
New Delhi-110011.
5 MAR 1980

Census of India 1981—*Circular No.* 12

Subject:—Houselisting Operations—Handling and processing of forms.

* * *

My dear Samy,

At the end of the Houselisting operations, each Enumerator will have the following documents:

a. Lay-out Sketch—one copy,

b. Notional Map—one copy,

c. Houselist forms pinned together—two sets,

d. Houselist Abstract—one set,

e. Enterprise list pinned together—one set,

f. Enterprise list Abstract—one set.

We have, in the instructions for houselisting, said that these will be handed over to the Supervisor by the Enumerator along with unfilled forms. The manner in which these forms will have to be managed is indicated here.

Each Supervisor will have to arrange the various forms referred to above relating to his supervisor's circle according to the block number and these in turn, as separate packets, will have to be given by him to his Charge Officers.

In the charge office, each of these documents will have to be separately arranged in a systematic manner according to block number and will have to be made up into separate bundles with a sheet on top of the bundle indicating the names of the State, district and charge, location code numbers upto charge level. So far as filled-in-Houselist forms are concerned, it would be necessary to arrange these two sets systematically in the order of the block numbers for the entire charge and to prepare two separate bundles.

The lay-out sketch and the Notional Map set may be retained in the charge office for the time being.

One copy of the completed houselist forms may be retained in the charge office for preparation of enumeration blocks and writing up of the charge registers, for which separate instructions have been issued under Census Circular No. 10. The other set must be sent to your office. If you would prefer to obtain these through the District Census Officers, you may issue necessary instructions, but essentially what is necessary is that one set of the entire filled-in Houselist forms, arranged chargewise and within the charge blockwise, is received in your office.

The set of Enterprise lists for the entire charge arranged blockwise within the charge, along with the set of the Enterprise List Abstract must be forwarded to the District Statistical Officer. In a few states, it is likely that the Bureau of Economics & Statistics may prefer these documents being handled by their staff at the charge level itself. If so, in such cases, the sets at the charge-level will have to be given to the officer they designate.

The Houselist Abstract will, alongwith the copy of completed Houselist forms, be sent to your office for record.

The movement of these forms and their accounting would need careful control. Necessary control sheets, forms of acknowledgement and other documentation for this purpose may be indicated by you to the Charge Officers and others concerned.

The blank forms may be prepared and packed in bundles for each charge and sent to you directly for retention, while the blank Enterprise List and Enterprise List Abstract forms may be sent by the Charge Officer to the District Statistical Officer concerned. In the case of these also, there would have to be necessary control over the number and movement.

As mentioned in the Houselisting operations, a Houselist Abstract will be prepared by each Enumerator for his block. A similar form is being adopted for preparing the Houselist Abstract at the supervisor's level, the charge level and the district level. Specimen copies of these forms are enclosed. The checking of the Abstract at the appropriate level is indicated below:—

At the Supervisor's level:—

The Supervisor should be asked to carry out the following tasks:

(a) He should check the totals of columns 3, 5 and 8 to 13 on each page of the Houselist. These totals are at the bottom line of the Houselist itself.

(b) Thereafter, he should check that these totals have been posted by the Enumertor in the correct line of the Houselist Abstract.

(c) He should check that the entries in the other columns of the Houselist Abstract have been correctly made and that the totals are correct.

(d) If there is more than one page of the Houselist Abstract, he should ensure that the totals are carried forward and that the final totals are struck at the bottom of the last page of the Houselist Abstract.

(e) After this has been done, he should fill up the 'Supervisor's Circle Houselist Abstract', the form of which is enclosed. In filling up this form, he must ensure that the location code particulars are entered correctly. In the line at the top which relates to 'Number of Enumerator's blocks in Supervisor's Cir-

cle', he will enter the total number of blocks under his circle and not the block numbers.

(f) After he has entered the totals for each of the blocks in his circle in this Circle Abstract, he will have to strike the totals of columns 3 to 16 of the Supervisor Circle Houselist Abstract. Normally, the supervisor will not be using more than one sheet of the Circle Abstract, but if he does, he will necessarily have to carry the totals forward from page to page and mark the final totals on the last sheet of the Circle Abstract.

While handing over the forms in the manner indicated earlier, the supervisor will have to hand over the copy of the Circle Abstract also.

As the Charge level

In the charge office, the Charge Houselist Abstract will have to be prepared. The Census clerk who does this work will have to carry out the following tasks:

(a) He will carry out a test check of the block totals in the Houselist Abstract and see whether the correct figures have been entered in the Supervisor's Circle Houselist Abstract. If he finds mistakes, he will have to correct these. He should check a reasonable proportion of the blocks, which you may specify.

(b) He must check the totals in the Supervisor's Circle Houselist Abstract from column 3 to 16 of each such Abstract.

(c) Having checked these totals, he will have to enter these figures in the relevant columns of the Charge Houselist Abstract which he must prepare. It will be noticed that in this Abstract, one line will be filled up for each Supervisor's circle.

(d) Having filled up the form for all the supervisor circles in the charge, he must strike the totals of columns 2 to 16 of this form

The Charge Abstract must be forwarded to the District Census Office.

In the District Census Office

In the District Census Office, the Census clerk should check the arithmetical totals of the Charge Houselist Abstract and after these have been checked, he should post the entries in the District Houselist Abstract.

After the District Census Officer has get this work done, he should forward the District Houselist Abstract alongwith the Charge Abstract to your office where again arithmetical checks should be applied.

At Directorate level

The format of the District Houselist Abstract may be adopted for a State level Abstract.

One copy of the State level Abstract, must be sent to this office in due course.

Please issue necessary instructions on these aspects to the various officers concerned. It may be necessary to indicate these in detail in the last round of the training classes, if possible.

Separate instructions are being issued regarding the preparation of certain tables based on the copy of the Houselist received in your office.

It must be mentioned that in your instructions, it would be necessary to emphasise that particular care is taken with regard to the totals of columns 8 to 13 of the Houselist, columns 10 to 15 of the Houselist Abstract and columns 11 to 16 of the Supervisor's/Charge/District Abstract. These are basic control figures and are of great importance for various reasons. Firstly, they would give you a feel of the workload ahead, on the basic of which you would have to decide formation of block etc. Secondly, they would give us a feel of the likely size of population, and thirdly, these are the figures on the basis of which the total number of handicapped would be first determined

Please acknowledge receipt.

Yours sincerely,

Sd/-

(P. PADMANABHA)

Census of India 1981

Charge Houselist Abstract

Rural/Urban* Charge Page No .....

Name of State/Union Territory.....Code No ..... Name of Tehsil/Taluka/P.S/Dev. Block/Circle ..... Code No .....

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

Number of Supervisor circles in the charge..... Number of Enumerator blocks in the charge.....

Supervisor circle No.	Total No. of Enumerator's Block in the Supervisor's circle	Total No. of census houses	Number of Census Houses						Total No of household	Total Population			Total No. of handicapped persons		
			Occupied residential census houses			Vacant census houses	Total of cols. 6 & 7	Census houses put to other uses (Col. 3 minus Col. 8)		Males	Females	Total	Totally blind	Totally crippled	Totally dumb
			Wholly residential	Partly residential	Total										
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
Total															

Signature of District clerk .....Date ..... Checked and found correct

Signature of Charge Officer.....Date.....

*Strike out whichever is inapplicable

Census of India 1981

Supervisor Circle Houselist Abstract

Rural/Urban*Charge Page No .....

Name of State/Union Territory.....Code No .....

Name of Tehsil/Taluka/P.S./Dev. Block/Circle etc. .....Code No. .....

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

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

Supervisor's circle No .....

Number of Enumerator blocks in Supervisor circle.....

Enumerator's Block No.	Village No./ Ward No.	Total No. of census houses	Number of Census Houses: Occupied residential census house — Wholly residential	Partly residential	Total	Vacant census houses	Total of cols. 6 & 7	Census houses put to other uses (col. 3 minus col. 8)	Total No. of house-holds	Total population: Males	Females	Total	Total No. of handicapped persons: Totally blind	Totally crippled	Totally dumb
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16

Total

*Strike out whichever is inapplicable.

Checked and found correct

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

ANNEXURE 47

1981—CENSUS
IMMEDIATE

D.O. No. 9/30/79-CD(CEN)
Government of India
MINISTRY OF HOME AFFAIRS
THE REGISTRAR GENERAL, INDIA
2-A, Mansingh Road
New Delhi-110011.

P. PADMANABHA

20 DEC 1979

Census of India 1981 CIRCLAR *No.* 10

Subject:—*Formation of Enumeration Blocks and Preparation of the Abridged Houselist.*

My dear,

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

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

(b) The Abridged Houselist must be prepared.

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

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

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

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

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

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

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

Please acknowledge receipt.

Yours sincerely,

Sd/-

(P. PADMANABHA)

PART I

(Census Circular No. 10)

Instructions for formation of Enumeration Blocks

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

Broadly speaking the same principles which were mentioned in the agenda notes for the first conference of the Director's of Census Operations with regard to formation of blocks for the houselisting operations will apply in this case also. It is suggested that in the rural areas a workload of about 750 persons and in urban areas a workload of about 650 persons would be appropriate. These would roughly correspond to 150 households in the rural areas and about 130 households in the urban areas respectively. Census blocks for the enumeration should be formed on the basis of these norms. Normally, the blocks formed for houselisting operations will not have confirmed to this norms and it is, therefore, necessary that the houselists are completely and fully reviewed to carved out the new enumeration blocks. Even in cases where some atempt has been made to keep block size for houselisting operations small, such a review must be made.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

PART II

(Census Circular No. 10)

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

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

2. As in the 1971 Census, an Abridged Houselist will have to be prepared at the 1981 Census also. The Abridged Houselist establishes an essential link between the Houselist and the population enumeration. It will serve as a frame for assigning the household serial number to each household in an enumeration block, as will be seen later, and it will also serve as a frame for post-enumeration surveys and other surveys which may be taken up in the future. The Abridged Houselist will be prepared separately for each enumeration block. It is an important and you must fill it up carefully after reading these instructions and the instructions given in the notes to the Abridged Houselist form itself. A copy of the Abridged Houselist form is enclosed (Annexe 1).

3. You should fill a separate Abridged Houselist form for each of the enumeration blocks of the charge assigned to you.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

PART III

(Census Circular No. 10)

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

Introduction

As in the 1971 Census, an Abridged Houselist will have to be prepared at the 1981 Census also. The Abridged Houselist establishes an essential link between the Houselist and the population enumeration. It will serve as frame for assigning household serial number to each household in an enumeration block, as will be seen later, and it will also serve as a frame for post-enumeration surveys and other surveys which may be taken up in the future. The Abridged Houselist will be prepared separately for each enumeration block. It is an important document and you must fill it up carefully after reading these instructions given in the notes to the Abridged Houselist form itself. A copy of the Abridged Houselist form is enclosed (Annexe I).

2. You will be given one copy of the Abridged Houselist form for your block by your Supervisor. You will notice that identification particulars and Section 2 of the form are already filled in . At the beginning will be given the identification particulars and location code of your block. Section 2 contains essentially a list of all census houses and households in your block copied from the Houselist. This list has to be updated by you as at the enumeration, because some changes might have taken place in your block since the houselisting operations. Some of the census houses which existed at the time of houselisting, might have been demolished and new census houses might have come up. Again some of the households might have moved out and some new households might have moved in. All these will have to be taken care of by you in updating the Abridged Houselist. The new census houses and households will have to be listed by you in Section 3. Section I will be filled up at the end of the enumeration.

3. While going round your block for enumeration, you will have to check whether each census house and household listed in Section 2 of the Abridged Houselist is actually there. At the same time, you will also have to look for new census houses and new households which are not listed in Section 2. It is also possible that some of the census houses or households in Section 2 are still there but their particulars might have changed.

4. The following situations may arise:—

(i) A household listed in Section 2 might have moved out leaving the census house or part occupied by it vacant,

(ii) A building or census house listed in section 2 might no longer exist,

(iii) A household listed in section 2 might have moved out and a new household might have moved in in its place,

(iv) The fully residential, partly residential or non-residential use of a census house listed in section 2 might have changed,

(v) The head of a household listed in section 2 might have changed.

(vi) A new household might have moved into a vacant or non-residential census house,

(vii) A new building which is not listed in section 2 might have come up,

(viii) A new census house might have come up in a building already listed in section 2, and

(ix) A new household might have moved into an already occupied residential house.

5. In case of situations (i) and (ii), the relevant entries in Section 2 will have to be deleted; in case of (iii), (iv), (v) and (vi) the entries in Section 2 will have to be suitably amended and in case of (vii), (viii) and (ix), Section 3 will have to be filled. The instructions for deleting or amending entries in Section 2 or for filling Section 3 in each of these situations are given below.

Instructions for recording changes in Section 2

6. In the case of the first six situations mentioned in Para 4 above, necessary changes or corrections will have to be made in Sections 2 as follows:—

(i) If a household appearing in Section 2 has moved out leaving the census house or part occupied by it vacant then the entries in cols. 5 to 8 relating to the household have to be deleted. In column 8 write in such cases "Household left". Please note that when any census house or household is deleted in Section 2, the serial number in col. 1, house number, household number or the serial number of household in column 7 of subsequent houses and households should not be changed.

(ii) If you find that a building or census house appearing in Section 2 no longer exists, all the lines relating to the building or census house will have to be deleted. In this case also, the subsequent serial number in cols. 1 & 7 need not be changed.

(iii) If a household listed in Section 2 has moved out and another household has moved in its place, the name of the head of household in col. 6 will be changed in Section 2. Indicate this reason for the change in Col. 8.

(iv) If the use to which a census house is put has changed, the entry in col. 4 for that census house in Section 2 will have to be scored out and the current use entered. Such a change in use of the house might be coupled with a household leaving or a household moving into the census house. For example where a partly or fully residential house is now used for *purely* non-residential purposes, not only the entries in col. 4 should be scored out, and the current use of the house should be recorded, but the entries from cols. 5 to 8 should also be deleted as the household living in it earlier would have moved out. If more than one household was recorded in that census house all the entries in subsequent lines relating to such households should also be deleted. However, in cases where the census house has remained non-residential but only the use has changed, the entry in col. 4 will have to be scored out and a fresh entry made to indicate the new use. Where a non-residential house has become a partly or fully residential house, one or more households might have moved into the census house. In this case, first the entries in Section 2 will be scored out and the current use should be recorded in col. 8 for cross reference since particulars of the new household(s) which might have moved in would be entered in Section 3 in cols. 1 to 8.

Other changes in use of a census house from partly residential to fully residential or from fully residential to partly residential may or may not involve household(s) moving in or household(s) moving out. If movement of households is involved, such movement should be treated in the manner described above.

(v) If the head of a household has changed, the entry in col. 6 (name of head of household) in section 2 should be scored out and the name of current head of household should be entered.

(vi) If a new household has moved into a vacant house, then the entries in all columns of Section 2 have to be scored out and fresh entries made in Section 3. Reason for scoring out should he given in col. 8. If more than one new household has moved into such census house, then all the households have to be entered in Section 3.

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

Instructions for filling Section 3

8. The columns of Section 3 and Section 2 are identical. The serial number in column 1 should run for Sections 2 and 3 continuously, i.e., the first serial number entered in Section 3 will be in continuation of the last serial number in Section 2.

Instructions for filling

9. Before you enter a new building or census house in Section 3, please recall the definition of census house. The manner in which new buildings, new census houses or new households have to be numbered has already been indicated to you. It must be remembered that a new building will be numbered on the basis of the number which the previous building has. For example, a new building which has come up recently between building Nos. 45 and 46, will be numbered as 45/1 etc. Similarly, new census houses will have to be numbered by use of brackets. If in building No. 43, there was previously one census house but now there are two, these will have to be numbered as 43(1) and 43(2). For new households, you will have to number them by use of alphabets within brackets such as 43(1) (a), 43(1) (b) etc. *It is important to note that non-residential houses must also be entered in Section* 3.

10. Section 3 will have to be filled when you come across the situations mentioned in sub-paras vii, viii and ix of Para 4. There are cases where a new building which is not listed in Section 2 has come up, or a new census house might have come up in a building already listed in Section 2, or a new household might have moved into an already occupied residential house.

11. If you come across a new building which is not listed in Section 2, You must give it an appropriate building number (Please see Para 9) and enter this building number in column 2. If there is only one census house in this new building, you must obviously enter the same number again in column 3, because in such a case the building number and the census house number are the same. If there are two or more census houses in this building, then you will have to give these appropriate census house numbers (please see Para 9) and enter these in different lines in column 3. Having filled columns 1, 2 and 3, you must now record the use or uses to which this new building and the census house or houses in it is or are being put. Obviously if there is more than one census house, you must record the use to which each one of these is being put in column 4 in the appropriate line. If the use is completely non--residential, then no further details need be entered in columns 5, 6 and 7 and you must only write "—" in these columns.

12. The new building or the census houses in it may be occupied by a household or more than one household. If there is a household or more than one, you must give the household or households a household—number (please see Para 9) and enter this number in the appropriate line in column 5. Please note that if there is an entry in column 4 like "workshop-cum-residence", "residence", etc., then there must be an entry in columns 5. In all such cases, columns 6 and 7 must also be completed.

13. In case of a need census house in a building already listed in Section 2, enter census house no. in col. 3. Please note that if the building in Section 2 had only one census house, its census house no. will now have to be changed. For example, if building no. 43 had one census house only in section 2 numbered as 43, and if you now find another census house in this building, the census house no. in section 2 will have to be changed as 43(1) and the new census house in section 3 will be entered with no. 43(2). It should, however, be noted that if a new household has moved into a census house already listed in section 2, the census house no. should not be repeated in col. 3 of section 3. You need only to fill cols. 5 and 6 of section 3 and put dashes '—' in cols. 2, 3 & 4. Where more than one line relating to the same building or census house has to be filled, the building number or census house number should be entered only in the first line and in subsequent lines, write only '—'.

14. In col. 4, the use of the census house should be recorded only for new census houses. For such census houses, the description of the purpose for which the census house is used, should be enquired and recorded in full, e.g., residence, workshop-cum-residence, shop-cum-residence etc. This will be recorded only in the first line used for the census house against the census house number. If more than one line is used for the new census house, because there are more than one household, put '—' in col. 4 in the second and subsequent lines.

15. In col. 5, the household number will be recorded for each new household. For a new census house listed in section 3, the households residing in it will be listed in each line starting from the first line. If the census house is non-residential, write '—' in this column. Please note that where a new household has moved into a census house already listed in Section 2 with only one household residing in it, the number of the household listed in section 2 will have to be changed. For example, if census house no. 45 had only one household residing in it and listed as No. 45 in section 2 and you now find more than one household in that census house, then you will have to change the number of the household in section 2 to 45(a). The new households will be entered in section 3 and numbered as 45(b), 45(c) etc., but there will be no entries in columns 2, 3 and 4 i.e. building number, census house number and use in which census house is put, relating to households 45(b) and 45(c). You should put dash '—' in cols. 2, 3 and 4 and record new household in col. 8 for these households.

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

17. The serial number of household in col. 7 should run continuously for the enumeration block. This means in Section 3, every household should be given a serial number *in continuation of the serial number* of the households in Section 2 (col. 7).

18. You may remember that during houselisting, only those households which lived in census houses were listed. There are many households which live on pavements, etc. and do not live in census houses. These are houseless households. Such houseless households will be noticed by you when you go round your enumeration block. You must enumerate the *houseless households* as you would have been told, on the last day of the enumeration period, i.e., on the 28th of February, 1981, and this enumeration will be done late in the evening when these houseless households settle down for the night. Every such household will have to be entered serially in section 3 of the Abridged Houselist after all the census houses have been covered. For these households only '—' will be entered in cols. 2 to 4 and 'O' in col. 5. The serial number in cols. 1 and 7 will run continuously as mentioned earlier for these households also. The serial number of the household for these houseless households will have a prefix 'O'. Example of how these numbers will be written are given at the end (Annexe III).

Instructions for filling Section 1.

Section 1 relating to the population of the enumerator's block will have to be filled in by you at the end of the enumeration. After you have completed your enumerator's

abstract, you must enter the figures of population, number of occupied residential houses and number of households against A, B & C in Section 1. The instructions to fill in parts A, B & C of Section 1 are described below.

Part A of Section 1 (population of enumeration blocks) will be copied from the enumerator's abstract which you will prepare after the revisional round has been completed in your enumeration block and totals struck. For filling Part B of Section I (number of occupied residential houses) you will have to count the entries in Col. 3 (census house No.) of both Sections 2 and 3 of the Abridged Houselist. It should be noted that in col. 3 of the Abridged Houselist in Section 2 and 3, not only residential houses, but non-residential houses would also have been entered. Therefore, in order to ascertain the number of occupied residential houses, you will have to check the entry in col. 3 of Sections 2 and 3 with the corresponding entry in col. 4 of the Abridged Houselist. A census house entered in col. 3 will qualify to be counted as an occupied residential house if there is a corresponding entry of either 'wholly residential' or 'partly residential' in col. 4. For example, if census house No. 7(1) in col. 3 is described as 'residence' in col. 4, it will be reckoned as an occupied residential house. Similarly, if census house No. 9 in col. 3 is shown as workshop-cum-residence in the corresponding col. 4, it will also be reckoned as an occupied residential house. On the other hand, if census house No. 7(1) is shown as 'office' in col. 4 and house No. 7(2) is shown as 'factory' in col. 4 either Section 2 or 3 of the Abridged Houselist, neither of these will qualify to be reckoned as an occupied residential house. It must be noted that census houses entered in col. 3 against which the corresponding entries are 'Vacant' in col. 4, should not reckoned as occupied residential houses. Normally, for every occupied residential house, there will be corresponding entries in col. 5 (household number), col. 6 (head of household) and col. 7 (serial number of households), except in cases where the occupants of a residential house have gone on a temporary journey/pilgrimage which fact will be noted in the remarks column. In such a case, the entry in col. 4 will doubtless be shown as 'residence'. Please note that if a residential census house has been entered more than once in col. 3 through oversight, it should not be counted more than once because it will inflate the number of occupied residential house.

Part C of section 1 of the Abridged Houselist, (Number of households) will have to be ascertained by counting entries in col. 5 in Section 2 and 3 which should be easy. The entries could be, say 1 or 1(1) or 1(a) or 1(1) (a) in col. 5, depending on whether the household lives by itself in a house which is also a building or lives in a building which has more than one census house or is sharing the building with one or more households or sharing the census house with one or more census households respectively. Needless to say, there will be a corresponding entry in col. 6 (head of Household) and col. 7 (Sl. number of household) for all such households. You should count the number for your block and write the figure in Part C of Section 1.

General

Before you hand over the completed Abridged Houselist, you must ensure that all sections have been completed. The copy of the Abridged Houselist, as completed, alongwith the filled in individual slip, household schedule and other forms must be handed over to your Supervisor.

Annexe I (Circular No. 10)

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/PS/Dev. Block/

Circle etc.....Code No.....Enumerator's Block No.....

.....

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

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

(C) Number of households.. .....

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

Sl. No.	Building No.	Census house No.	Purpose for which Census house is used.	Household No.	Name of the head of the Household	Sl. No. of the household	Remarks
1	2	3	4	5	6	7	8

SECTION 3: Addenda to Section 2 : (To record census house/households not covered in section 2 but found by census enumerator during enumeration)

Sl. No.	Building No.	Census house No.	Purpose for which census house is used	Household No.	Name of the head of the household	Sl. No. of the household	Remarks
1	2	3	4	5	6	7	8

ANNEXURE II (Circular No. 10)

Census of India 1981

Abridged Houselist

Identification particulars

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

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

Name of Tehsil/Taluka/PS/Dev.Block/ Circle etc. *RAMPUR* Code No. 1 Enumerators Block No. 148

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

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

(C) Number of households.....

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

Sl. No.	Building No.	Census house No.	Purpose for which census house is used	Household No.	Name of the head of the Household	Sl. No. of the house-hold	Remarks
1	2	3	4	5	6	7	8
1.	1	1(1)	Workshop-cum-residence	1(1)	Sankar	1	
2.	..	1(2)	Cattleshed	..	..	..	
3.	2	2(1)	Workshop-cum-residence	2(1)	Sheila Rani	2	
4.	..	2(2)	Cattle shed-rearing cattle for sale	..	..	..	
5.	3	3	Workshop-cum-residence	3(a)	Ramesh	3	
6.	..	..	..	3(b)	Gobind	4	
7.	4	4(1)	Workshop-cum-residence	4(1)	Dinanath	5	
8.	..	4(2)	Cattleshed	..	..	..	
9.	5	5(1)	Shop-cum-residence	5(1)	Moolchand	6	
10.	..	5(2)	Vacant	..	..	..	Under repair
11.	6	6(1)	Shop-cum-residence	6(1)(a)	Bhola	7	
12.	..	..	..	6(1)(b)	Bhikaram	8	
13.	..	6(2)	Cattleshed-rearing cattle for sale of milk	..	..	..	
14.	7	7(1)	Residence	7(1)(a)	Jadunath	9	
15.	..	..	..	7(1)(b)	Kailash	10	
16.	..	7(2)	Residence-cum-pigrearing	7(2)	Hemvati	11	

Dated Signature of Charge Office Clerk Sd/-

Checked and found correct Sd/- Charge Officer

Dated signature of Enumerator.....

ANNEXE III (Circular No. 10)

CENSUS OF INDIA 1981

ABRIDGED HOUSELIST

Identification particulars

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

Name of. District : *HAZARIBAGH* Code No. 8 Name of or No. Ward/Mohalla/Hamlet XI Code No. 11

Name of Tehsil/Taluka/PS/Dev. Block/Circle etc.: ..... Code No. Enumerators Block No. *120*

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

(A) Population of Enumerator's Block *104* (B) Number of occupied residential houses *12* (C) Number of households *16*

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

Sl. No.	Building No.	Census house No.	Purpose for which census house is used	House hold No.	Name of the head of the household	Sl. No. of the house-hold	Remarks
1	2	3	4	5	6	7	8
1.	182	182(1)	Residence	182(1)(a)	Bisheshar	1	
2.	..	..	..	..		..	Household left
3.	..	182(2)	Residence-cum-workshop	182(2)	Ramsaran	3	
4.	..	..	..	..	..	..	since completed and occupied. See Sl. 26 & 27 in Sec. 3
5.	184	184(1)	Shop-cum-workshop-cum-residence	184(1)	Abdul Kadar	4	
6.	..	184(2)	Laundry	..	..	..	
7.	185	185(1)	Doctor's clinic Allopathy	..	..	..	
8.	..	185(2)	Book binding workshop	..	..	..	
9.	..	185(3)	Book Shop	..	..	..	
10.	186	186	Shop-cum-residence	186	Bishandayal	5	
11.	187	187	Shop-cum-workshop-cum-residence	187	Kishenlal	6	

Sl. No.	Building No.	Census house No.	Purpose for which Census House is used	Household No.	Name of the head of the hosehold	Sl. No. of the households	Remarks
12.	188	188	School-cum-residence	188	Shivcharan	7	
13.	189	189(1)	Community Centre	..	..	..	
14.	..	189(2)	Business house	..	..	..	
15.	190	190(1)	Shop-cum-residence	190(1)	Govind Singh	8	
16.	..	..	..	..	..	..	Use changed see. Sl. 29 Sec. 3
17.	191	191(1)	Workshop-cum-residence	191(1)	Ramvati	9	
18.	..	191(2)	Shop	..	..	..	Use has changed
19.	192	192(1)	Residence	192(1)	Chand Ram	10	
20.	..	192(2)	Cattle shed-rearing for sale of milk	..	..	..	
21.	193	193	Tea Shop	..	..	..	Use has changed and house holds left.
22.	..	..	..	..	..	..	
23.	194	194(1)	Residence	194(1)(a)	Hari Ram	13	Use has changed and another household moved in Sec. Sl. 30
24.	..	194(2)	Workshop	..	..	..	..
25.	195	195	Residence (Vacant)	195	Dukhiram	14	Household temporarily goes on pilgrimage.

Sd./—
Dated signature of Charge office Clerk.....

Checked and found correct
Charge Officer Sd./—

Dated signature of
Sd.
Enumerator .....

ANNEXE III (Circular No. 10)

Census of India 1981

Abridged Houselist

Identification particulars

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

Name of district : *HAZARIBAGH* Code No. 8 Name of ward/Mohalla/Hamlet XI Code No. 11

Name of Tehsil/Taluk/PS/Dev. Blo :k/ Code No... Enumerators Block No. 120

Circle etc. .....

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	House-hold No.	Name of the head of the household	Sl. No. of the house-hold	Remarks
1	2	3	4	5	6	7	8
26.	183	183	Residence	183(a)	Deosharan	15	New household
27.	..	..	..	183(b)	Shivsharan	16	,, ,, ,,
28.	185/1	185/1	Doctor's clinic-homeopathic	..	..	..	New house
29.	..	190(2)	Baithak-cum-residence	190(2)	Kishen Singh	17	New household
30.	..	..	..	194(1)(b)	Kishan Ram	18	New household
31.	..	..	..	0	Ramlal	0-19	Houseless household
32.	..	..	..	0	Lakhmania	0-20	Houseless household
33.	..	..	..	0	Basmatia	0-21	,,
34.	..	..	..	0	Kedar Singh	0-22	,,

Dated signature of Charge Office clerk ..... Sd./-

Checked and found correct Sd./- Charge Officer

Dated signature of Enumerator Sd./- .....

ANNEXURE 48

P. PADMANABHA

D.O. No. 8/30/79-CD (CEN)
Government of India
Ministry of Home Affairs
The Registrar General, India
2A, Mansingh Road,
New Delhi-110011.

27 FEB 1980.

Census of India 1981—*Circular No.* 11.

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

My dear,

The preparation of the Abridged Houselist has been covered in Circular No. 10 and it has been mentioned therein that two copies of the Abridged Houselist must be prepared. It has now been decided that only one copy need be prepared. Accordingly, it is necessary to make certain amendments to Circular No. 10.

The following amendments in Circular No. 10 may please be noted:—

(a) *Part II, para* 2, *10th line*: Omit the words "in duplicate".

(b) *Part II, Para* 3: Omit the second sentence completely which reads "Two copies of the Abridged Houselist will be prepared for each enumeration block".

(c) *Part II, para* 9, *second line*: For the words "both the copies", read "the copy".

(d) *Part II, para* 11: The first sentence, which reads "As stated earlier, the completed Abridged Houselist form will be prepared in duplicate", will be omitted. In the second sentence, for the word "One copy" read "The copy of the Abridged Houselist....."

(e) *Part III, first Para 10th line*: Omit the words "in duplicate".

(f) *Part III. second para*: Omit the second sentence which reads "He will keep the other copy with him".

(g) *Part III, last para on page* 17 : This paragraph may be substituted by the following:

"Before you hand over the completed Abridged Houselist, you must ensure that all the sections have been completed. The copy of the Abridged Houselist, as completed, along with the filled individual slip, household schedule and other forms must be handed over to your Supervisor."

(P. PADMANABHA)
Registrar General, India.

ANNEXURE 49

P. PADMANABHA

D.O. No. 1/3/79-80
Government of India
Ministry of Home Affairs
The Registrar General, India.
2-A, Mansingh Road,
New Delhi-110011.

April 15, 1980.

Census of India 1981—*Circular No.* 14.

Subject:—Instructions for Selection of 20% sample of enumeration blocks.

My dear,

As you are aware, at the Census we intend canvassing a universal individual slip and a sample individual slip. The universal and sample slips will be together canvassed only in certain blocks, which have to be selected by a method of sampling. It is intended to adopt a 20% sample of the enumeration blocks for this purpose. It is now necessary to specify the way in which the sample enumeration blocks will be selected and the instructions contained in the annexure to this circular indicate the manner in which sampling will be carried out and the sample enumeration blocks identified.

2. In certain states, however, it has been decided that the universal and sample slips will together be canvassed and, therefore, in these states sample selection is not necessary. The states are the following :—

1. Assam
2. Himachal Pradesh
3. Jammu & Kashmir
4. Maharashtra
5. Manipur
6. Meghalaya
7. Nagaland
8. Sikkim
9. Tripura
10. West Bengal
11. A & N Islands
12. Arunachal Pradesh
13. Chandigarh
14. D & N Haveli
15. Delhi
16. Goa, Daman & Diu
17. Lakshadweep
18. Mizoram
19. Pondicherry

3. In the states of Assam, West Bengal and Maharashtra it has been mentioned above that sampling will not be adopted at the enumeration stage and that in effect the universal and sample individual slips will be together canvassed in all areas as in the other States mentioned above. However, it is considered desirable to keep our options open for certain tabulations being made in these States on the basis of a sample. Therefore, in the case of the States of Assam, West Bengal and Maharashtra, for the purposes of such tabulation, the selection of sample blocks in the manner indicated in this circular must be made and the sample blocks selected. Since sampling is not being adopted in these three States during the time of enumeration, it is clarified that the sample selection in these three states can be carried out on the basis of the population figures of the enumeration blocks as in the Houselisting Operations in due course and not necessarily as a preliminary step to the enumeration itself. This process must however be completed well before the actual enumeration. Therefore, the Directors of Census Operations, Assam, West Bengal and Maharashtra are requested to please note these instructions in their cases.

4. In all the other states, i.e., in the States mentioned below, a 20% sample of the enumeration blocks will be selected after the houselisting operations are over and before the enumeration itself. The instructions regarding sampling are, as mentioned earlier, in the annexure to this letter. These States are as follows:—

1. Andhra Pradesh
2. Bihar
3. Gujarat
4. Haryana
5. Karnataka
6. Kerala
7. Madhya Pradesh
8. Orissa
9. Punjab
10. Rajasthan
11. Tamil Nadu
12. Uttar Pradesh

5. The selection of sample blocks is an important stage in the entire census operations. It is essential therefore, that thorough training is given to the Charge Officers on the procedure to be adopted in the States referred to in para 4. It would be essential that senior officers and other staff of the Directorate with some statistical background are associated with the selection of the sample in the charges. It would be essential also to ensure that the sample selection in all the charges is verified at an adequate level completely.

6. For each operational unit, namely, city, non-city urban area, and rural charge, a random number between 1 and 5 has to be supplied by you to each charge officer or other authority concerned. Please note that in the case of charges within the cities and in the case of each rural charge one such random number must be indicated by you while, in the case of non-city urban one random number will have to be indicated by you in the case of each district separately. For your convenience a copy of table giving 7,500 two digit random numbers is enclosed.

7. The treatment of blocks with no population has to be noted. It is likely that in the case of rural areas there may be uninhabited revenue villages which have come into the rural frame and have, therefore, appeared in the village list. Such villages will also have been allotted location with numbers in all probability and in consequence will have acquired an enumeration block number. It must be noted that the sample selection procedure automatically eliminates all such blocks which are uninhabited. This must be brought to the notice of Charge Officers.

8. In the case of cities and non-city urban areas it has been assumed that enumeration blocks are by and large uniform in size and that no block has zero population. However, in the extremely rare case of a block in such an area having no population it must be ensured that these uninhabited blocks are not taken into consideration in counting the total number of blocks in the city/town which is entered in column 2 of Form I and Form II. If numbering of such blocks is essential, they may be given sub numbers such as 125 (a), 253(a), etc.

9. It would be convenient if only the part relevant to a particular Charge Officer is sent to him. You may get the parts reproduced separately so that only the relevant portion need go to the Charge Officer in charge of cities, non-city urban areas and rural charges separately, along with the general points which are applicable to all charges.

10. When the second copy of the form is received in your office, those should be checked in all cases to ensure that the sample selection is done correctly. In the case of rural charge, the classification of the blocks by population size must also be checked.

11. I would like to again reiterate the need for extremely careful control over the sample selection and necessary methods of supervision and complete check must be developed.

Please acknowledge receipt of this circular.

Yours faithfully,

Sd/-
(P. PADMANABHA)

Annexure to Census Circular No. 14

Instruction to headquarters staff on the selection of random number for identifying starting enumeration block in each charge

You will have to communicate a random start between 1 and 5 to each of the Charge Officers. These random numbers will be selected from the random number tables. A copy of the 'random numbers' from Fisher & Yates table is enclosed. You may however use any other random number table, if you so choose.

As you are no doubt aware, the number of blocks selected in a charge is a random variable depending on our random start. For any given charge, the number of blocks selected can vary by one block, depending on the random start used. A run of high values of the random number may result in under sampling and the run of low value of the random number may result in over sampling. To avoid this, the random numbers m, n will be allotted in pairs in such a manner that $m+n = 6$. The series 'm' be selected and allotted to one set of charges and series 'n' may be derived as (6—m) and allotted to another set of charges. For this purpose, it will be helpful if you maintain a record of the random numbers allotted in the proforma indicated in the following example. Suppose Districts 16, 17, 18, 19 and 20 have 5, 5, 4, 7, 7 charges respectively. Arrange the charges as shown in the table, alternate charges being entered, in columns 1 and 3.

After finishing district 1, enter district 2 etc. Select a random number table and read off random numbers less than 5 and enter them one after another in column 2. The random start in column 4 is derived by subtracting the random strat in col. 2 from '6'.

Selection of random numbers for each charge

State————————————Rural

Random no. table used	Fisher & Yates	Page No. of the table
Starting row No.	11	Starting Column No. 24

District/Tehsil (charge)	Random number selected and allotted 'm'	District/Tehsil table charge	Random number to be derived and allotted n=6—m
1	2	3	4
16/1	3	16/2	3
16/3	1	16/4	5
16/5	2	17/1	4
17/2	5	17/3	1
17/4	3	17/5	3
17/6	1	18/1	5
18/2	2	18/3	4
18/4	2	19/1	4
19/2	3	19/3	3
19/4	5	19/5	1
19/6	4	19/7	2
20/1	1	20/2	5
20/3	4	20/4	2
20/5	4	20/6	2
20/7	3	21/1	3

In case of cities and non-city urban areas, you may not adopt this procedure as you have to select only one random start for each stratum. In most of the districts you may have only one city and one non-city urban stratum. In these cases you select a random number between 1 and 5 from the random number table and communicate it.

CENSUS OF INDIA 1981

Instructions for Selection of 20% Sample of enumeration Blocks

Part I—*General Instructions*

At the 1981 Census, the sample slip will be canvassed in a 20% Sample of enumeration blocks in the following states:—

1. Andhra Pradesh
2. Bihar
3. Gujarat
4. Haryana
5. Karnataka
6. Kerala
7. Madhya Pradesh
8. Orissa
9. Punjab
10. Rajasthan
11. Tamil Nadu
12. Uttar Pradesh.

The enumeration blocks referred to are those finally carved out for enumeration. In the sample blocks, two schedules viz., universal slip and sample slip will be canvassed for all individuals. In the non-sample areas, only the universal slip will be canvassed. The instructions for selection of sample blocks are given herein.

Stratification:— For the purpose of sample selection each district will be divided into a number of strata.

The strata will be:—

(i) City i.e. areas with population one hundred thousand and above as determined in the Houselisting operations.

(ii) Urban areas other than cities within a district i.e., non-city urban areas of the district; and

(iii) Tehsil/Taluka/Circle/Police Station/Development Block etc., i.e. the rural charge.

Each city will be a separate operational unit for selection of sample blocks. If in a district, there are two or more cities, then each city will be treated as a separate operational unit and the sample blocks will be selected separately in each of the cities. If an 'urban agglomeration has a population of 100,000 and above it will be treated as a 'city' for the purpose of sample selection.

Urban areas other than cities in a district together will constitute one stratum. To ensure that no urban area is omitted, it will be necessary to arrange the towns in the urban areas (other than cities) by location code number and then select the sample as indicated later. Outgrowths included in an urban agglomeration falling in this category will be treated as urban.

In case of rural areas, each tehsil/taluk/circle/police station/development block would constitute an operational unit.

To ensure that the systematic selection of blocks proceeds accurately, control sheets have been prescribed for each of the operational units. As the procedure of sample selection differs in different strata, the format of the control sheet also differs. Form I relates to cities, Form II to non-city urban and Form III to the rural areas. These control sheets have to be filled in duplicate. *One copy will be sent to the office of the Director of Census Operations* and the other retained by the Charge Officer in case of rural areas and by the District Census Officer in case of urban areas. The control sheet relating to cities will be retained by the city Census Officer.

Part II—*Instructions for selection of sample in a city (including U.A.*

These instructions indicate the way in which the sample blocks will be identified in the case of cities. In the case of *each city* the control sheet Form I will have to be used.

In cities there may be more than one charge, each consisting of a number of enumeration blocks. To make sure that blocks are not omitted and to ensure that the sampling is continuous within the city, you have to fill up a control sheet (Form I). Besides identification particulars, the control sheet consists of eight columns.

In "identification particulars" you must write the name of the state, district and the city and their code numbers. The random start will be a number between 1 and 5 and will be indicated to you by the Director of Census Operations. Enter this number against "random start" at the top of the form. This number indicates the number of the enumeration block from which you will start selection of the sample blocks. Stating from this enumeration block, selection will be done systematically as explained further.

Col. 1: *Name of Charge or Number.* Enter the charge number in col. 1. If the entire city or U.A. is treated as one charge then enter the name. If the city has more than one charge, then enter the name or number of the first charge here. The name or number of the second charge will be entered in this column only after the sampling operation with respect to the first charge is over. Since as you will see later, you may be using quite a few lines for each charge, do not enter the name or number of the second charge unless the sampling operation in the first charge is completed.

Col. 2 : *Total Number of blocks in the charge. Enter* here the total number of blocks in the city/charge as the case may be. Since this is an important information this has to be ascertained carefully.

Col. 3: *No. of the first block selected.* Write down the random number which is assigned here. This indicates the starting point for sample selection. If the random number allotted for the city is 4, the first sample block will be enumeration block No. 4.

Col. 4: *List of Enumeration blocks selected.* Starting with the random number in col. 3, select every 5th block till you cannot select any further 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, 24,

29, 34, 39, 44. 49 .... etc.]

Use as many lines as needed in this column. Blocks listed in this column are the sample blocks for the charge.

Col. 5: *No. of blocks in the sample.* After listing all the sample blocks in column 4, count the number of blocks *in the sample and enter this total number in column 5.* The number of blocks in the sample should be equal to the number of blocks in the charge entered in col. 2 divided by 5. If the number of blocks in col. 2 is not exactly divisible by five then the number of sample blocks in col. 5, will be equal to

(a) $\frac{(\textit{The number of blocks in the charge}}{5}$ (ignoring the remainder)

or

(b) $\frac{(\textit{The number of blocks in the charge}}{5}$ (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 (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 'a', 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 outs 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 III:—*Instructions for selection of sample blocks in non-city urban areas.*

These instructions indicate the way in which the sample blocks will be identified in non-city urban areas, in other words, in all towns excluding cities. Form II will be used for this purpose.

Write the name of the state and district and their code numbers in the appropriate space.

Towns will be arranged according to their location code numbers. The sample selection will start from the first town.

For each non-city urban area of a district, a random number between 1 and 5 would have been communicated to you by the Director of Census Operations. Enter this number against the random start. This number against the random start indicates the number of the enumeration block from which you will start the selection of the sample blocks. Commencing with this enumeration block, selection will be done systematically as explained further.

Col. 1: *Name of the 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 block 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 number 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 block 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) $\frac{\textit{The number of blocks in the charge}}{5}$ (Ignoring the remainder)

(b) $\frac{\textit{The number of blocks in the charge}}{5}$ (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 should have 22 sample blocks as indicated in (a).

On the other hand, if the random start is 1 or 2, the remainder would be greater than or equal to the random start and, therefore, we would have 23 sample blocks as indicated in (b).

Col. 6: *Number of the last block selected.* Enter here the serial number of the last block selected. In the above example, with 112 blocks, if the random start were 4, the serial number of the last block selected would be 109. This number should be entered in col. 6.

Col. 7: *Number of blocks left out—Col.* 2—*Col.* 6. The total number of blocks remaining in the town after the last block listed in col. 6, should be entered here. In the example discussed in the previous para, the number 3 should be entered here (112—109=3). The number entered in this column will be less than five. In case this number is zero, enter zero in this column.

Col. 8: *Starting block of the next town,* 5—*Col.* 7. 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 has now to be commenced.

After completing this town, take up the next town and repeat the above operations. Instead of using a fresh random start you will have to use the number indicated in col. 8 in the entry relating to the immediate previous town as the starting point in sample selection. You would have already copied this number in col. 3 in each case. If you have not done so, do it now. The other columns will be filled up as before.

Part IV—*Instructions for Sample selecton in rural areas.*

These instructions indicate the way in which the sample blocks will be selected in each rural charge. Form III will be used for selection of sample blocks in rural areas. This form will be filled by extracting information contained in the charge register itself.

The names of the State, district and rural charge will have to be written in the appropriate spaces along with their location code numbers.

Col. 1: *Serial number.*—This is a running serial number of the enumeration blocks. For each enumeration block 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 0 under column 5. If the population of the block is less than 300 or between 300 and 499 or between 500 and 749 or above 750, enter the actual population in columns 6, 8, 10 or 12 as the case may be. Each block will have an entry in only one of these five columns. After entering the particulars for a block enter the particulars for the next block and so on.

Cols. 7, 9, 11 *and* 13 : *Notional numbers* After you have exhausted all the blocks in your charge, you must now go to columns 7, 9, 11 and 13. Starting with column 7, you must allot a fresh serial number to the blocks. Thus, the first entry in column 6 will get number 1 in column 7 and the second entry number 2 and so on. After you have exhausted all the entries in column 6, continue the serial numbering in column 9 also. For example, if you have 51 blocks with population less than 300 in the particular 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 block 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 would have been communicated by State Director of Census Operations, Office. oFr 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 V—*Other matters*

The selection of the sample blocks must be made very carefully. The information in the census records of these blocks will be used for a major part of tabulation and most of the very important tables relating to economic, fertility, migration, etc. are going to be obtained only on the basis of these sample 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 unhesistatingly get in touch with the District Census Officer and the Director of Census Operations.

The way in which forms I, II, and III will be filled up is illustrated in Annexures IV, V and VI.

As mentioned earlier, in the sample blocks both the Universal and Sample individual slips will be canvassed. In the non-sample blocks only the Universal Individual Slips will be canvassed. However, please note that the Household Schedule will be canvassed in both the sample and non-sample blocks, i.e. it will be canvassed for all households. The individual slips to be canvassed in the sample blocks are printed in blue.

Annexe I

Page No .....

Form I

Census of India 1981

Control sheet for the selection of Sample blocks—City

State ..... District .....

City ..... Random start .....

Name of charge or Number	Total number of blocks in the charge	No. of the first block selected	List of Enumeration blocks selected	No. of blocks in the sample	No. of the last block selected	No. of blocks left out Col.2—Col. 6	Starting block of the next charge 5—Col. 7
1	2	3	4	5	6	7	8

Annexe II

Page No.....

Form II

Census of India 1981

Control sheet for the selection of Sample blocks—Non-city urban

State ..... District .....

Town ..... Random start .....

Name of Town and its location code	Total number of blocks in the town	No. of the first block selected	List of Enumeration blocks selected	No. of blocks in the sample	No. of last block selected	No. of blocks left out Col. 2—Col. 6	Starting block of the next town 5—Col. 7
1	2	3	4	5	6	7	8

Annexe III

Page No .....

Form III

Census of India 1981

Control sheet for selection of Sample Blocks—Rural

State ..... Distrct.....

Tehsil/Taluk/P.S./Development Block..... Random Start.....

Sl. No.	Circle No.	Location Code of the village	Block No.	Size of block by population and pseudo—number								
				Zero	Less than 300	S.No.	300-499	S.No.	500-749	S.No.	750 & above	S. No.
1	2	3	4	5	6	7	8	9	10	11	12	13

ANNEXURE 50

K. K. CHAKRAVORTY
Dy. Registrar General (C & T)

D.O. No. 1/3/79-DD
Government of India
Ministry of Home Affairs
Office of the R. G. India
2-A Mansingh Road
New Delhi-110011.

25th April 1980.

Subject—*Instructions for selection of 20% sample of enumeration blocks—Addenda to Circular No. 14.*

My Dear,

This is in continuation of Registrar General's circular letter of even number dated 15th April, 1980 on the above subject.

I am enclosing herewith Annexures IV, V, VI referred to at page 11 of circular No. 14 which were left behind inadvertantly.

With regards,

Yours sincerely,

(K. K. CHAKRAVORTY)

Annexe IV

Page No .....

Form I

Census of India 1981

Control sheet for the sample blocks—city

State : Karnataka

Distirict: Bangalore

City: Bangalore

Random Start: 4

Name of charge or number	Total number of blocks in the charge	No. of the first block selected	List of enumeration blocks—selected	No. of blocks in the sample	No. of last block selected	No. of Blocks left out col.-2—Col.-6	Starting block of the next charge (5—col.7)
1	2	3	4	5	6	7	8
Vidhan Soudha	120	4	4, 9, 14, 19, 24, 29, 34, 39, 44, 49, 54, 59, 64, 69, 74, 79, 84, 89, 94, 99, 104, 109, 114, 119.	24	119	1	4
Austin Town	109	4	4, 9, 14, 19, 24. 29, 34, 39, 44, 49, 54, 59, 64, 69, 74, 79, 84, 89, 94, 99, 104, 109.	22	109	0	5
Town Hall	112	..	5, 10, 15, 20, 25, 30, 35, 40, 45, 50, 55, 60, 65, 70, 75, 80, 85, 90, 95, 100, 105, 110.	22	110	2	3
Jaya Nagar	121	3	3, 8, 13, 18, 23, 28, 33, 38, 43, 48, 53, 58, 63, 68, 73, 78, 83, 88, 93, 98, 103, 108, 113, 118, 123.	25	123	1	4

Annexe V

Page No .....

Form II

Census of India 1981

Control sheet for the selection of sample blocks—Non-city Urban

State: Uttar Pradesh District: Jalaun

Town(s) : Jalaun, Kalpi, Konch, Orai Random Start: 2

Name of town and its location code	Total Number of blocks in the town	No. of the first block selected	List of enumeration blocks selected	No. of blocks in the sample	No. of the last block selected	No. of blocks left out col. 2—Col. 6	Starting block of next town 5—Col. 7
1	2	3	4	5	6	7	8
Orai 22/31/I	50	2	2, 7, 12, 17, 22, 27, 32, 37, 42, 47.	10	47	3	2
Konch 22/31/II	38	2	2, 7, 12, 17, 22, 27, 32, 37.	8	37	1	4
Kalpi 22/31/III	31	4	4, 9, 14, 19, 24, 29.	6	29	2	3
Jalaun 22/31/IV	26	3	3,8, 13, 18, 23.	5	23	3	2

Annexe VI

Form III

Census of India—1981

Control sheet for selection of sample blocks—Rural

State: Gujarat

District: Junagadh

Taluka: Junagadh

Random start: 4

Sl. No.	Circle No.	Location code of the village	Block No.	Size of block by population and Pseudo No.									
				Zero	300	Sl.No.	300-499	Sl.No.	500-749	Sl.No.	750 & above	Sl.No.
1	2	3	4	5	6	7	8	9	10	11	12	13
1.		5/6/1/1	1								896	72
2.		5/6/1/1	2								999	73
3.		5/6/1/2	**3**								927	**74**
4.		5/6/1/3	4		187	1						
5.		5/6/1/4	5	0								
6.		5/6/1/5	6								800	75
7.		5/6/1/5	7						746	26		
8.		5/6/1/6	8						525	27		
9.		5/6/1/6	9						500	28		
10.		5/6/1/7	**10**						572	**29**		
11.		5/6/1/7	11						500	30		
12.		5/6/1/8	12								895	76
13.		5/6/1/8	13								901	77
14.		5/6/1/8	14						680	31		
15.		5/6/1/9	15								808	78
16.		5/6/1/9	**16**								793	**79**
17.		5/6/1/9	17						700	32		
18.		5/6/1/10	18						703	33		
19.		5/6/1/11	19								894	80
20.		5/6/1/11	20								899	81
21.		5/6/1/11	21								897	82
22.		5/6/1/11	22								892	83
23.		5/6/1/11	**23**								988	**84**
24.		5/6/1/11	24								995	85
25.		5/6/1/11	25								893	86
26.		5/6/1/12	26								787	87
27.		5/6/1/12	27								796	88
28.		5/6/1/12	**28**								800	**89**
29.		5/6/1/12	**29**						695	**34**		
30.		5/6/1/13	30								898	90
31.		5/6/1/13	31								893	91
32.		5/6/1/13	32								887	92
33.		5/6/1/13	33								876	93
34.		5/6/1/13	**34**								895	**94**
35.		5/6/1/13	35								972	95
36.		5/6/1/14	36						557	35		
37.		5/6/1/15	37								805	96
38.		5/6/1/16	38								800	**97**
39.		5/6/1/16	39								881	98
40.		5/6/1/17	40			332	15					

1	2	3	4	5	6	7	8	9	10	11	12	13
41.		5/6/1/18	**41**								889	**99**
42.		5/6/1/19	42						543	36		
43.		5/6/1/20	**43**			444	16					
44.		5/6/1/21	44								765	100
45.		5/6/1/22	45						673	37		
46.		5/6/1/23	46						558	38		
47.		5/6/1/24	**47**						531	**39**		
48.		5/6/1/24	48						600	40		
49.		5/6/1/25	49						630	41		
50.		5/6/1/25	50						579	42		
51.		5/6/1/26	51								800	101
52.		5/6/1/26	52								760	102
53.		5/6/1/26	53						735	43		
54.		5/6/1/27	**54**						653	**44**		
55.		5/6/1/28	55								813	103
56.		5/6/1/29	**56**								881	**104**
57.		5/6/1/29	57						637	45		
58.		5/6/1/30	58						594	46		
59.		5/6/1/30	59						543	47		
60.		5/6/1/31	60								995	105
61.		5/6/1/31	61								965	106
62.		5/6/1/31	62								992	107
63.		5/6/1/32	63						500	48		
64.		5/6/1/32	**64**						594	49		
65.		5/6/1/33	65				422	17				
66.		5/6/1/34	66								998	108
67.		5/6/1/34	**67**								940	**109**
68.		5/6/1/35	68		293	2						
69.		5/6/1/36	69						640	50		
70.		5/6/1/36	70						647	51		
71.		5/6/1/37	71						600	52		
72.		5/6/1/37	72						616	53		
73.		5/6/1/38	**73**						600	**54**		
74.		5/6/1/38	74						517	55		
75.		5/6/1/39	75		148	3						
76.		5/6/1/40	76								995	110
77.		5/6/1/40	77								968	111
78.		5/6/1/41	78								880	112
79.		5/6/1/41	79								799	113
80.		5/6/1/41	80						660	56		
81.		5/6/1/42	**81**								997	**114**
82.		5/6/1/42	82								975	115
83.		5/6/1/43	83				331	18				
84.		5/6/1/44	84						625	57		
85.		5/6/1/45	85								991	116
86.		5/6/1/45	86								990	117
87.		5/6/1/45	87								999	118
88.		5/6/1/45	**88**								960	**119**
89.		5/6/1/46	89								891	120
90.		5/6/1/46	90								982	121
91.		5/6/1/46	91						728	58		
92.		5/6/1/47	92								868	122
93.		5/6/1/48	**93**						679	**59**		
94.		5/6/1/49	**94**				445	**19**				
95.		5/6/1/49	95						600	60		

1	2	3	4	5	6	7	8	9	10	11	12	13
96.		5/6/1/50	96						500	61		
97.		5/6/1/50	97						563	62		
98.		5/6/1/51	98								927	123
99.		5/6/1/52	**99**								840	**124**
100.		5/6/1/52	100								779	125
101.		5/6/1/53	101	0								
102.		5/6/1/54	102				441	20				
103.		5/6/1/55	103				401	21				
104.		5/6/1/56	104								877	126
105.		5/6/1/57	105				464	22				
106.		5/6/1/58	106								855	127
107.		5/6/1/59	107				350	23				
108.		5/6/1/60	**108**				449	**24**				
109.		5/6/1/61	**109**		153	**4**						
110.		5/6/1/62	110								937	128
111.		5/6/1/63	111		277	5						
112.		5/6/1/64	112						523	63		
113.		5/6/1/64	**113**						500	**64**		
114.		5/6/1/65	114						521	65		
115.		5/6/1/65	115						600	66		
116.		5/6/1/66	**116**								960	**129**
117.		5/6/1/66	117								980	130
118.		5/6/1/66	118						679	67		
119.		5/6/1/66	119				435	25				
120.		5/6/1/67	120						740	68		
121.		5/6/1/67	121								788	131
122.		5/6/1/67	**122**						559	**69**		
123.		5/6/1/68	123						728	70		
124.		5/6/1/69	124								750	132
125.		5/6/1/69	125								812	133
126.		*5/6/1/70	126		7	6						
127.		*5/6/1/71	127		3	7						
128.		*5/6/1/72	128		7	8						
129.		*5/6/1/73	**129**		17	**9**						
130.		*5/6/1/74	130		24	10						
131.		*5/6/1/75	131		150	11						
132.		5/6/1/76	132						691	71		
133.		*5/6/1/77	133		2	12						
134.		*5/6/1/78	134		30	13						
135.		*5/6/1/79	**135**		20	14						
136.		*5/6/1/**80**	136	0								

NOTE.— 1. Blocks having zero population will not be considered for sample selection.

2. In the above example, out of 136 blocks 3 blocks have zero population. Hence with random start (as in this case) total number of blocks selected will be $\frac{136-3}{5} \times 26.6$. Since the random start is 4, the number of blocks selected is 26.

*Girnar forest areas.

ANNEXURE 51

D.O. No. 1-7/80-DD
Government of India
Ministry of Home Affairs

P. PADMANABHA

The Registrar General, India
2-A, Mansingh Road,
New Delhi-110011.

7 Jun 1980.

Census of India 1981—*Tabuation circular No.* 6

Subject:—Selection of 5% sample of Enumeration Blocks for Advance **Tabulation.**

My Dear,

You will recall that in Census Circular No. 16 relating to the management of records it was mentioned that it is proposed to generate certain advance tabulations at national level based on a 5% sample. It is also mentioned therein that instructions as to how this sample will be drawn would be issued later. I am now forwarding the instructions relating to the selection of this 5% sample for advance tabulation. The annexe to this circular contains the instructions and I would suggest that these should be gone through carefully. I would also suggest that senior officers should practice among themselves the selection procedure so that they are able to train the staff at the appropriate time.

Incidentally, I would like to take this opportunity to suggest that procedures relating to selection of sample or tabulation as indicated in other circulars should be practised by senior officers themselves so that they are able to convey the instructions properly to the large staff that will shortly be employed for such work.

Please acknowledge receipt.

Yours sincerely,

(P. PADMANABHA)

CENSUS OF INDIA—1981

Instructions for Selection of 5% Sample of Enumerations Blocks for Advance Tabulation.

Part I—General Instructions.

In 1981 census, a 5% sample of enumeration blocks will be selected for advance tabulation (A.T.). This sample will be *selected in all the States and Union Territories of India* according to the instructions given in this circular. The enumeration blocks referred to are those finally carved out for enumeration.

The instructions for selection of 5% sample of enumeration blocks for advance tabulation have been divided into two parts, part II & part III.

Part II will apply to the following States:

1. Andhra Pradesh
2. Assam
3. Bihar
4. Gujarat
5. Haryana
6. Karnataka
7. Kerala
8. Madhya Pradesh
9. Maharashtra
10. Orissa
11. Punjab
12. Rajasthan
13. Tamil Nadu
14. Uttar Pradesh
15. West Bengal

Part III will apply to the following States & U.T.s.

1. Himachal Pradesh
2. Jammu & Kashmir
3. Manipur
4. Meghalaya
5. Nagaland
6. Sikkim
7. Tripura
8. Andaman & Nicobar Islands
9. Arunachal Pradesh
10. Chandigarh
11. Dadra & Nagar Haveli
12. Delhi
13. Goa, Daman & Diu
14. Lakshadweep
15. Mizoram
16. Pondicherry

Part II : Instructions for selection of 5% sample of enumeration blocks for advance tabulation for states where sample slip is canvassed in 20% sample of enumeration blocks and the States of Assam, Maharashtra and West Bengal.

The 5% sample refers to 5% of the total number of blocks. The selection of 5% sample of enumeration blocks for advance tabulation will be done at state headquarters and communicated to the Regional Tabulation Office. These blocks will be a 25% sub-sample of the 20% sample of enumeration blocks already selected. In these 20% sample of blocks, sample slip would also have been canvassed in addition to the universal slip.

For the purpose of sample selection, the control sheets for the selection of 20% sample of enumeration blocks, (Form I, Form II, Form III) are required. As per instructions in the Annexe to Circular No. 14, Part I, last paragraph, the D.C.O. should receive one copy of these forms. Before selecting the 5% sample, the selection of 20% sample should have been thoroughly checked and any discrepancy pointed out to the corresponding charge officer and get corrected.

Stratification—For the purpose of sample selection each differs in different strata viz. city, non city urban areas and rural charge of Tehsil/Taluka P.S.

To ensure that the systematic selection of blocks proceeds accurately, *control sheets have been prescribed* for each of the operational units. The format of the control sheet differs in different strata. Form A.T.I. is for cities, Form A.T. II for non-city urban areas, and Form A.T. III for rural areas. Form A.T.I is based on Form I of the corresponding city, Form A.T. II on Form II of the corresponding non-city urban area and Form A.T. III on Form III of the rural charge.

The instructions for filling up A.T.I and A.T.II are identical. Separate forms have been prescribed to make sure that the sample selection proceeds independently for these strata.

Instructions for the selection of 5% sample in city (including U.A.) (Form A.T.I.) and non-city urban areas (Form A.T. II).

For each city, the control sheet Form A.T.I will have to be used. Besides the identification particulars, the control sheet consists of seven columns. You have to keep ready the corresponding Form I for the city, which gives the list of blocks selected for 20% sample. Similarly for each non-city urban areas of a district, Form A.T.II will be filled up. You have to keep ready the corresponding form II for the non-city urban area of the district.

In identification particulars you must write the name of the State, district and the city (or non-city urban) and their code numbers wherever applicable. The random start will be a number between 1 and 4 and will have to be selected independently for each city (or non-city urban). Enter this number 'against random start' at the top of the form. This number indicates the *position* of the starting enumeration block in the list of sample blocks in *column 4 of Form I/II*. Starting from the enumeration block listed in this *position* selection will be done systematically as explained further.

Column 1: Name/number of charge.—Enter the charge number in column 1. If the city or non-city urban area has more than one charge. (or town) then enter the name or number of the first charge (or town) here. The name and number of the second charge or town will be entered only after the sampling operation with respect to the first charge or town is over. Since, you may be using quite a few lines for each charge, do not enter the name or number of the second charge or town unless the sampling operation in the first charge or town is completed.

Column 2: Total number of 20% sample blocks in the charge.—Enter here the total number of sample blocks in the city/charge or town as the case may be. This number is available in column 5 of Forms I/II. Before transcribing from column 5 of Form I&II, check whether the figure in col. 5 of Form I/II is correct by counting the entries in col. 4 of the same forms.

Column 3: Position of the first enumeration block Selected.--For the First charge/town copy here he selected random number noted at the top. For the subsequent charge/town this column will be filled up as indicated in the instructions for filling up column 8. This random number indicates the starting point for sample selection. If the random number is *three*, the first sample block will be the one listed at third position in column 4 of Form I/II.

Col. 4: List of enumeration blocks selected.--For filling up this column the corresponding Form I/II is required. Starting from the block listed at the position indicated in col. 3, circle every fourth block in col. 4 of Form I/II. Thus if the random number in col. 3 is three, the blocks listed at 3rd, 7th 11th, 15th .....position will be circled and the block numbers copied in this column. The following example clarifies procedure of selection in respect of Bangalore city, Vidhan Soudha charge, discussed in annexe IV to Circular No. 14. From the list of enumeration blocks listed in col. 4 of Form I, giving the block number of 20% sample of enumeration blocks, the starting block is decided as 14 which occure at the 3rd position in the list. Starting from this block every 4th block is circled in Form I as shown below.

4, 9, 14, 19, 24, 29, 34, 39, 44, 49, 59, 64, 69, 74, 79, 84, 89, 94, 99, 104, 109, 114, 119.

The blocks selected for 5% advanced tabulation in this charge will be block numbered 14, 34, 54, 74, 94 & 114. These numbers will be written in col. 4, of form A.T.I which at refers to city. Similarly for non-city urban areas such number will be entered in col. 4 of form A.T. II.

If on the other hand the random start were 2, the first block to be selected would have been block no. 9, which occurs the 2nd position and the blocks selected would have been 9, 29, 49, 89, 109, taking the same example.

Enter the blocks selected in col. 4, using as many lines as needed in this column.

If the sampling had gone correctly the selected block number should differ by 20 as in the above examples i.e. 14, 34, 54, 74 ..... or 9, 29, 49, 69, 89, 109 etc. In case you find that the selected block numbers come out as 9, 29, 49, 64, 84, etc. one can be sure that there is a mistake some where in the selection procedure calling for verification.

Column 5: Number of enumeration blocks in the sample.—After listing all the sample blocks in col. 4, of Form A.T.I/A.T.II, count the number of blocks in the sample and enter the number in column 5. This number should be *equal to the number of 20% sample blocks selected in the charge entered in col. 2, divided by 4.* If the number of blocks in col. 2 is not exactly divisible by 4, than the number of sample blocks in col. 5 will be equal to

(a) $\frac{\text{(The number of sample blocks in the charge)}}{4}$ ignoring remainder

(b) $\frac{\text{(The number of sample blocks in the charge)}}{4}$ 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 random start. If the remainder is equal to or greater than the random start, the number of blocks selected will be equal to the latter i.e. the quotient plus one.

Column 6: No. of blocks left out.—The total number of sample blocks remaining in the charge after the last block circled, should be counted and entered here. This number will be less than four. In case the number is zero enter zero in this column.

Column 7 :Starting position in the next charge—4 minus col. 6—Substract the entry in col. 6 from the number 4 and enter the result in this column. This number will indicate the position of the starting block in the next charge. This number should be selected/copied out in column 3 against the next charge for which the sample selection has to be commenced. If all the charges have been exhausted, you have completed the sample selection. Prepare a chargewise town list of selected enumeration blocks and communicate them to R.T.O's Office.

Instructions for selection of 5% sample of blocks for advance tabulation--Rural areas:

These instructions indicated the way in which the 5% sample blocks will be selected in each rural charge. Form A.T.III will be used for selection of sample blocks. For each charge the corresponding filled-in Form III, (selection of 20% *sample of enumeration blocks) should be kept ready* as the selection will be based on this form. To avoid copying work, it is suggested that the selection be done in Form III itself and the list of the selected blocks copied out in A.T.III. The instructions for filling up Form A.T.III are given below.

Col. 1: Charge name or number.—Enter the rural charges in order of charge number. Since each charge may have a name enter it here. Do not enter the second charge, unless the sample is selected in the first charge.

Col. 2: Location code of the charge.—Enter the code for the charge.

Col. 3: Number of 20% sample enumeration blocks in the charge.—In Form III, the sample block numbers and their notional numbers would have been circled in column 4. Enter the number in this column. The 5% sample blocks will be selected from these sample blocks.

Column 4.—Select a random number between 1 and 4 from the random number table and enter it in this column. Separate random number should be selected for each charge. It is quite possible that you may come across the same random number adjoining charges so not reject them just because they are the same.

Colmn 5: Notional number of the selected blocks.—In columns 7, 9, 11 & 13 of the Form III, each block in the charge would have been assigned a notional number and the notional number of blocks selected for canvassing sample slip would have been circled with red pencil. For selecting 5% sample of blocks, you should select every fourth block among the sample blocks, starting from the sample blocks *in the position* indicated by col. 4. Please note that the random number in col. 4 indicates the starting position of the sequence of blocks (selected for 20%), not the block number. The following example, with reference to the Junagadh Taluks of Junagadh district circulated to you vide addenda to Circular no. 14, may help to understand the selection procedure.

The notional numbers of the sample blocks circled (i.e. selected for canvassing sample slip), are 4, 9, 14, 19, 24, 29, 34, 39, 44, 49, 54, 59, 64, 69, 74, 79, 84, 89, 94, 99, 104 109, 114, 119, 124, 129.

If the random number for the charge recorded in Col. 4 is 2, then select every 4th block in the above series starting from the second block. The notional numbers of selected blocks will be:—

9, 29, 49, 69, 89, 109, 129.

If the random number for the charge recorded in col. 4 is 4, then the selected blocks will be 19, 39, 59, 79, 99, 119.

Note that the notional numbers of selected blocks will differ by 20.

After selecting the blocks, as indicated above, copy down the notional numbers in col. 5 of Form A.T. III.

Circle the serial number i.e. col. 1 of Form III with blue pencil. The circled blocks will constitute 5% sample.

Column 6: *Block code of the selected 5% sample of blocks.*—From column 4 of the Form III, identify the block number, of the selected block. You would have circled the selected blocks in col. 1 of Form III. For such blocks copy the block number from col. 4 of Form III. *Remember that the numbers that you have entered in column 5 are the notional numbers and not the actual block numbers.*

In the example quoted in the previous column, the entries in this column viz. col. 6, will be as under. If the random start is 2, the number of the selected blocks in this charge will be:

129, 10, 64, 122, 28. 67, 116.

These are the blocks with corresponding notional numbers 9, 29, 49, 69, 89, 109 and 129 respectively.

If the random start is 4, then the number of selected blocks in the charge will be:—

94, 47, 93, 16, 41, 88.

These are blocks with corresponding notional numbers 19, 39, 59, 79, 99 and 119 respectively.

Column 7: *Total number of sample blocks.*—Count the total number of blocks in col. 5 or col. 6 and enter them here.

Please note that the sample selection has to be done in each charge separately. You should not carry over the blocks left over in one charge to the next charge.

Part III: Instructions for selection of 5% sample of enumeration blocks for advance tabulation for States and U.T's excluding Assam, Maharashtra & West Bengal where unit and sample slips are convassed universally.

The selection of 5% sample of blocks will be done at the state headquarters.

In the State or U.T. there may be more than one charge, each charge consisting of a number of enumeration blocks. To make sure that sampling is continuous within the State/U.T. and to ensure that the systematic selection of blocks proceeds accurately, control sheet, A.T.IV, has been prescribed for part III States.

The control sheet consists of eight columns. At the top of the form you have to write the random start. The random start wil be a number between 1 and 20, selected from the random number table already circulated to you. 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 below.

Column 1: *Name of charge or number.*—Enter the charge number in col. 1, urban charges being entered first. If the area (may be city or non-city urban) has more than one charge, then enter the name of the first charge here. The name and number of the second charge will be entered in this column only after the sampling operation in respect of first charge is over. Since as you will see, 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.

Column 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.

Column 3: *No. of the first block selected.*—Write down here the random number which is assigned. This indicates the starting point for sample selection. If the random start is 16, the first sample block will be enumeration block No. 16 in the 1st charge.

Column 4: *List of Enumeration blocks selected.*—Starting with the random number of col. 3 select every 20th block till you cannot select any further block in the charge. For example, if the random number in col. 3 is 16, you must select block numbers 16, 36, 56, 76, 96 etc. If in this charge there are 112 blocks, the last block selected will be the enumeration block number 96. All the block numbers should be entered in column 4. The entries can be made as : 16, 36, 56, 76, 96.

Use as many lines as needed in this column. Blocks listed in this column are the sample blocks for the charge.

Column 5: *No. of blocks in the sample.*—After listing all the sample blocks in column 4, count the number of blocks in the sample and enter this total number in column 5. The number of blocks in the sample should be equal to the number of blocks in the charge entered in col. 2 divided by 20. If the number of blocks in col. 2 is not exactly divisible by 20 then the number of sample blocks in col. 5, will be equal to

a. $\frac{\text{(The number of blocks in the charge)}}{20}$ ignoring the remainder

b. $\frac{\text{(The number of blocks in the charge)}}{20}$ 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 20, the result would be 5 leaving a remainder of 12. If the random start is any number between 13 & 20 the remainder is less than the random start and, therefore, we would have 5 sample blocks as indicated in (a).

On the other hand, if the random start is anything between 1 and 12, the remainder would be greater than or equal to the random start and, therefore, we would have 6 sample blocks as indicated in (b).

Column 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 16, the serial number of the last block selected would be 96. This number should be entered in col. 6.

Column 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 16 should be entered here. (112—96 = 16). The number entered in this column will be less than 20. In case this number is zero, enter zero in this column.

Column 8 : *Starting block of the next charge* 20—*Col.* 7 Substract the entry in col. 7 from the number 20, 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.

After the selection of the sample blocks in the entire State/U.T., prepare a consolidated list showing the location code of the blocks selected in full. The records like Household Schedule, (Part I & Part II) and Individual Slip pads for these blocks should be separated out and marked "5% sample for advanced tabulation".

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Form A-T.-I

Control sheet for the selection of 5% sample blocks for advance tabulation for Part II States—City

State ..... District .....

City ..... Randam Start .....

Name of Charge or number	Total No. of 20% sample blocks in the charge	Position of the first Enumeration block selected	No. of the enumeration blocks selected	No. of blocks in the sample	No. of blocks left out	Starting position in the next charge 4—col.(6)
1	2	3	4	5	6	7

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Form A.T-II

Control sheet for the selection of 5% sample blocks for advance tabulation—for Part II States (Non-city Urban)

State..... District .....

Random Start .....

Name of charge or number	Total number of 20% sample block-in charge	Position of the enumeration block selected	Number of the enumeration blocks selected	Number of blocks in the sample	Number of blocks left out	Starting position in the next charge 4—column (6)
1	2	3	4	5	6	7

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Page No .....

Form A.T.-III

Control sheet for the selection of 5% sample of blocks for advance tabulation—Part II States—Rural

State..... District.....

Charge No.	Location code of the charge	No. of 20% sample blocks in the charge	Random start for the charge	Notional number of selected blocks	Block code of the selected 5% sample of blocks	Total no. of selected blocks
1	2	3	4	5	6	7

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Form A.T-IV

Control sheet for the selection of 5% sample of blocks for advance tabulation Part III States

State..... District..... Random Start.....

Name of charge or number	Total No. of blocks in the charge	No. of the first block selected	List of enumeration blocks selected	No. of blocks in the sample	No. of the last block selected	No. of block left out col.(2)-col. (6)	Starting block of the next charge 20—col. 7
1	2	3	4	5	6	7	8

ANNEXURE 52

No. DCO/13/80/
Government of India
Ministry of Home Affairs
Office of the Director of
Census Operations

67, Rangapillai Street,
Pondicherry-605 001.
Dated: 13-1-1981.

To
All the Charge Officers,
Pondicherry/Karaikal/Mahe/Yanam.

Sir,

Subject:—Census 1981—Union Territory of Pondicherry Distribution of census materials for Individual count —Reg.

In continuation of the instructions issued on the subject from time to time and also in the meeting of the CCOs/DCOs/COs on 4th November 80 and 10th and 11th December 80 and in the various training classes conducted for the Enumerators and Supervisors in the presence of the concerned CCOs/DCOs/COs the following points are communicated.

1. The five elements of Location Code number are to be invariably incorporated in the materials distributed to and collected from the Enumerators and Supervisors. Care may please be taken to indicate the correct Location Code numbers as communicated by this directorate. The location code number indicated in the charge register for individual count are to be incorporated and not the Location Code numbers indicated in the charge registers for Houselisting Operations.

2. The charge officer will issue Abridged Houselist with section 2 duly written and with five elements of Location code number indicated therein to the Enumerators at the rate of one Abridged Houselist for each E.B. handled by them. The location code number indicated herein should agree with the location code number marked in the appointment order. The Enumerators are to update this document as per instructions and the updated document may be checked up for corrections.

3. A Notional map & Layout sketch are to be drawn afresh by each Enumerator in respect of each block for the individual count. (The outline of maps have already been issued to the charge officer).

4. The following items are to be canvassed for the Individual count.

(a) House-hold Schedule.
(b) Individual Slip (universal)
(c) Individual slip (sample)
(d) Degree Holder and Technical Personnel Card

The first item is in books of 25 and 10 forms. The second and third items are printed back to back in pads of 50 and 25 slips. These numbers may be slightly more or less in each book/pad. As already indicated, the charge officer would arrange to impress on all the forms/slips/materials with rubber stamp containing the first three elements of the Location code numbers. As regards numbering of the blocks/pads the following procedure may have to be observed. *The numbering sequence should be separate for each charge. It should be in one sequence within the charge or within the block.* The numbering should be done in one sequence within the charge, the household schedule books with 25 forms being numbered first followed by the books with 10 forms. Similarly the individual slip pads of 50 slips should be numbered first in one sequence within the charge followed by individual slip pads of 25 each. The Enumerators should copy this number from the outer cover on each form/slip. The fourth item will be distributed/collected to/from the respondent by the Enumerators who will incorporate all the five elements of location code number therein before distribution. Necessary account of the same viz. No. of cards distributed/collected etc. may have to be referred by the Enumerators. *It may be noted that only black/blue forms/outline of maps/slips are to be used for the actual count and under no circumstances should red forms/outlining of maps/slips be used since they are meant only for training purposes.* This may be brought to the notice of Enumerators/Supervisors more than once for strict compliance.

5. The result of the count will have to be got incorporated in the Enumerator's working sheet and Enumerator's abstract.

6. The account of the materials distributed and materials collected back should be maintained in the charge office for being communicated to this directorate.

7. All the training materials may be collected back from the Enumerators and Supervisors before distribution of the materials for the actual count so as to avoid any confusion. The distribution may be either at the time of the last training class or before 31-1-81 whichever is earlier.

8. Sufficient No. of forms/schedules in Tamil is issued with a cushion. Materials in English are also issued to serve as a further cushion. The distribution may be made in such a way that no wastage is involved. If however shortage of materials is felt, this directorate may be approached well in advance.

9. The following materials are sent:—

(a) Household Schedule — 25 forms book
10 forms book
(b) Individual slip — 50 slips pad
25 Slips pad
(c) Enumerators working sheet.
(d) DHTP Card
(e) Enumerator's Abstract
(f) Account of DHTPP Card
(g) List of Scheduled Caste.

The receipt of this letter together with the materials may kindly be acknowledged.

Yours faithfully,

Sd/-
(D. SANTHANAM)
ASST. DIRECTOR OF CENSUS OPERATIONS

ANNEXURE 53

No. DCO/13/80/163

Government of India

Ministry of Home Affairs

Office of the Director of

Census Operations

Pondicherry

67, Rangapillai Street,
Pondicherry—605 001.

Dated: 11-2-1981.

To

All the Charge Officers,
PONDICHERRY/KARAIKAL/MAHE/YANAM

Sir,

Subject:—CENSUS 1981—Union Territory of Pondicherry—Distribution of census materials for individual count—Reg.

In continuation of the letter of even number dated 13th January, 1981 on the subject mentioned above, I am to forward the Degree holders and Technical Personnel cards as per the Annexure. The Charge Officers are requested to distribute the same to the Enumerators/Supervisors immediately.

Yours faithfully,

(D. SANTHANAM)
ASST. DIRECTOR OF CENSUS OPERATIONS.

ANNEXURE 54

Government of Pondicherry

Office of the Additional District Magistrate

No. 1409/81—E

Pondicherry, the 27-2-1981.

Proceedings of the District Magistrate, Pondicherry

Present: Thiru P.L. SAMY, I.A.S.

Subject:—Cinemas—Prohibition of late cinema show on 28-2-1981 for counting houseless population in connection with the Census, 1981—Regarding.

ORDER

The Director of Census Operations, Pondicherry has requested this administration to prohibit late Cinema shows on 28-2-1981 in all the cinema theatres in the Union Territory of Pondicherry to facilitate accurate counting of the houseless population in connection with the Census, 1981 which will be conducted during the night on 28-2-1981. The Census seeks to create an inventory of the Country's manpower resources and demographic characteristics at a given time.

2. Considering the importance of the census work and in exercise of the powers conferred by rule 20 and 87 of the Pondicherry Cinemas (Regulation) Rules, 1966 read with the conditions of licence in Form 'C' appended to the said rules, the District Magistrate, Pondicherry hereby order that night shows commencing *after* 9-30 *P.M. on* 28-2-1981 should not be conducted in any of the cinema theatres in the Union Territory of Pondicherry in the interest of accurate population count in connection with the Census, 1981.

P.L. SAMY

DISTRICT MAGISTRATE

To

All Cinema Licensees.

ANNEXURE 55

URGENT

Government of Pondicherry

Office of the Deputy Commissioner (Excise)

No. E1/2617/81 Pondicherry, dated 26-2-1981

NOTIFICATION

Whereas the counting of houseless population is scheduled to be conducted on 28th February 1981;

And Whereas it is essential to ensure that the counting of houseless population is conducted peacefully and accurately;

Now, therefore, in exercise of the powers conferred by Rule 199—A(1) (ii) of the Pondicherry Excise Rules 1970. I, P. Kothandapani. Deputy Commissioner (Excise), Pondicherry hereby direct that all the toddy, arrack and liquour shops situated in Pondicherry Region shall remain closed on 28th February 1981.

Sd/-

(P. Kothandapani)

Deputy Commissioner (Excise).

To

The Director of Government Press,
Pondicherry. He is requested to
publish the above notification
today itself and to furnish 100
copies of the Notification to
this Department immediately.

ANNEXURE 56

Revenue Department

Office of the Deputy Commissioner (Excise)

Karaikal

No. 1311/81/A4 Dated the 27th Feb, '81.

NOTIFICATION

Whereas the counting of houseless population in Pondicherry State is scheduled to be conducted on 28th February, 1981.

And whereas it is essential to ensure that the counting of houseless population is conducted fairly, peacefully and accurately.

Now, therefore, in exercise of the powers conferred by rule 199-A(i) (ii) of the Pondicherry Excise Rules 1970, I, P. Krishnamurthi, Deputy Commissioner (Excise), Karaikal hereby direct that all the toddy, arrack and liquor shops situated in Karaikal Region shall remain closed for one day the 28th February, 1981.

Sd/-

(P. KRISHNAMURTHI)

DEPUTY COMMISSIONER (EXCISE)

KARAIKAL

To

The Director of Government Press, Pondicherry. He is requested kindly to publish the above notification immediately and furnish 50 copies of the Notification to this Department.

ANNEXURE 57

No. 343/ED/AE (Tech)/F.48/80-81
Government of Pondicherry
Electricity Department

Pondicherry, dated 12-2-1981.

To

The Asst. Director of Census Operations,
Directorate of Census Operations,
No. 67, Rangapillai Street,
Pondicherry—605 001.

Sir,

Subject:—Electricity Department—Pondicherry Census 1981— Conduct of—Reg.

Ref: Your letter No. 5/4/80/Cen/Pondy/22 dated 21-1-1981.

With reference to your letter cited on the above subject, I am to inform that suitable instructions have been issued to the officers concerned of this department to arrange for keeping the street lights in all the areas of Union Territory of Pondicherry, burning throughout the night of 28th February 1981.

Yours faithfully,

Sd/-
Superintending Engineer.

ANNEXURE 58

P. PADMANABHA

1981 CENSUS
IMMEDIATE

D.O.No. 9/34/80—CD (CEN)
Government of India
Ministry of Home Affairs
The Registar General, India
2-A Mansingh Road
New Delhi-110011
10 JUL 1980

Census of India 1981—*Circular No.* 23

Subject:—Provisional Population Totals.

My dear

This circular deals with release of Provisional Population Totals immediately after the completion of the enumeration which is scheduled to be held from 9 to 28 February 1981 followed by a revisional round between 1 and 5 March 1981.

2. According to the Instructions to Enumerators for filling up of the Household Schedule and Individual Slip, an Enumerator is supposed to start work on "Working Sheet for preparing Enumerator's Abstract" soon after the completion of the revisional round. Keeping in view the urgency of releasing the provisional population totals, it would be essential that the Enumerator should fill the Working Sheet each day. In other words, when the Enumerator fills in Part-II Population Record from the Individual Slip daily, he should also post the totals for the households from the Population Record in the Working Sheet the same day and he should not wait till the completion of the revisional round. However, during the revisional round if he comes across any births or deaths, he should make changes accordingly in the population record as well as the working sheet, so that immediately after completion of the revisional round the Enumeartor is in a position to prepare the Enumerator's Abstract. *This departure from the printed instructions for the Enumerators should be clearly brought out during the course of training.* You must also issue written instructions to this affect.

3. By adopting the above procedure each Enumerator will be in a position to furnish the abstract in respect of his block promptly. However, the posting and consolidation of all the data in the abstract and totally of the data relating to each characteristic for the charge as a whole and later at the district level will require considerable time. Besides, as the Charge Officer is expected to communicate the provisional totals by the quickest means possible either through special messanger or by telegraph or wireless message to the District Census Officer and the Director of Census Operations of the State/Union territory, there may be scope for errors creeping in if too many variables are reported in a run-on message. Similarly, the District Census Officer will be communicating the consolidated provisonal totals for the district to the Director of Census Operations and to the office of the Registrar General, India, directly by the quickest possible means, which would be normally by telegraph or wireless message or telephone. It will be cumbersome to relay a series of figures for each unit. Therefore, it has been decided that the results contained in the Enumerator's abstract will be released in two stages. At the First stage, only the minimum basic information relating to total population and literates are proposed to be released as Paper 1 of 1981. At the second stage, data in respect of other variables contained in the Enumerator's abstract, with rural-urban break up will be released. This will be issued as "Supplement to Paper 1 of 1981".

4. The figures will first be released by the Registrar General and Census Commissioner of India for the country as well as state/union territories. Thereafter, the Director of Census Operations will release the figures for their respective state/union territory down to district level. According to present

thinking the Registrar General will release the Provisional Population Totals on 17 March 1981 for the country and the states/union territories. The Directors of Census Operations will release the figures at a press conference to be convened at the States Headquarters on 23 March 1981. The Directors of Census Operations will not release the figures prior to the stipulated date as the idea is that all the Directors of Census Operations will also await confirmation of the total figures from this office for each state before they release figures to the press. This is important in order to ensure that there is complete agreement between the figures released by this office and the Directors of Census Operations.

5. For reporting of provision results, the following calendar must be followed:—

(1) Revisional round . . .	1-5 March, 1981
(2) Submission of Enumerator's Abstract and all other records by Enumerators to supervisors	6th March, 1981
(3) Submission of all records pertaining to his circle by the Supervisor to the Charge Officer . . .	7th March, 1981
(4) Preparation of Charge Abstract for provisional results by Charge Officers and communication of charge figures to Distrct Census Officers in standard message form . . .	8th March, 1981
(5) Preparation of District Abstract for provisional results by the District Census Officer and communication of district figures in the standard message form to the Director of Census Operations and the Register General, India	9th March, 1981
(6) Preparation of State Abstract and abstract in the case of cities/U.A.S. of one million and above and communication in standard message form	10th March, 1981

6. Each Enumerator, after the completion of the revisional round, will prepare the Enumerator's Abstract. He should be able to finalise its total by 6 March 1981 positively because not much work will be involved as the posting in the working sheet must have been done simultaneously during the enumeration period, as suggested. He will only have to make corrections in the working sheets regarding births and deaths, if any, that he may observe during the revisional round.

7. The Supervisor will have to obtain all the records from the Enumerator including the Working Sheets and the Enumerator's Abstracts relating to his circle and submit these to the Charge Officer by 7th March 1981. On receipt of these records the Charge Officer would have to immediately take up the Working Sheets of the Enumerators for each block and the corresponding Enumerator's Abstract and process these for arriving at the provisional results for initial publication and for forwarding the figures for the supplement also.

8. In order to be able to do so the Charge Officer can very conveniently have a register prepared on the basis of the "Enumerator's Working Sheet" itself, except that in column 2 instead of "Serial Number of Household" it could be noted as "Enumerator's Block Number". When the records are received on the 7th, the charge clerk would have to post in this register the relevent total figures which would be available from the last page of the Working Sheets of each block in the columns concerned. Since these would be posted blockwise the totals would give the figures for each of the characteristics for the entire charge. It would be convenient if the Charge Officer can ensure that this register is written up in advance so far as the block numbers are concerned so that there is no confusion in compiling the provisional totals.

9. In order to prepare the provisonal results in the formats of the messages and in the manner specified in the tables for the supplement, the Charge Officer would necessarily have to prepare for his charge a statement identical to that of the Enumerator's Abstract. This statement would have to be prepared separately for rural and urban charges. If a charge Officer has functioned simultaneously in both the rural and urban charge, the statements would have to be prepared separately for each charge.

10. It will be noticed that for the preparation of the tables which go into the supplement, information for each town is also necessary. This would mean that the Regional Tabulation Offices would have to compile the data based on the working sheets of the Charge Officers of each town.

11. Immediately after the totals are struck the Charge Officer should communicate the figures to the District Census Officer as well as the Director of Census Operations by the quickest possible means. The format of the message through which the figures are to be communicated is given below:—

1981 CENSUS PROVISIONAL TOTALS

Charge.....District .....
Males .....Females .....
Total Population.....Literate Males.....
Literate females.....Total literates.....

12. In case the figures are communicated by express telegram, a post copy must be sent both to the District Census Officer and the Director of Census Operations, in confirmation. This will obviously help in resolving discrepencies, if any, that may have arisen during communication.

13. Similarly, the District Census Officer should communicate consolidated totals in respect of all the charges in his district. The district Census Officer will simultaneously communicate the figures to the Director of Census Operations and to the Registrar General, India in the format indicated below:

1981 CENSUS PROVISIONAL TOTALS

State .....District.....
Males .....Females .....
Total population .....Literate Males.....
Literate females.....Total literates.....

14. The figures should be communicated to the Registrar General, India by express telegram, wireless message or over phone, whichever is deemed quickset. The telegraphic address of the Registrar General, India is "REGGENLIND—NEW DELHI". The figures, as said above, can also be communicated to this office over phone. Arrangements will be made to receive the messages, round the clock from the 8th to 11th March 1981 over the following telephones:

New Delhi

383761
383145
383157
386583

15. The format in which the figures are to be communicated by telegram or wireless message (para 13) will be adopted in case the information is given over the telephone.

16. Similar arrangements will have to be organised for the preparation of provisional population totals and their communication in the case of cities which have independent census authorities. These are cities where the Municipal Commissioner or other chief executive authority may have been designated as the Principal Census Authority for this area. In such cases the Charge Officers within these units would have to operate in the same manner to build up charge totals and these, in turn, would have to be consolidated by the Principal Census Authority for the city concerned and sent to the Registrar General, India and to the Director of Census Operations in the same message format specified

earlier. The Director of Census Operations will also communicate separately in the same message format the provisional population figures *for the cities with a population of one million plus*. Such cities are likely to be Delhi, Bombay, Calcutta, Madras, Hyderabad, Bangalore, Ahmedabad, Kanpur, Pune, etc.

17. In Census Circular No. 22 the calendar for reporting of provisional results has already been indicated. In item 5 of that circular it has been specified that all records relating to charge along with inventory etc. should be sent to the Regional Tabulation Office concerned so that they reach the latter on the 9th of March, 1981. These records will have to include the Working Sheets which the Charge Officers would have prepared on the basis of the Enumerator's Working Sheets and the Enumerator's abstracts. It will be noticed that the totals of the Working Sheets prepared by the charge officer would provide all the data necessary for preparing the material for the Supplement to Paper 1 of 1981. In other words, the Charge Working Sheets would enable the compilation of the Suplement Tables 1 to 4 which go into the Supplement.

18. The Charge Working Sheets would have to be forwarded to the Regional Tabulation Offices along with other records as menioned above. On the basis of these Working Sheets and the charge Abstracts, the Regional Tabulation Offices must compile Supplement Tables 1 onwards in so far as the column relate to the 1981 census data. Having compiled these tables with regard to the 1981 census data these tables, along-with the Charge Working Sheets and Charge Abstracts, must be forwarded by special messenger by these offices to the Director of Census Operations by 21st March 1981. The Directors of Census Operations would then proceed to organise the complete preparation of these tables, including therein the relevant 1971 census figures, computation of any ratios specified therein, etc. In order to save time it would be of great advantage if in the office of the Director of Census Operations these tables be kept ready filling in the data for 1971 so that the 1981 figures need merely be incorporated and further action taken. The Charge Working Sheets and the Charge Abstracts would serve as a cross-check and it would be necessary that arithemetic verifications are carried out wherever necessary.

19. The Director of Census Operations must post copies of the Supplement Tables, in duplicate, as soon as they are ready *but in no case later than 4th April* 1981. Since in the Supplement, the rural-urban composition of population is proposed to be incorporated in some detail, the Directors of Census Operations are requested to furnish the population by sex for the state/union territory district wise with rural-urban break up, and with the information for each urban area (town etc.) separately. Since the Directors of Census Operations will be receiving the abstracts from the Charge Officers for each of the towns, it is hoped that the Director of Census Operations will not find it difficult to furnish the figures.

20. The contents of paper 1 of 1981 incorporating the first set of the provisional figures may be as follows for the state volume:

1. A facing sheet containing:—

Figures at a glance for the state as a whole, showing—

(i) Total population by sex;

(ii) Decennial population growth 1971—81;

(iii) Density of population;

(iv) Sex ratio;

(v) Literacy rate for total population and by sex

II. A very brief account of how the census was taken in the state and a short analysis highlighting the important aspects of the provisional population figures now released.

III. The following:—

(1) Statement showing the ranking of states by population size (figures for all state/union territories will be furnished by this office).

(2) Pie chart showing the population size of the districts.

(3) Map of the state/union territory showing the districts-wise decennial population growth.

(4) Map of the state showing the districts-wise density of population.

(5) Provisional *population* Table 1—Distribution of population, sex ratio, growth rate, density of population.

(6) Provisional population Table 2—Decadel-variation in population since 1901 districts-wise.

(7) Provisional population Table 3—Population by sex of cities over 100,000 population in 1981 and the growth rate of population, 1971-81. Cities should be arranged in descending order of their population.

(8) Provisional population Table 4—Literacy.

21. With some careful planning of the work and advance preparation it should be possible to bring out a mimeographed text and tables and also print the chart and maps in time to compile paper 1 of 1981 for release when the provisional population totals are announced on 23rd March, 1981.

22. Suitable cover design for the 1981 census publications is being evolved and specimen dummy booklet will be sent to the Directors of Census Operations in due course. The outer cover of Paper 1 of 1981 provisional population totals can be printed and kept ready and the moment the statements, maps, etc. are ready the books could be wire stiched and got ready for release.

23. In the supplement to Paper 1 of 1981, the following may be incorporated;

1. An introductory note indicating what has already been covered in the main Paper 1 of 1981 and what is presented in the Supplement. A brief analysis of the data presented in the Supplement. The Supplement will largely give the provisional data on rural/urban break-up, growth rate of the larger towns, economic characteristics of the population.

2. Provisonal population Supplement Table—1 Rural-Urban composition of population.

3. Provisional population Supplement Table—2 Population of Towns.

4. Provisonal population Supplement Table—3 Percentage of Workers to total population.

5. Provisional population supplement Table—4 Distribution of main working population by broad categories.

24. Necessary instructions on this matter will doubtless be issued by you. It would be useful to indicate this procedure in the training classes also.

Please acknowledge receipt.

Yours sincerely,

(P. PADMANABHA)

ANNEURE—59

CENSUS—1981
Immediate

P. PADMANABHA

D.O.No.9/34/80-CD (CEN)
Government of India
Ministry of Home Affairs
The Registrar General, India
2-A Mansingh Road
New Delhi-110 011
November 27, 1980/28 Nov 1980

Subject :—Provisional Population Totals—Supplement to Circular No. 23.

My dear Samy,

At the recent Conference of Directors held at New Delhi it was felt that the calendar laid down for the communication of the provisional results and handling over of the records should allow more time for the Charge Officers to prepare the Charge Abstracts and for submission of rhe records. The revised calendar is indicate below which may be adhered to.—

1. Revisional round . . . . . 1-5 March, 1981

2. Submission of Enumerator's Abstract and all other records by Enumerators to their Supervisors . . . 6th March, 1981

3. Submission of all records by the Supervisors pertaining to his circle to the Charge Officer . . . 7th March, 1981

4. Preparation of Charge Abstract for provisional results by the Charge Officers, other than those functioning independently as Principal Census Officers for big cities, and communication of charge figures to the District Census Officer in standard message form . . . 10th March, 1981

5. Preparation of District Abstract for provisional results by the District Census Officer and Communication of district figures in the standard message form to the Director of Census Operations and the Registar General, India.

   Similarly, Principal Census Officers functioning independently and not under the District Census Officer will communicate the provisional results of their areas to the Dierctor of Census Operations and the Registrar General, India . 11th March, 1981

6. Preparation of State Abstract and abstract in the case of cities/UAs of one million and above and communication in standrad message form . . . 12th March, 1981

2. The clarification issued in my demi-official letter of even number dated 26th November 1980, regarding treatment of big cities which are not under the District Census Officers but under independent Principal Census Officers may please be noted. This has been incorporated in the revised calendar. Care should be taken while communicating the provisional results to avoid omissions or duplications of the data relating to such areas.

Receipt of this letter may please be acknowledged.

Yours sincerely,
Sd/-
(P. PADMANABHA)

ANNEXURE 60

No. 52/PA/DCO/80-81/77
Government of India
Ministry of Home Affairs
Directorate of Census Operations

67, Rangapillai Street,
Pondicherry, the 21-1-81.

To

All District Census Officers/City Census Officers/
Charge Officers/Pondicherry/Karaikal/Mahe & Yanam.

Sir,

Subject:—Census 1981—Report on provisonal totals—Procedure- Communicated.

In continuation of the instructions issued on the conduct of 1981 census earlier, I am to communicate the following points for communication of provincial population results by the various census officers to this Directorate and to the Registrar General's Office. The following in brief gives the entire position.

2. According to the instructions to Enumerators for filling up of the Household Schedule and Idnividual Slip, an Enumerator is supposed to start work on "Working sheet for preparing Enumerator's Abstract" soon after the completion of the revisional round. Keeping in view the urgency of releasing the provisional population totals it would be essential that the Enumerator should fill the Working Sheet each day. In other words, when the enumerator fills in Part-II Population Record from the Individual Slip daily, he should also post the totals for the Households from the Population Record in the Working Sheet the same day and he should not wait till the completion of the revisional round. However, during the revisional round if he comes across any births or deaths, he should make changes accordingly in the population record as well as the working sheets, so that immediately after completion of the revisional round the Enumerator is in a position to prepare the Enumerator's Abstract. *This departure from the printed instructions for the Enumerator's should be clarified and brought out during the course of training.*

3. By adopting the above procedure each enumerator will be in a position to furnish the abstract in respect of his block promptly. However, the posting and consolidation of all the data in the abstract and totalling of the data relating to each characteristic for the charge as a whole and later at the district level will require considerable time. Besides, as the Charge Officer is expected to communicate the provisional totals by the quickest means possible either through special messenger or by telegraph or wireless message to the District Census Officer and the Director of Census Operations, there may be scope for errors creeping in if too many variables are reported in a run-on message. Similarly, the District Census Officer will be communicating the consolidated provisional totals for the District to the Director of Census Operations and to the Office of the Registrar General, India, directly by the quickest possible means, which would be normally by telegraph or wireless message or telephone.

4. The figures will first be released by the Registrar General and Census Commissioner of India for the country as well as States/union Territories. Thereafter the Director of Census Operations will only release the figures for the Union territory.

5. For reporting of provisional results, the following calendar must be followed:—

(1) Revisional round	1—5 March, 1981
(2) Submission of Eumerator's Abstract and all other records by Erumerators to their Supervisors	6th March, 1981
(3) Submission of all records by the Supervisors pertaining to his circle to the Charge Officer	7th March, 1981
(4) Preparation of Charge Abstract for provisional results by the Charge Officers, other than those functioning independently as principal Census Officers for big cities, and communication of charge figures to the District Census Officer in standard message form	10th March, 1981
(5) Preparation of district Abstract for provisional results by the District Census Officer and Communication of District figures in the standard message form to the Director of Census Operations, and the Registrar General, India. Similarly, Principal Census Officers functioning independently and not under the District Census Officer will communicate the provisional results of their areas to the Director of Census Operations and the Registrar General, India.	11th March, 1981
(6) Preparation of State Abstract and Abstract in the case of city/UAs of one million and above and communication in standard message form	12th March, 1981

6. Each Enumerator, after the completion of the revisional round, will prepare the Enuemator's Abstract. He should be able to finalise its totals by 6th March 1981 positively because not much work will be involved as the posting in the working sheet must have been done simultaneously during the enumeration period, as suggested. He will only have to make corrections in the Working Sheets regarding births and deaths, if any, that he may observe during the revisional round.

7. The Supervisor will have to obtain all the records from the Enumerators including the Working Sheets and the Enumerator's Abstract relating to his circle and submit these to the Charge Officer by 7th March, 1981. On receipt of these records the Charge Officer would have to immediately take up the Working Sheets of the Enumerators for each block and the corresponding Enumerator's Abstract and process these for arriving at the provisional results for initial publication and for forwarding the figures for the Supplement also.

8. In order to be able to do so the Charge Officer can very conveniently have a register prepared on the basis of the "Enumerators Working Sheet" itself, except that in column 2 instead of "Serial Number of Household" it could be noted as "Enumerator's block Number". When the records are received on the 7th, the Charge clerk would have to post in this register the relevant total figures which would be available from the last page of the Working Sheets of each block in the columns concerned. Since these would be posted blockwise the totals would give the figures for such of the characteristics for the entire charge. It would be convenient if the Charge Officer can ensure that this register is written up in advance so far as the block numbers are concerned so that there is no confusion in compiling the provisional totals.

9. In order to prepare the provisional results in the formats of the messages and in the manner specified in the tables for the supplement, the Charge Officer would necessarily have to prepare for his charge a statement identical to that of the Enumerator's Abstract. This statement would have to be prepared separately for rural and urban charges. If a Charge Officer has functioned simultaneously in both the rural and urban charge, the statements would have to be prepared separately for each charge, i.e., if a Charge Officer is in charge of more than one charge, he should give separate messages for each charge indicating the nature of the charge.

10. Immediately after the totals are struck the Charge Officer should communicate the figures to the District Census Operations by the quickest possible means. The format of the Officer/City Census Officer as well as the Director of Census message through which the figures are to be communicated is given below:—

1981 Census Provisional Totals

Charge.....District.....

Males.....Females.....

Total Population.....Literate Males.....

Literate Females.....Total Literates.....

11. In case the figures are communicated by express telegram a post copy must be sent both to the District Census Officer/City Census Officer and the Director of Census Operations, in confirmation. This will obviously help in resolving discrepencies, if any, that may have arisen during communication.

12. Similarly, the District Census Officer/City Census Officer should communicate consolidated total in respect of all the charges in his district. The District Census Officer/City Census Officer will simultaneously communicate the figures to the Director of Census Operations and to the Registrar General, India in the format indicated below:—

1981 CENSUS PROVISIONAL TOTALS

State ——————————District ——————————

Males——————————Females——————————

Total Population——————Literate Males——————

Literate females——————Total literates——————

13. The figures should be communicated to the Registrar General, India by express telegram, wireless message or over phone, whichever is deemed quickest. The telegraphic address of the Registrar General, India, 2/A, Mansingh Road, New Delhi—110011 is "REGGENLIND—NEW DELHI". The figures, as said above, can also be communicated to this office over phone. Arrangements will be made to receive the message, round the clock from the 8th to 11th March, 1981 over the following telephones:

New Delhi

383761, 383145, 383157, 386583.

14. Similarly arrangements are being made to receive the figures in this directorate also by posting a special staff for this purpose from 6-3-81. The telephone number is Pondicherry 3573 and abbreviated telegraphic address is "CENSUS-PONDY".

15. The format in which the figures are to be communicated by telegram or wireless message will be adopted in case the information is given over the telephone.

16. The above schedule has been finalised by the Registrar General, India and ends may be scrupulously followed without any deviation. If the City Census Officers/District Census Officers/Charge Officers are able to communicate the figures after complying with all the requirements even earlier, they may do so.

17. The cooperation of all commune officers is earnestly requested in keeping up the time schedule.

Yours faithfully,

Sd/-

(D. SANTHANAM)

Asst. Director of Census Operations.

ANNEXURE 61

No. 52/PA/DCO/80

Government of India

Ministry of Home Affairs

Directorate of Census Operations

67, Rangapillai Street,
Pondicherry—605 001.
Dated : 25-2-1981.

To

All District Census Officers/City Census Officers/Charge Officers,
Pondicherry/Karaikal/Mahe/Yanam.

Sir,

Subject:—Census 1981—Report on Provisional Totals—Procedure—Communicated.

I am to say that detailed guidelines have been issued for communication of Provisional Population Totals to the Registrar General's Office/this Directorate/District Census Officer/City Census Officer vide this directorate's letter No. 52/PA/DCO/80-81/77 dated 21-1-81. This may kindly be looked into and in case this is not ready traceable a copy of the same may be obtained immediately from this directorate.

The following calendar which has been communicated to you earlier is reproduced for ready guidance.

(i) Revisional Round . . . from 1st to 5th March, 1981

(ii) Submission of Enumerator's abstracts and all other records by Enumerators to Supervisors by the evening of 6th March, 1981.

(iii) Submission of all records for all circles by the Supervisors to the Charge Officers . . . by the evening of 7th March 1981

(iv) Preparation of charge abstracts for provisional results and communication of the same to the District Census Officer or City Census Officer as the case may be and to the Directorate of Census Operations, Pondicherry . . . . by the evening of 10th March, 1981

(v) Preparation of District abstracts for provisional results and communication of the same to the directorate of Census Operations, Pondicherry and Registrar General, India, New Delhi . . . . . by 11th March 1981

2. You could have noted from our earlier reference that each enumerator would be required to prepare his Enumerators abstract after completion of the Revisional Round. The Supervisor has not been given any work for preparation of any abstract at his level; he will merely collect all the papers from each of the Enumerators under him and submit the same to the

Charge Officer by the 7th March 1981. At the charge level, however a Charge Officer would have to prepare an abstract. This abstract would take the form of Enumerator's abstract and the Charge Officer will have to use the same Enumerators working sheet for preparing his charge abstract. The Enumerator's working sheet while being used at charge level will retain its original column headings except col. No. 2 where instead of "Serial Number of households", the Charge Officer would have to write "Enumerators block No.". At the charge level, the Charge Officer would use the requisite number of Working sheets in a modified form and go on posting the requisite details from the Enumerators abstract for each block as and when he receives paper for each block. That way Charge Officer would also have in his posting detailed break-down for his entire charge as per column headings of the working sheets. These, thereafter would have to be posted in the charge abstract form (which is the same format as Enumerator's abstract form) and complete his charge abstract. The Charge Officer should prepare a register with the requisite number of working sheets in the modified form and have the register written up in advance, so far as the Enumeration block numbers are concerned in order to avoid any confusion later in compiling the provisional totals.

3. As soon as the charge abstract is prepared, the Charge Officer will have at his disposal, the requisite information that he is supposed to convey for purposes of provisional totals. Needless to say that if a Charge Officer is holding simultaneously the charge of a number of census charges, he will have separate charge abstract for each of the charges under him. Immediately after the totals are struck in the charge abstract form the Charge Officer should check up the same with reference to the tally schedule communicated vide this directorate's etter No. 51/PA/DCO/81 dated 29-1-81 and communicate the following figures to the District Census Officer/City Census Officer as the case may be and to the Directorate of Census Operations by the quickest possible means. The items of information required for provisional totals are identification of charge clearly as rural or urban together with the name of charge, number of males, number of females, total population, number of literate males, number of literate females and total literates. The form of message in which he would convey his provisional total is reproduced again for ready information.

1981 CENSUS PROVISIONAL TOTALS

Charge————Rural/Urban District————

Males————Females————

Total population————Literate Males————

Literate females————Total literates————

The charge officers should send the provisional total particulars by express telegram and also in writing by a special messenger simultaneously. The message should contain the figures in words only.

The particulars of this directorate are as follows:—

Directorate of Census Operations,
67, Rangapillai street,
Pondicherry—605 001.
Phone : 3573
Telegrams : "CENSUSPONDY"

4. On receipt of Provisional total from each charge the District Census Officer/City Census Officer would check up figures with reference to the tally schedule communicated vide this directorate's letter No. 51/PA/DCO/81 dated 21-1-81 and compile totals in respect of all the charges under his control within the District and communicate the consolidated totals to Directorate of Census Operations, Pondicherry and the Registrar General, India in the following format.

1981 Census Provisional Totals

State————District————Rural/Urban————

Males————Females————

Total Population————Literate Males————

Literate Females————Total Literates————

The means of communication of the provisional totals to the Directorate of Census Operations, Pondicherry and to the Registrar General's Office, India, New Delhi will be by wireless message, Express Telegram and Trunk Telephone to guard against possible failure of some means of communication. The District Census Officer/City Census Officer, Pondicherry should resort to telephonic communication and special messenger medium for the purpose. The address and the telephonic number of Registrar General's Office is given below:

Telegraphic address . . .	REGGENLIND, NEW DELHI
Full Postal address	Office of the Registrar General, India Ministry of Home Affairs, Government of India, No. 2/A, Mansingh Road, New Delhi-110 011
Telephonic Numbers—New Delhi . .	383761 383145 383157 386583

5. Whenever a wireless message or Telegram is sent a post copy must, as usual follow.

The Charge Officer/District Census Officer/City Census Officer must remember that the deadline fixed can, on no occasion be violated and it must be further remembered that delay beyond the deadline will mean holding up of the All India Provisional Totals which must simply be avoided at all cost.

6. It may be noted that there should be very little difference in final population figures with reference to provisional population figures and hence the check exercised on verification should be very effective.

7. In order to be of assistance a Technical Staff from this directorate is posted at all Charge Offices from 28-2-81 and he will proceed back to Headquarters after the provisional totals are communicated by the Charge Officer. It will however be seen that a staff subject to availability is also posted at the District Census Office/City Census Office.

8. A staff will be on round-the-clock duty in this directorate with effect from 28-2-81 till the provisional populatoin figures in respect of all charges are received. The Registrar General's Office has also intimated similar arrangement.

9. Immediately after communication of Provisional Population Totals by the District Census Officer/City Census Officer and in any case before 13-3-81. The Charge Officers should prepare an inventory of the items connected with 1981 Census operations and hand them over in this directorate in proper shape personally. He may bring the census clerk with him so as for assistance if necessary.

10. Sufficient number of "Working sheet for preparing Enumerator's abstract" and "Enumerator's abstract" are enclosed for use at the charge office/district census office/city census office in modified form.

11. Any doubt in this regard may be got clarified from this directorate.

Yours faithfully,

Sd/-
(D. SANTHANAM)
Asst. Director of Census Operations.

Encl :

1. List of charges, for communication of provisional population totals by Charge Officer/District Census Officer/City Census Officer.
2. Working sheet for Enumerator's abstract.....Nos.
3. Enumerator's abstract .....Nos.

ANNEXURE

UNION TERRITORY OF PONDICHERRY

List of Charges and Charge Officer/District Census Officer/City Census Officer for communication of Provisional Population Totals

Sl. No.	Name of Charge	Charge Officer
1	2	3
	Pondicherry	
		S/shri
1.	Pondicherry (M) . .	Chinnasamy, Assistant Revenue Officer-cum-Census Charge Officer, Municipal Office, Pondicherry
2.	Ariankuppam . . .	Veera Raghavan, Dy. Tahsildar-cum-Census Charge Officer, Taluk Office, Pondicherry.
3.	Ozhukarai (R) . .	Veera Raghavan, Dy. Tahsildar-cum-Census Charge Officer, Taluk Office, Pondicherry
4.	Ozhukarai (U) . . .	P. Dharmalingam, Commissioner-cum-Census Charge Officer Ozhukarai Commune Panchayat, Ozhukarai.
5.	Mannadipet . . .	Ranganathan, Dy. Tahsildar-cum-Census Charge Officer, Villianur
6.	Villianur (R) . . .	Ranganathan, Dy. Tahsildar-cum-Census Charge Officer, Villianur.
7.	Villianur (U) . . .	Ranganathan, Dy. Tahsildar -cum-Census Charge Officer Villianur.
8.	Bahour	Madhivanan, Dy. Tahsildar-cum-Census Charge Officer, Bahour.
9.	Nettapakkam . . .	Madhivanan, Dy. Tahsildar-cum-Census Charge Officer, Bahour.
	Karaikal	
10.	Karaikal (M) I charge .	Jose Battan, Rev. Officer-cum-Census Charge Officer, Municipal Office, Karaikal.
11.	Karaikal (M) II charge .	Chandrasekaran, Deputy Tahsildar (W&M), cum-Census Charge Officer, Office of the Deputy Collector (Rev) Karaikal.
12.	Thirunallar . . .	Krishnasamy, Tahsildar-cum-Census Charge Officer, Taluk Office Karaikal
13.	Nedungadu . . .	Krishnasamy, Tahsildar-cum-Census Charge Officer, Taluk Office. Karaikal
14.	Kottucherry . . .	Krishnasamy, Tahsildar-cum-Census Charge Officer, Taluk Office, Karaikal
15.	Neravy	B. Ramasamy, Dy. Tahsildar-cum-Census Charge Officer. Taluk Office Karaikal.
16.	T.R. Pattinam . . .	B. Ramasamy, Dy. Tahsildar-cum-Census Charge Officer, Taluk Office Karaikal.
	Mahe	
17.	Mahe (R) . . .	Immanuel. Dy. Tahsildar (Rev)-cum-Census Charge Officer, Mahe.
18.	Mahe(U) . . .	Ittiel Rajaratinam, Commissioner-cum-Census Charge Officer, Municipal Office, Mahe.
	Yanam	
19.	Yanam	Krishnamoorthy, Dy. Tahsildar (Rev)-cum-Census Charge Officer, Yanam.

Sl. No.	Name of district/city	D.C.O./C.C.O.
1	2	3
	Pondicherry	
		S/shri
1.	Pondicherry District (Rural) i.e. grand total of figures in respect of Ariankuppam, Ozhukarai (Rural), Mannadipet, Villianur (Rural), Bahour and Nettapakkam.	Lourdes Nathan, Rev. Officer-cum-District Census Officer, Pondicherry.
2.	Pondicherry District (Urban) i.e. grand total of figures in respect of Pondicherry(M), Ozhukarai (Urban) and Villianur (Urban)	R. Lakshmikanthan, Commissioner-cum-City Census Officer, Municipal Office, Pondicherry.
	Karaikal	
3.	Karaikal District (Rural *i.e.* grand total of figures in respect of Thirunallar Nedungadu, Kottucherry, Neravy and T.R. Pattinam)	P. Krishnamoorthy, Dy. Collector (Rev) cum-Dist. Census Officer, Karaikal.
4.	Karaikal District (Urban i.e. grand total of figures in respect of Karaikal Municipality.)	P. Sundararajan, Commissioner-cum-City Census Officer, Municipal Office, Karaikal.
	Mahe	
5.	Mahe District i.e. Mahe (Rural)	C. Raghavan, I.A.S., Administrator-cum-District Census Officer, Mahe.
6.	Mahe District (Urban) i.e., Mahe Urban.	C. Raghavan, I.A.S., Administrator-cum-District Census Officer, Mahe.
	Yanam	
7.	Yanam district i.e. Yanam Urban.	M. Kannan, Administrator-cum-District Census Officer, Yanam

ANNEXURE 62

MESSAGE FORM

MINISTRY OF HOME AFFAIRS

IN	CALL PRIORITY	TRANS	INSTRUCTIONS	NR	GR
OUT					

ABOVE THIS LINE FOR USE OF WIRELESS STAFF ONLY

TO

SHRI P.L. SAMY
DIRECTOR OF CENSUS OPERATIONS, PONDICHERRY
PONDICHERRY.

INFO

FROM P. PADMANABHA, REGISTRAR GENERAL, INDIA

ORIGINATOR'S NO.	DATE	IN REPLY TO	DATED	SECURITY CLASSIFICATION
9/18/81-CD(CEN)	19-3-81			

ALL INDIA PROVISIONAL POPULATION TOTALS RELEASED ON 18th(.) YOU CAN RELEASE YOUR FIGURES ANYTIME NOW AND NEED NOT REPEAT NOT WAIT FOR 23RD AS STIPULATED IN THIS OFFICE CIRCULAR NO. 9/34/80-CD (CEN) DATED 10TH JULY 1980.

Sd/-

(P. Padmanabha)
Registrar General, India
Ministry of Home Affairs.

PRIORITY
CRASH

ORIGINATOR'S SIGNATURES AND DESIGNATION

BELOW THIS LINE FOR THE USE OF WIRELESS STAFF ONLY

T.O.O.
T.H.I.

TIME IN	DATE	TIME OUT	DATE
READER			SENDER

Copy by post in confirmation forwarded to the Director of Census Operations, Pondicherry, Pondicherry.

Sd/-
(O.P. Sharma)
Deputy Director

ANNEXURE 63

மத்திய அரசு மக்கள் தொகை கணக்கெடுப்பு, 1981

திரு மா. நாகப்பன் எம்.ஏ. துணை இயக்குனர் அவர்களின் வானொலிப் பேச்சு (24-4-80 மற்றும் 3-6-80)

1872-ல் தொடங்கி 10 ஆண்டுக்கொருமுறை கணிக்கப்படும் நமது இந்திய துணைக்கண்டத்தின் மக்கள் தொகை கணக்கெடுப்பு 10 முறை தனது கணிப்பை வெற்றிகரமாக முடித்து 110 ஆண்டுகளைக் கடந்து எதிர்வரும் 1981-ல் தனது 11வது முறையாக மக்கள் தொகையை கணிக்க இருக்கும் ஒரு மாபெரும் தேசிய பணியாகும். இந்திய சென்சஸுக்கு ஒரு தனிப்பெரும் பாரம்பரியம் உண்டு. உலகிலேயே சிறந்த முறையில் நடக்கும் 'சென்சஸ்'களில் இதுவும் ஒன்று என்றும்--இந்திய 'சென்சஸ்' தரும் புள்ளி விவரங்கள் நம்பத்தகுந்தவை என்றும் உலக நாடுகளின் பாராட்டையும் நன் மதிப்பையும் பெற்றுள்ளது.

மக்கள் தொகை கணக்கெடுப்பு என்பது ஒரு நாட்டில் வாழும் வெறும் மக்களின் எண்ணிக்கையை மட்டும் கணக்கிடுவது அல்ல. நாட்டு மக்களின் எண்ணிக்கையோடு அவர்களின் எண்ணங்களையும் ஏற்றத்தாழ்வுகளையும், செயல்முறைகளையும், செய்திறன்களையும், வாழும் இடத்தையும் அந்த இடத்தின் சூழ்நிலையையும் சுற்றுப் புறங்களையும் குறிப்பிடும் ஒரு அளவு கோலாகும். ஆண்களையும், பெண்களையும், இளையவர்களையும், முதியவர்களையும், மாணவர் களையும், குழந்தைகளையும், படித்தவர்களையும், படிக்காதவர்களை யும், பணிபுரிபவர்களையும், வேலையில்லாதோரையும்; தொழிலாளர் களையும், தொழிலதிபர்களையும், அரசியல்வாதிகளையும், அரசு அலுவலர்களையும், வணிகர்களையும், வாழ வழியின்றி தவிப்போரை யும், நிலமற்ற ஏழைகளையும், நிலச்சுவான்தாரர்களையும்; அனாதை களையும், ஆதரவற்றவர்களையும், நடைபாதையிலே வசிப்போர் களையும், நாடோடிகளாக திரிபவர்களையும், ஊனமுற்றவர்களையும், உழைக்க முடியாதவர்களையும், வீட்டுச் சொந்தக்காரர்களையும், வீதி ஓரங்களில் வசிப்பவர்களையும்; மொத்தமாக கணக்கெடுத்து சித்தரித்துக் காட்டும் ஒரு கால கண்ணாடிதான் மக்கள் தொகை கணக்கெடுப்பு.

நகரங்களையும், நகராட்சிகளையும்; சிற்றூர்--பேரூர்களையும், ஊராட்சிகளையும்--பேருராட்சிகளையும்; வீடுகள்--கடைகள்; ஆல யங்கள்--அங்காடிகள்; கல்விச்சாலைகள்--கலைக்கூடங்கள்; மருத்துவ மனைகள்--மகப்பேறு இல்லங்கள்; தொலைபேசி இல்லங்கள்; தபால்-தந்தி நிலையங்கள்; அனாதை இல்லங்கள்--ஆசிரமங்கள் ஆகிய அனைத்து புள்ளி விவரங்களை எல்லாம் கோடிட்டு காட்டும் ஒரு புகைப்பட கருவிதான் மக்கள் தொகை கணக்கெடுப்பு.

குளங்கள்--குட்டைகள்; வயல்கள்--வாய்க்கால்கள்; ஆறுகள்-- ஏரிகள்; அணைகள்--அருவிகள்; காடுகள்--மலைகள்; கடல்கள்-- கழிவிடங்கள்; இப்படிப்பட்ட இடங்களின் பட்டியலை எல்லாம் கோடியிட்டு காட்டும் ஒரு அளவு கோல்தான் மக்கள் தொகை கணக்கெடுப்பு.

சாதியையும்--சமயத்தையும்; மொழியையும்--மதத்தையும்; அந்த மொழி வழியாக வந்த மாநிலத்தையும் படம் பிடித்துக் காட்டும் கருவிதான் மக்கள் தொகை கணக்கெடுப்பு.

குடிநீர் வசதி--சுகாதார வசதி; மின்சார வசதி--சாலை வசதி; கல்வி வசதி ஆகிய சமுதாய மக்களின் மொத்த வசதிகளை யெல்லாம் கண்டுபிடித்து கொடுக்கும் ஒரு கலங்கரை விளக்கம் தான் மக்கள் தொகை கணக்கெடுப்பு.

இப்படிப்பட்ட பல்வேறு கோணங்களில் நின்று நமது மக்களின் நிலைகளைப் படம் பிடித்துக் காட்டுவதன் நோக்கம் நாட்டுக்கும் நாட்டு மக்களுக்கும் மாபெரும் பயனை அளிக்கக்கூடிய பணியினை செய்கிறது நமது சென்சஸ். மக்களின் வயதைக் கணக்கெடுப்பதால் வயதிற்கேற்ற வாழ்க்கை வசதிகள் நெறி முறைகள். கல்வியறிவு வாய்ப்புகள் எல்லா மக்களுக்கும் போய்சேர நமது அரசின் கல்வித் துறை பணிபுரிய நமது 'சென்சஸ்' பேருதவி புரிகிறது. மக்கள் தொகையினை வகை படுத்தி தருவதால் சட்டம் ஒழுங்கை செம்மை படுத்தவும், சட்ட மன்ற பாராளுமன்ற தொகுதிகளை பிரித்து சிறந்த முறையில் தேர்தல்களை நடத்த தேர்தல் துறை சட்டத் துறையினருக்கும் நாம் துணை புரிகிறோம்.

பல்வேறு இடங்களில் வாழும் மக்கள் நிலையையும் நிலங்களையும் அதனை தரம் வாரியாக பிரித்து பாகுபடுத்தி அந்த நிலங்களுக்கு வேண்டிய வடிகால் வாய்க்கால், ஆறு-குளம்; கிணறுகள்--குழாய்கள் ஆகிய நீர்ப்பாசன வசதிகளையும் குறிப்பிட்டு காட்டுவதால் விவசாயி களுக்கும், பொது மக்களுக்கும் அவர்களுக்குத் தேவையான வாய்ப்பு வசதிகளையும், விளைபொருள்களின் தரங்களையும் அவைகளை பெருக்கும் வழிகளையும், விளைந்த பொருள்களை வியாபார ரீதியாக விநியோகிக்கவும் அரசுக்கும் விவசாய-உணவுத் துறைக்கும் நமது 'சென்சஸ்' பெரும் வழிகாட்டியாக திகழ்கிறது.

மக்கள் தொகை கணக்கெடுப்பின் மாதிரி பதிவு திட்டத்தின் மூலம் பிறப்பு இறப்பு விகிதங்களையும், மக்களின் உடல் நிலை களையும் உள்ள நிலைகளையும் அதற்கேற்ற மருத்துவ வசதிகளையும் அது மக்களுக்குப்போய் சேரும் முறைகளையும் மக்கள் பெருக்கத்தையும் நெருக்கத்தையும் அதனால் உருவாகின்ற பல்வேறு கொடிய நோய்களையும் தொல்லைகளையும் கோடிட்டுக் காட்டுவதாலும், பெண்களின் வயது, மணநிலை, குழந்தை பெறுகின்ற வயது-- எத்தனை குழந்தைகள் பெற்றிருக்கிறார்கள் என்பன போன்ற வற்றையும் வரையறுத்துக் கூறுவதாலும் அரசாங்கத்திற்கும் மருத் துவத்துறைக்கும் மக்களின் தேவைகளை அறிந்து நலத்துறையை மக்களின் நல்வாழ்வுத்துறையாக மாற்றி செயல்படுத்தி வரும் குடும்ப நல திட்டம், நோய்தீர்க்கும் மருத்துவத்திட்டம் போன் றவை வெற்றிபெறவும் நாம் துணை நிற்கிறோம்.

வயது முறைகளை வகைபடுத்தி தந்து அந்தந்த வயதிற்கேற்ற வேலை செய்வோர் வேலை இல்லாது அலைவோர், வேலை செய்ய முடிந்தவர்கள்--முடியாதவர்கள் இப்படி பல்வேறு பட்ட நிலையை காட்டுவதால் அரசாங்கமும்--வேலைதேடித் தரும் நிறு வனங்களும், தனியார் துறைகளும் வேலைவாய்ப்புத் திட்டங்களை உருவாக்கி வேலையில்லாத் திண்டாட்டத்தை அகற்ற நமது மக்கள் தொகை கணக்கெடுப்பு ஒரு நிலையான தொண்டினை செய்ய முடியும்.

நாட்டிலே பெருகிவரும் மனித சக்திக்கும் அதற்கு இணையாக பெருக வேண்டிய பொருளாதார நிலையையும் தொழில் வளர்ச்சியையும் அந்த வளர்ச்சிக்கு சிறு தொழில் வேண்டிய வளத்தையும் குடிசைத் தொழில்--கூட்டுறவுத் தொழில்--பெருந் தொழில் போன்ற தொழில் வளங்கள் பெருக்கி சிறந்த முறையில் நமது பொருளாதார உயர்வை நிலை நிறுத்த தொழில் வளத்துறைக் கும்--பொருளாதாரத் திட்டத் துறைக்கும் நாட்டுக்கும் மக்களுக் கும் நமது 'சென்சஸ்' புள்ளி விவரங்களை தந்து பெருமை தேடி கொள்கிறது.

ஓர் இடத்தின் எல்லா தரப்பு மக்களையும் கணக்கிடுவதால் அந்த இடத்திலே நிலையாக வாழும் மக்களையும்--அங்கே குடியேறிய வர்கள்--குடி பெயர்ந்தவர்கள் அவர்களுக்குத் தேவையான உணவு-- உடை--உறைவிடம் முதலிய வசதிகளை முறையாக தந்துதவவும் குடியேறுவதற்கும் குடிபெயர்வதற்கும் உரிய காரணங்களையும்-- காரணத்தை சீர்செய்ய வேண்டிய வழி--முறைகளையும் எடுத்துக் காட்டவும் உதவும் இந்த கணக்கெடுப்பு.

நகரங்களிலோ கிராமங்களிலோ வாழும் மக்களைக் கணக் கெடுக்கும் போது அம்மக்களின் வீடுகள்–குடிசைகள் அவைகளின் தரம்–அமைப்பு அந்த வீடுகளை கட்டுவதற்கு தேவையான பொருள் கள், அந்தந்த வீடுகளிலோ குடிசைகளிலோ வாழுகின்ற மக்களின் எண்ணிக்கை–நிலைமைகள் முதலியவற்றை எடுத்துக்காட்டி வீட்டு வசதி போன்ற வாரியங்களை அமைத்து செயல்படுகின்ற நமது அரசுக்குப் பேருதவியாக பணிபுரிய முடியும்.

நாட்டில் உள்ள அனுதைகள்–ஆதரவற்ற பிச்சைக்காரர்கள் கண் இல்லாதவர்கள்–காது கேளாதவர்கள்; ஊமைகள்–நொண்டி கள் என்று வாழ்க்கையின் வரம்பிலே துடித்துக் கொண்டிருக்கும் ''ஆண்டவனின் குழந்தைகளை'' எல்லாம் கணக்கெடுத்து கொடுத்து நமது அரசாங்கம் செய்து வரும் மாபெரும் புனித பணியான மறு வாழ்வு திட்டத்திற்கு நாம் உதவிட முடியும்.

தாழ்த்தப்பட்ட, மலைஜாதி மக்களைப் பற்றி கணக்கெடுத்து அவர்களின் எண்ணிக்கையும், அவர்களின் நிலைமைகளையும் புள்ளி விவரங்களுடன் எடுத்துத் தருவதால் அம்மக்களின் தேவைகளை அரசாங்கத்தால் பூர்த்தி செய்து அம்மக்களின் வாழ்க்கைத் தரத்தை உயர்த்த 'சென்சஸ்' பணிபுரிகிறது.

மக்கள் தொகை கணக்கெடுப்பு நமது நாட்டு மக்களின் அனைத்துத் துறைகளையும் அது நலத்துறையானாலும்–நல்வாழ்வுத் துறையானாலும்; வருவாய்த்துறையானாலும்–வணிகத் துறையானாலும்; விவசாயத்துறையானாலும்–வாணிபத்துறையானாலும்; திட்டத் துறையானாலும்–தேர்தல் துறையானாலும்; கல்வித்துறையானாலும்–கலைத்துறையானாலும்; உணவுத்துறையானாலும்;–உற்பத்தித்துறை யானாலும்; போக்குவரத்துத் துறையானாலும்–பொருளாதாரத்துறை யானாலும்; சமுதாயத் துறையானாலும் மறுவாழ்வுத்துறையானாலும் மக்கள் ஈடுபாடு கொண்டுள்ள அத்தனைதுறைகளின் புள்ளி விவரங்களையும் மிக துல்லியமாக ஒரு குறிப்பிட்ட நாளில் அதாவது ஒவ்வொரு 10வது ஆண்டு மார்ச்–திங்கள் முதல் நாள் சூரியன் உதிக்கும் நேரத்தில் ஒட்டு மொத்தமாக கணக்கிலெடுத்து அறிவித்து இந்திய திரு நாட்டின் நிலைமைகளை உலகறிய செய்யும் மாபெரும் பணிதான் நமது மக்கள் தொகை கணக்கெடுக்கும் பணியாகும்.

இந்த மாபெரும் தேசியப் பணியை கிட்டதட்ட 5½ இலட்சத் திற்கும் மேற்பட்ட மக்கள் தொகையை கொண்ட பாண்டிச் சேரியில் முற்றிலும் புதிய நோக்கத்தில் புதிய முறையில் செய்து காட்டி புதுவை மாநிலத்தின் தனித்தன்மையையும்–மக்களின் வாழ்க்கை தரத்தையும்–நிலைநிறுத்த முபல்கிறது 'சென்சஸ்' துறை.

எனவே, வருகிற 1981ம் ஆண்டு மார்ச் மாதம் முதல் நாள் சூரிய உதயம் ஆகும்போது நமது பாண்டிச்சேரியின் மக்கள் தொகையை வெற்றிகரமாக எடுத்து முடித்து சென்ற முறையைப் போல இந்தியாவிலேயே முதலாவதாக கணக்கெடுத்து முடித்த நமது மாநிலத்தை–இப்போதும் வெற்றி பெற செய்திட உரிமைல் ஒரு தேசிய கடமையாகும்.

வணக்கம்.

ANNEXURE 64

புதுவை மாநிலம்
இந்திய மக்கள் தொகை கணக்கெடுப்பு 1981
வானொலி ஒலிபரப்பிற்காக தயாரிக்கப்பட்ட கேள்வி : பதில்

பதில் அளிப்பவர் :

புதுவை மாநில மக்கள் தொகை கணக்கெடுப்பு அலுவலக உதவி இயக்குனர் :
திரு டி. சந்தானம் அவர்கள்

கேள்வி:—மக்கள் தொகைக் கணக்கெடுப்பு நமது நாட்டில் எப்பொழுது தொடங்கப்பட்டது?

நமது புதுவை மாநிலத்தில் இது எத்தனையாவது முறையாகும்?

பதில்:—மக்கள் தொகைக் கணக்கெடுப்பு இந்தியாவில் 1872ஆம் ஆண்டு தொடங்கி பத்து ஆண்டுகளுக்கு ஒரு தடவை முறையாகக் கணிக்கப்பட்டு நூறு ஆண்டுகளைப் பூர்த்தி செய்துவிட்டது. நமது புதுவை மாநிலத்தில் முறையான முதல் கணிப்பு 1961-ல் தொடங்கி, வரும் 1981-ல் நடக்க இருக்கும் மக்கள் தொகைக் கணக்கெடுப்பு மூன்றாவது முறையாகும்.

கேள்வி:—புதுவை மாநிலத்தில் எந்தெந்த பிரதேசங்கள் அடங்குகின்றன?

பதில்:—புதுவை மாநிலத்தில் புதுவை மற்றும் தமிழ் நாட்டையொட்டியுள்ள காரைக்கால், கேரளா மாநிலத்தின் அருகில் உள்ள மாஹே, ஆந்திர மாநிலத்தின் அருகில் உள்ள ஏனும் ஆகிய பிரதேசங்கள் அடங்கும். இவை ஒவ்வொன்றும் ஒரு மாவட்டத்திற்குச் சமமாகும். இவைகளின் விஸ்தீரணம் முறையே 290; 161; 9 மற்றும் 20 சதுர கிலோ மீட்டர் ஆகும்.

கேள்வி:—1961லும், 1971-லும், இந்த மாநிலத்தில் மக்கள் தொகை எவ்வளவாக இருந்தது?

பதில்:—இது முறையே மூன்று இலட்சத்து அறுபத்தொன்பதாயிரம் மக்களாகவும், நான்கு இலட்சத்து எழுபத்திரண்டாயிரம் மக்களாகவும் இருந்தது.

கேள்வி :—1981-ல் இம்மாநிலத்தில் என்ன மக்கள் தொகை இருக்கும் என்று எதிர்பார்க்கிறீர்கள்?

பதில்:—1981-ல் இது கிட்டத்தட்ட ஆறு இலட்சமாக இருக்கலாம் என்று மதிப்பிடப்பட்டு இருக்கிறது. இதற்கு பூர்வாங்கமாக கடந்த ஆண்டு ஜூலை- ஆகஸ்ட் மாதங்களில் ஒரு கணக்கெடுப்பு நடத்தப்பட்டது. அதிலிருந்து கிடைத்த விவரப்படி மக்கள் தொகை ஐந்து இலட்சத்து எண்பத்து மூன்றாயிரம் ஆகும். இந்த எண்ணிக்கையும் கடந்த ஆறு மாதத்தில் அதிகரிக்கக்கூடிய தொகையையும், மற்றும் வீடற்றவர்களையும் மனத்தில் கொண்டு மக்கள் தொகை ஆறு இலட்சம் இருக்கலாம் என்று மதிப்பிடப்படுகிறது.

கேள்வி:—மக்கள் தொகைக் கணக்கெடுப்பு இந்த வருடம் நடக்க இருக்கும்போது கடந்த வருடம் நடந்த கணிப்பின் அவசியம் என்ன?

பதில்:—கடந்த வருடம் நடந்த கணிப்பு ஒரு தோராயமான கணக்காகும். இதன் மூலம் கணக்கெடுப்பிற்குத் தேவையான படிவங்களையும் மற்றும் வேலை பளுவையும் ஆராய்ந்து அதற்குத் தகுந்தபடி ஏற்பாடுகள் செய்யப்படுகின்றன.

கேள்வி:—இந்தக் கணக்கெடுப்பு ஏன் பிப்ரவரி, மார்ச் மாதங்களில் நடத்தப்படுகின்றது? இதற்கு ஏதாவது காரணம் உண்டா?

பதில்:—இந்தியா முழுவதும் உள்ள சீதோஷ்ண நிலையை மனத்தில் கொண்டு இந்த மாதங்களில் இது நடத்தப்படுகிறது.

கேள்வி:—இது ஏன் பத்தாண்டுகட்கு ஒரு முறை நடத்தப்படுகிறது?

பதில்:—பொருளாதாரத்தில் வளர்ந்த நாடுகள் அல்லது மிகச் சிறிய நாடுகள் இன்னும் குறுகிய இடைவெளியில் கணக்கெடுப்பை நடத்தக்கூடும். இந்தியாவில் மக்கள் தொகையைக் கணக்கெடுக்க, கோடிக்கணக்கான ரூபாய்கள் செலவிடுவதுடன், பத்து இலட்சத்திற்கும் மேற்பட்ட அரசு அலுவலர்கள் இப்பணியில் ஈடுபடுத்தப்படுகிறார்கள். அதனால் இந்தியா போன்ற பெரிய மற்றும் வளரும் நாடுகளில் பத்து ஆண்டுகளுக்கு ஒரு முறைதான் மக்கள் தொகையை கணிக்க முடியும்.

கேள்வி:—மக்கள் தொகை புள்ளிவிவரம் எவ்வாறு அரசாங்கத்திற்கும் பொதுமக்களுக்கும் பயன்படுகிறது?

பதில்:—ஒரு குறிப்பிட்ட காலத்தில் எடுக்கப்பட்ட மக்கள் தொகையை அடிப்படையாக வைத்துக்கொண்டு அரசு நல்ல திட்டங்களை உருவாக்கமுடியும். இதன்மூலம்தான் நாட்டின் பொருளாதாரம் விரயமாகாத வழியில் பார்த்துக்கொள்ள முடியும். மக்கள் தொகைக் கணக்கெடுப்பு என்பது நாட்டில் வாழும் வெறும் மக்களின் எண்ணிக்கையை மட்டும் கணக்கிடுவது அல்ல. அவர்தம் எண்ணங்களையும் செயல்முறைகளையும், செயல்திறனையும், வாழுமிடத்தின் சூழ்நிலையையும், சுற்றுப்புறத்தையும், ஏற்றத் தாழ்வுகளையும் குறிப்பிடும் ஒரு அளவுகோலாகும். மக்கள் இனத்தை ஆண்-பெண், படித்தவர்-படிக்காதவர், இளையோர்-முதியோர், வேலை செய்பவர்-வேலை அற்றோர், வேலை செய்பவராயின் செய்யும் வேலையின் தன்மை, வேலை அற்றோராயின் அவர்கள் பொழுதைக் கழித்தமுறை, நிலமுடையோர்-நிலமற்றோர், வீட்டில் வசிப்பவர்-வீதியில் திரிபவர், உடல் ஊனமுற்றோர் என்று இந்த கணிப்பானது துல்லியமாகப் பிரித்துக் காட்டுகிறது.

இந்தக் கணக்கின் அடிப்படையில்தான் அரசு திட்டமிட வேண்டும். ஊராட்சிகளையும், பேரூராட்சிகளையும், நகராட்சிகளையும் பாகுபடுத்தி அதற்கேற்றாற்போல் நிர்வாகத்தை அமைத்துக் கொள்ள முடிகிறது. இந்தக் கணிப்புதான் தேர்தல் துறைக்கு சட்டப் பேரவையில் உறுப்பினர் தொகுதிகளையும் பாராளுமன்ற உறுப்பினர் தொகுதிகளையும் பிரிக்க உதவுகிறது.

கேள்வி:—இந்தக் கணக்கெடுப்பின்போது என்ன மாதிரியான புள்ளி விவரங்கள் சேகரிக்கப்படுகின்றன?

பதில்:—புள்ளி விவரங்கள் இரண்டு பெரும் பகுதிகளாகப் பிரிக்கப் பட்டிருக்கின்றன. ஒரு பகுதியானது குடும்பம் மற்றும் குடும்பத் தலைவரின் விவரங்கள் கொண்டதாகும். மற்றொரு பகுதி வீட்டிலுள்ள அனைத்து நபர்களைப் பற்றிய விவரங்களாகும். முதற் பகுதியில் முக்கியமாக குடும்பத்தில் பேசப்படும் மொழி, குடும்பம், சொந்த வீட்டில் வசிக்கிறதா, வீடு கட்டப் பயன்படுத்தப் பட்டிருக்கும் பொருள்கள், வீட்டிலுள்ள குடிநீர் மற்றும் மின் வசதி, குடும்பம் உபயோகிக்கும் அறைகளின் எண்ணிக்கை, குடும்பம் நிலம் சாகுபடி செய்கிறதா, இல்லையா என்ற விவரங்கள் பெறப்படுகின்றன.

கேள்வி:—இந்த விவரங்களின் பயன் என்ன?

பதில்:—இந்த பதில்களைக் கொண்டு ஒரு கிராமமோ அல்லது நகரமோ பெரும்பகுதி எந்த வகையான வீடுகளைக் கொண்டிருக்கிறது. ஜனங்களுக்கு குடிநீர் வசதி மற்றும் மின் வசதி போது

மானதாக உள்ளதா, இது பிரதானமாக நிலம் சாகுபடி செய்யும் பிரதேசமா, இல்லையா என்று கணித்து குடித்தனத்தில் மேம் பாட்டிற்கு அரசு வீட்டு வசதித் திட்டம், குடிநீர் மற்றும் மின் வசதி விரிவாக்கத் திட்டம், விவசாய அபிவிருத்தித் திட்டம் ஆகியவைகளை வகுக்க முடியும். நகர்ப்புறங்களுக்கு போதிய கழிவறை வசதி இல்லாவிடில் அவைகளையும் செய்து தர முன் வரும்.

கேள்வி:—வீட்டிலுள்ள அனைத்து நபர்களைப் பற்றி சேகரிக்கப் படும் விவரங்கள் என்னென்ன?

பதில்:—ஒவ்வொரு தனி நபரைப்பற்றி சேகரிக்கப்படும் விவரங் கள் மூன்று பிரிவுகளாகும். முதல் பிரிவில் அந்த நபரின் பால், வயது, மண நிலை, தாய் மொழி, தெரிந்த இதர இரு மொழிகள், மதம், சாதி, எழுத்தறிவு, கல்வி நிலை அடங்கும். இரண்டாவது பிரிவில் கடந்த ஆண்டில் அவர் வேலை செய்தாரா, இல்லையா, வேலை செய்தவர் என்றால் வேலையின் தன்மை, வேலை செயயாதவர் என்றால் அவர் எப்படி நேரத்தைச் செலவிட்டார், வேலை கிடைத்தால் வேலைக்கு வரத்தயாரா என்பன போன்ற விவரங்கள் அடங்கும். மூன்றாவது பிரிவில் பிறந்த ஊர், கடைசியாக வசித்த ஊர், அதன் விவரங் கள் மற்றும் கணக்கெடுக்கும் இடத்திற்கும் வசித்த ஊரிலிருந்து வந்ததற்கும் காரணம், கணக்கெடுக்கும் இடத்தில் வசித்து வரும் காலம் மற்றும் திருமணமாகாத பெண்கள் தவிர ஏனைய பெண களுக்கு திருமணத்தின்போது வயது, தற்போதுள்ள குழந்தை களின் எண்ணிக்கை, உயிருடன் பிறந்த குழந்தைகளின் எண்ணிக் கை ஆகியவையும், மண நிலையில் உள்ள பெண்களுக்கு கடந்த ஓராண்டில் குழந்தை பிறந்திருக்கிறதா என்ற விவரமும் தொகுக் கப்படும்.

கேள்வி:—இந்தக் குறிப்புகளினால் உண்டாகும் பயன் என்ன?

பதில்:—முதல் பிரிவில் சேகரிக்கப்படும் தகவல்களைக் கொண்டு குறிப்பிட்ட இடத்தில் மக்களுக்குத் தேவையான அடிப்படை வசதிகள் உண்டா? இல்லையா? என்று தெரிந்து கொள்ளலாம். அரசு கல்வியின் மேம்பாட்டிற்கும் கல்வி நிலையங்கள் கட்டுதல், விஸ்தரித்தல் ஆகியவற்றிக்கான திட்டங்களும் மற்றும் ஷெட் யூல்ட் வகுப்பும் மக்களுக்குத் தேவையான மேம்பாட்டுத் திட்டங் களும் வகுப்பதற்கு இந்த தகவல்கள் மிகவும் இன்றியமையாதன. மற்றும் பட்டதாரிகள், தொழில் நுட்ப டிப்ளமா அல்லது தொழில் நிலையப் பயிற்சிப் பட்டங்கள் ஆகியவற்றில் ஏதாவது ஒன்றோ அல்லது அதற்கு மேற்பட்டவையோ ஒரு நபர் பெற்றிருந்தால் கணக்கெடுப்பாளர் அந்த நபரிடம் இதைக் குறிக்க உண்டான விவர அட்டையைக் கொடுப்பார். அந்த அட்டையை பூர்த்தி செய்து அவர் மறுமுறை சரிபார்ப்பதற்காக வரும்பொழுது அவரிடம் திருப்பிக் கொடுக்க வேண்டும். இந்தத் தகவல் மக்கள் சக்தி சம்பந்தமான திட்டங்கள் வகுப்பதற்கு உபயோகப்படுத்தப் படுகிறது.

இரண்டாவது பிரிவில் மக்கள் வேலை செய்பவரானால் விவ சாயி, விவசாயத் தொழிலாளி, வீட்டில் செய்யும் தொழிலிலோ மற்றத் தொழிலிலோ ஈடுபட்டிருப்பவர் என்றும் பிரிக்கப்படுகிறார் கள். வேலை செய்யாதவராயின் அவர் குடும்ப வேலையில் ஈடு பட்டவர், மாணவர், சார்ந்திருப்பவர், ஓய்வு பெற்றவர், பிச்சைக் காரர், நிலையத்திலுள்ளோர், மற்றவர் என்று பிரிக்கப்படுகிறார் கள். வேலை என்பது ஒரு நபர் பொருளாதாரப் பயனைத் தரும் ஏதாவதொரு நடவடிக்கையில் ஈடுபட்டிருப்பதாகும். அந்த ஈடு பாடு உடல் உழைப்பு, அல்லது அறிவுத் திறன் மூலமாகவும் இருக் காலம். வேலை என்பது ஒருவர் தானே ஈடுபட்டு செய்யும் காரியம் மாத்திரம் அல்ல. பிறர் செய்யும் வேலையை மேற்பார்வையிடுதல் மற்றும் அவர்கள் செய்யும் வேலைகளுக்கு வழிகாட்டியாக இருப்ப தும் வேலையைச் சார்ந்ததாகும்.

குடும்ப வேலையில் ஈடுபட்டிருக்கும் ஒரு குடும்பப் பெண்மணி குடும்ப விவசாயத்தில் உதவி செய்து கொண்டோ, அல்லது ஓய்வு நேரங்களில் விற்பனைக்காக அப்பளம், ஊறுகாய் தயார் செய்தல், வரட்டி தட்டுதல் இவைகள் போன்ற வேலைகளில் ஈடுபட்டிருந்தாலோ அவருடைய முக்கியத் தொழில் குடும்ப வேலைகளை செய்வதாக இருப்பினும் அவர் வேலை செய்பவராவார். அதேபோன்று ஒரு மாணவர் அல்லது ஓய்வு பெற்றவர் பொருளீட் டக்கூடிய வேலையில் பங்கேற்றால் அவரை வேலை செய்பவராகக் கருத வேண்டும். ஒரு நபர் தற்காலிகமாக மருத்துவமனை அல்லது அது போன்ற நிறுவனங்களில் இருந்தால் அவர் அங்கு சேர்க்கப் படுவதற்கு முன் செய்து கொண்டிருந்த தொழிலில் பங்கேற்றிருப்ப தாக கருத வேண்டும். ஆனால் சிறைக் கைதி நெடுநாளாக வழக்கு முடியாமலுள்ள விசாரணைக் கைதி, நெடுநாளாக தண்டனை தரும் நிறுவனம், அல்லது நரும நிறுவனம் இவைகளில் இருப்பவர் ஆகியோர் வேலை செய்பவராகக் கருதப்படமாட்டார் கள். இந்தக் குறிப்புகளைக் கொண்டு அரசு வேலை வாய்ப்பு முறைக் கான வழி வகைகளை வருக்கிறது. தொழில் அபிவிருத்திக்கு இந்தப் புள்ளி விவரங்கள் பயன்படுத்தப்படுகின்றன.

மூன்றும் பிரிவில் சேகரிக்கப்படும் விவரங்களான பிறப்பிடம், கடைசியாக வசித்த இடம், கடைசியாக வசித்த ஊரிலிருந்து இங்கு வந்ததற்கான காரணம், கணக்கெடுக்கும் இடத்தில் வசித்து வரும் காலம் ஆகிய விவரங்களிலிருந்து மக்களின் இடப்பெயர்ச்சி விவரமும் அதற்கான காரணங்களும் கண்டுபிடிக்கப்பட்டு ஆராய்ச் சிக்கு உபயோகப்படுத்தப்படுகிறது.

மணமே ஆகாத பெண்கள் தவிர மற்றையோர்களிடம் பெறப் படும் தகவல்களையும், மணநிலையிலுள்ள பெண்களிடம் பெறப் படும் தகவல்களையும் கொண்டு இன விருத்தி சம்பந்தப்பட்ட ஆராய்ச்சிகள் மேற்கொள்ளப்படுகின்றன. குடும்ப நலத் திட்டத் தை மேம்படுத்துவதற்கு இந்தப் புள்ளி விவரங்கள் மிகவும் பயன்படுகின்றன.

இந்த காரணங்களினால் இந்த விவரங்கள் மிகவும் இன்றி யமையாதன ஆகின்றது. அதனால் குடித்தனத்தைச் சார்ந்த நபர் கணக்கெடுப்பாளர் வரும் நேரத்தில் வீட்டில் இல்லாதிருப் பாரேயானால் வீட்டிலுள்ளோர் இவர்கள் சம்பந்தப்பட்ட தகவல் களை சரியாகத் தந்து உதவ வேண்டும்.

கேள்வி:—நடைபாதைவாசிகளையும், வீடற்ற குடும்பங்களையும் சேர்ந்த தகவல்கள் எடுக்கப்படுகின்றனவா?

பதில்:—மக்கள் தொகை என்பது வீடற்ற குடும்பங்களில் உள்ளவர் களையும் நடைபாதைவாசிகளையும் உள்ளிட்டதேயாகும். அதனால் இவர்கள் சம்பந்தப்பட்ட விவரங்கள் கணக்கெடுப்பாளரால் பிப்ர வரி இருபத்தெட்டாம் தேதி இரவு கேட்டறியப்படும்.

கேள்வி:—கணக்கெடுப்பின்போது பெறப்படும் விவரங்கள் நீதி மன்றங்களினால் சாட்சிக்காகவோ அல்லது வேறு எதற்கோ அரசு பயன்படுத்துமா?

பதில்:—இந்த விவரங்கள் மிகவும் ரகசியமாக வைக்கப்படும். திட்டமிடுவதற்குத் தவிர வேறு எந்த காரணத்திற்கும் இவைகள் பயன்படுத்தப்படமாட்டா. ஆகவே, பொது மக்கள் தாமாகவே முன்வந்து உண்மையான தகவல்களை அளித்து இம் மாபெரும் தேசியப் பணியை வெற்றி அடையச் செய்யவேண்டும். இந்தியக் கணக்கெடுப்பிற்கு ஒரு தனிப்பெரும் பாரம்பரியம் உண்டு. உல கிலேயே சிறந்த முறையில் நடத்தப்படும் கணக்கெடுப்பு என்றும் புள்ளி விவரங்கள் நம்பத் தகுந்தவை என்றும் உலக நாடுகளின் பாராட்டையும் நன் மதிப்பையும் பெற்றது. நம்முடைய ஒத் துழைப்பினால் இந்தப் பெருமையைக் கட்டிக் காப்போம்.

வணக்கம்.

ANNEXURE 65

Message Form

The Director of Census Operations,
Pondicherry.

D. 11011/15/79-Ad. III
dated 23rd Jan 1981.

No. 4/4/79-CEN/KMDM/44
dated 16th January 81.

THE APPROVAL OF MINISTRY OF HOME AFFAIRS FOR EXECUTING THE LEASE AGREEMENT IS STILL AWAITED(.) HOWEVER AS THE HIRING HAS ALREADY BEEN APPROVED YOU MAY MAKE THE PAYMENT OF RENT(.) THE LEASE AGREEMENT COULD BE EXECUTED LATER(.)

Sd/-

(M. C. NARANG)
Administrative Officer.
22-1-1981.

ANNEXURE 66

Telegram : "REGGENLIND"

No. D. 11011/15/79-Ad. III
GOVERNMENT OF INDIA
MINISTRY OF HOME AFFAIRS/ GRIH MANTRALAY
OFFICE OF THE REGISTRAR GENERAL, INDIA

2/A, Mansingh Road,
New Delhi, the 14' Mar 1983.

To
The Director of Census Operations,
PONDICHERRY.

Subject:—Execution of lease deed for the hird building

Sir,

I have the honour to refer to your letter No. 4-4-/79-Cen-Estt/82/25 dated 4th January, 1983 and to say that the matter has been examined in consultation with the Ministry of Law, Justice & Company Affairs who have advised that sufficient protection is available to the Government against eviction. Thus, no notice be taken of the notice served by the owners. Extracts from notes in the Ministry of Law, Justice & Company Affairs are attached. It may however be ensured by you that the rent is paid regularly well in time.

The Rent Control Act is returned herewith.

Yours faithfuly,

Sd/-

(R. SANTHANAM)
Administrative Officer.

Encl : *As above.*

Ministry of Law, Justice & Company Affairs
(Department of Legal Affairs)
Advice (A) Section

Although the parties have not been successful in entering into a lease deed, the Government has become a tenant by virtue of occupying the building and by regularly paying the rent for the same. As such, the landlord may not be able to evict the tenant merely because there is no lease deed. 5.2 (10) of the Pondicherry Buildings (Lease and Rent Control) Act 1969, defines "Tenant" to include a person "continuing in possession after the termination of the tenancy

in his favour". There appears to be no formal termination of tenancy having taken place on the part of the landlord. As such, mere absence of lease deed may not be detrimental to Government's interests, especially when the Government is not agreeable to accede terms and conditions of lease as offered by the landlord. Hence, unless the landlord adduces any valid reasons under the Act under which he seeks eviction of the Department, the latter could continue as a tenant.

Sd/-

4-3-83.

(Dr. S.C. JAIN)

Assistant Legal Adviser.

Ministry of Law, Justice & Company
(Department of Legal Affairs)
U.O. No. 182/83 Adv. (A) dt. 4-3-83.

PART—I-B
ADMINISTRATION REPORT
(TABULATION)

CHAPTER I

SETTING UP OF REGIONAL TABULATION OFFICE

Only one tabulation office was set up for processing the slips of this union territory upto the primary census abstract stage. The unit was located within the premises of the main directorate by persuading the owner of the building to provide an asbestos roofing for the purpose at no extra liability for the government by way of addition of rent etc. It served the purpose but required the shift of the unit to the pucca terraced part of the building whenever there was heavy rain in the last quarter of 1981. While the regional tabulation offices in other states/UTs. were manned by the Deputy Directors, this unit was left to be headed by Shri D. Santhanam, Assistant Director of Census Operations of the directorate in addition to his own usual responsibilities.

Assignments for tabulation cell

The technical assignments for the tabulation cell of this directorate were the generation of H. 1—'Tables on houses and disabled population immediately on completion of houselisting operations and the preparation of primary census abstracts on completion of the individual count field operations.

Creation and filling-up of post :—

The Registrar General, India had vested on me powers to create one post of Tabulator on a consolidated salary of Rs. 280/- per month and accordingly the post was created on 1st October, 1980. This was filled up after conduct of an inter view at Pondicherry from out of the Employment Exchange list of Yanam. One person was selected and another was wait listed. The selected person did not join duty and hence the wait-listed person was appointed with effect from 21st November, 1980.

The Registrar General's office have vide letter No. 15/2/79 Ad. I, dated the 22nd September, 1980 (Annexure 1) taking into account the quantum of work-load have authorised creation of the following posts for manning the tabulation unit:—

Sl. No.	Name of Post	Number of posts		Additional posts to be created in 1981-82 for the compilation of PCA (Col. 4—Col. 3)
		For the compilation of Table H.1 (during 1980-81)	For the compilation of PCA (during 1981-82)	
1	2	3	4	5
1.	Supervisor .	..	1	1
2.	Checker .	..	3	3
3.	Tabulator .	1	20	19

Note.—The numbers of posts shown in this statement were based on the projected 1981 population.

They have also indicated that the Supervisor, Checker and Tabulator will be on consolidated salary of Rs. 380/-, Rs. 330/- and Rs. 280/- per month respectively. We have sought for Registrar General's sanction for creation of more posts, but the Registrar General, India has created only one more post of Tabulator. This post was filled up by an outside candidate with knowledge of Malayalam on 2nd January, 1981. In addition to these two posts of tabulators, one post of Supervisor, three posts of Checkers and 19 posts of Tabulators were created with effect from 1st March, 1981 for handling Primary Census Abstract under powers vested on me as per Registrar General's letter dated 22nd September, 1980 cited in the previous paragraph. Lists were called for from the Employment Exchange and also advertisements were released in leading dailies. The selection of personnel had been made by an interview at Pondicherry on 12th March, 1931 and orders of appointment were issued immediately. Most of the individuals joined on 1st/2nd April 1981 while the last candidate joined on 11th April, 1981. There were some drop outs from those appointed and suitable appointments were made in the resultant vacancies.

CHAPTER II

PREPARATION OF PRIMARY CENSUS ABSTRACT

Necessary instructions for the compilation of Primary Census Abstract had been issued by the Registrar General, India vide tabulation Circular No. 9, dated the 29th October, 1980 (Annexure 2). This was followed by various subsidiary circulars Abstract is on the model of the one which had been prepared during 1971 Census. In addition to these instructions, a manual for generation of Primary Census Abstract had been prepared and circulated by the Registrar General, India for use of the tabulation staff which contained detailed edit instructions and also the procedure for preparation of the YPrimary Census Abstract.

As a departure of procedure from 1971 Census the Primary Cenus Abstract was generated without breaking the pads of individual slips. Consequently there was no need to use pigeon holes as no sorting of slips was resorted to but straight extraction of particulars from the schedules and slips was made.

Preparation of Scheduled Castes Primary Census Abstract

A new feature for the current Census is the preparation of Primary Census Abstract for Scheduled Castes and Scheduled Tribes. Detailed instructions in this regard had been issued by the Registrar General, India vide his D.O. No. 9/61/81-CD (CEN), dated the 16th June, 1981 (Annexure 3). It may be mentioned in this connection that no tribe has been scheduled in the Union Territory of Pondicherry as per Presidential Order.

Commencement of generation of General and Scheduled Castes Primary Census Abstracts.

The staff employed for the purpose had take up the job on 1st April, 1981. The Taulation cell was sanctioned for 11 months from 1st April, 1981. As already indicated, the cell consisted of one Supervisor, three Checkers and twenty-one Tabulators. According to provisional population, the total urban population was 313,986 and rural population was 290,196. The cell had been divided into two units viz. urban unit and rural unit. The Supervisor, Checkers and Tabulators had been given extensive training to handle the job and instructions were issued for specific identification of scheduled castes slips.

Editing of schedules

This directorate was supposed to edit the schedules/slips in respect of entries requird for generation of Primary Census Abstract, but 5% sample slips had been edited here even beyond the Primary Census Abstract stage. In view of the work-load, the 95% slips had been edited only upto the Primary Census Abstract stage as required.

Handing over of 5% sample schedules to Tamil Nadu Directorate for further management.

The processing of 5% slips for Primary Census Abstract had been completed and the records had been passed on to the Directorate of Cnsus Oprations, Tamil Nadu, Madras by the middle of May, 1981 for further management.

Handing over of 95% schedules to Tamil Nadu Directorate for further management.

The first batch of 95% materials duly processed for Primary Census Abstract had been forwarded to the Directorate of Census Operations. Tamil Nadu, Madras by the beginning of July, 1981 and the last batch by the end of January, 1982.

Engagement of tabulations staff in February '82.

The tabulation staff members had been engaged in performing miscellaneous official works including rearrangement of maps, houselisting records, individual count records etc. in proper position for the rest of their service period viz. one month.

Approval of Registrar General, India for Primary Census Abstract.

On completion of the preparation of the Primary Census Abstract, the General Primary Census Abstract and Scheduled Castes Primary Census Abstract together with allied statement are prescribed had ben forwarded to the Registrar General's office for approval by the end of March, 1982. These statements had been finally approved by the Registrar General, India by the 3rd week of August, 1982.

Release of final population figures

By the middle of June, Registrar General has permitted me to release th Primary Cnsus Abstract figurs to the State Government departmments and other official organisations who required the data. Accordingly, the figures were supplied to the needy units. The final population figures of the union territory at a glance had been prepared as per the instructions of the Registrar General, India vide his D.O. 9/2/82 CD (CEN), dated the 15th July, 1982 (Annexure 4) and released in July, 1982 and 25 copies of the same had been forwarded to the Registrar General's office as required. The pamphlet contained the population figures and Scheduled Castes population to the level of commune/town.

Release of a Special Paper on Scheduled Castes

A special Paper on Scheduled Castes had been prepared as per the instructions of the Rgistrar General, India vide his D.O. No. 9/23/81-CD (CEN), dated the 3rd/6th July, 1981 (Annexure 5) and re-

leased in November, 1982 with 25 copies of the same forwarded to the Regis rar General, India. This publication contained the scheduled castes households, scheduled castes popu'ation, their literacy position, c'assification according to categories of main workers, marginal workers and non-workers sex-wise, to the level of commune/town.

Important Statistics

The salient particulars extracted during Primary Census Abstract generation in respect of this Union Territory are as follows :—

Sl. No.	Classification of Population	Important statistics of population including Scheduld Caste			Important statistics of scheduled castes population		
		Persons	Males	Females	Persons	Males	Females
1	2	3	4	5	6	7	8
1.	Total population (including institutional and houseless population)	604,471	304,561	299,910	96,636	49,210	47,426
2.	Literates	337,615	200,520	137,095	31,275	21,214	10,061
3.	Illiterates	266,856	104,041	162,815	65,361	27,996	37,365
4.	Total Main Workers	173,247	140,162	33,085	37,423	25,009	12,414
5.	Marginal Workers	10,583	3,239	7,344	3,997	700	3,297
6.	Non-Workers	420,641	161,160	259,481	55,216	23,501	31,715

Absorption/Rehabilitation of staff

Two staff members of the tabulation unit had been subsequently appointed as ad-hoc Computors. The particulars of retrenched staff memmbers of the tabulation cell had been communicated to the various departments/institutions/agencies reporting vacancies and also to the Pondicherry Administration for rehabilitation.

Discharge of staff and grant of terminal benefit

The services of all the staff members of the tabulation cell were terminated on 28th February, 1982 afternoon as per the terms and conditions of the appointment and no difficulty was noticed in doing so. The specimen of notice of termination and discharge order may be seen at annexures 6 and 7. The staff members had been granted terminal leave benefit also as per orders of the Registrar General, India.

Recognition of services of consolidated salary staff

The services of the following individuals had been recognised by award of certificates:—

Sl. No.	Name	Designation
1.	Selvi R. Kalaivani	Supervisor
2.	Smt. B. Kalarani	Checker
3.	Shri S. Venkatesh	Checker
4.	Shri P.V.V. Chandrasekaran	Tabulator
5.	Shri B. Veerappan	Tabulator
6.	Shri C. Jayakumar	Tabulator
7.	Shri K. Uvaraj	Tabulator
8.	Shri V.C. Vinayaram	Tabulator

The specimen of the certificate issued read as follows:—

Government of India
Ministry of Home Affairs
DIRECTORATE OF CENSUS OPERATIONS, PONDICHERRY

Certificate of Merit in Census Tabulation

This is to certify that.....
.....
worked as.....
from .....to.....
in the Tabulation office at.....
.....
and that.....
work was of a high order.

Pondicherry

Date

Director of Census Operations

Indexing annexures

The brief contents of the references received from the Registrar General's Office and issued by this directorate which are reproduced as Annexures are gixen here below:—

Sl. No.	Subject in Brief	Issued by	Ref. No. and Date	To whom issued
1	2	3	4	5
1.	Delegation of powers for creation of temporary posts on consolidated salary for Tabulation Cell.	Registrar General, India, New Delhi.	No. 15/2/79-Ad. I dated 22nd September, 1980.	Director of Census Operations, Pondicherry.
2.	Instructions on preparation of Primary Census Abstract.	Register General, India, New Delhi.	Tabulation circular No. 9 under D.O. No. 9/18/80-CD (Cen) dated 29th October, 1980.	All Directors of CensusOperations.
3.	Instructions on preparation of Scheduled Castes Primary Census abstract.	Registrar General, India, New Delhi.	D.O. No. 9/61/81-CD (Cen) dated 16th June, 1981.	Director of Census Operations, Pondicherry.
4.	Release of Final Population figures.	Registrar General, India, New Delhi.	D.O. No. 9/2/82-CD (Cen) dated 15th July, 1982.	Director of Census Operations, Pondicherry.
5.	Release of Special Paper on Scheduled Castes.	Registrar General, India, New Delhi.	D.O. No. 9/23/81-CD (Cen) dated 3rd/6th July, 1981.	Director of Census Operations, Pondicherry.
6.	Specimen notice of termination issued to the consolidated salary Staff.	Director of Census Operations, Pondicherry.	..	All consolidated salary staff.
7.	Specimen discharge certificate issued to consolidated salary staff.	Director of Census Operations, Pondicherry.	..	All discharged staff.

ANNEXURES

ANNEXURE 1

No. 15/2/79-Ad. I
Government of India
Ministry of Home Affairs
Office of the Registrar General, India

2/A, Mansingh Road,
New Delhi—110 011, the
22 September 1980.

To

The Director of Census Operations,
Pondicherry.

Subject:—Delegation of powers for the creation of temporary posts on consolidated salary, in connection with the 1981 Census Operations.

Sir,

I have the honour to enclose a copy each of the Ministry of Home Affairs' letters No. 11011/43/80—Finance II dated 15 September, 1980 and 15/17 September, 1980, respectively, wherein the sanction of the President, under Rule 13(2) of the Delegation of Financial Powers Rules, 1978, authorising the Directors of Census Operations to create posts of Supervisor, Checker, and Compiler (now re-designated as Tabulator), on a consolidated salary of Rs. 380/- per month, Rs. 330/- per month, and Rs. 280/- per month, respectively, has been conveyed. These powers are exercisable by you for creating the aforesaid posts *for the period from 1 September, 1980 to 28 February, 1982 only*. In other words these powers cannot be exercised by you for creating the aforesaid posts for periods extending beyond 28-2-1982 though the date of creation may fall within this period.

2. It will be noticed from paragraph 1 of the Ministry's letter dated 15 September, 1980 that the number of posts to be created in each of the three categories of Supervisor, Checker, and Tabulator, in all the Census Directorates put together, has been specified.

It will also be noticed from paragraph 2 of the aforesaid letter that (i) the Directors of Census Operations have to be informed by me the maximum number of posts in each of these three categories allocated to each of them and that (ii) the creation of posts and the actual entertainment of personnel against those posts will be made by each of them taking into account the volume of work at the relevant time. I have determined the total number of posts in each of the three categories referred to above in your Directorate (1) for a period of 4 months during the current financial year 1980-81, for attending to work connected with the editing of the houselists, re-numbering of the census houses in the houselists, and selection of 20% sample of census houses from the houselists, for the compilation of Table H-I, and (2) for a period of 12 months during the next financial year 1981-82, for the compilation of the Primary Census Abstract, on a 100% count, on the basis of the norms prescribed by me. The numbers as indicated below :—

Sl. No.	Name of Post	Number of Posts		
		For the compilation of Table H 1 (during 1980-81)	For the compilation of PCA (during 1980-82)	Additional posts to be created in 1981-82 for the compilation of PCA (Col. 4—Col. 3)
1	2	3	4	5
1.	Supervisor	..	1	1
2.	Checker	..	3	3
3.	Tabulator	1	20	19

Note.—The numbers of posts shown in this statement are based on the projected 1981 population.

3. You may now create the posts upto the limits specified above for the compilation of Table-H-I during the current financial year 1980-81 as and when the work is taken up, *if the posts have not already been created by me under my own powers, in your Directorate*. For your information, the posts already sanctioned by me, if any, are indicated in brackets in col. 3. If the time-frame for the compilation of Table H-I decided upon by you is different from the 4-months period, on which my assessment of requirements of staff is based, you may increase or decrease the number of posts indicated in the statement above proportionately. But, as has been emphasised by me before, this work must be spread out upto 28 February 1981 and also completed by that date. It is not advisable to complete the work in a shorter period because it is proposed to continue the staff on consolidated salary appointed for this work for the compilation of PCA later and it will be improper to keep them idle between the date of completion of work connected with the compilation of Table H-I and the date of commencement of work for the compilation of PCA, including, of course, a brief spell (say a fortnight) in *March* 1981, *for training* the staff in the compilation of PCA. Needless to say, if some hands from the existing regular staff in your Directorate are diverted to this work, the number of posts in each of the aforesaid categories as on consolidated salary should be correspondingly reduced as already indicated in my earlier circulars on the subject. Also, if the work connected with the compilation of Table H-I can be managed without the creation of any posts on consolidated salary, as has been found possible by some of the Directors of Census Operations, the question of creation of posts on consolidated salary during the current financial year 1980-81 will not arise. If, in the statement in paragraph 2 above, no post is provided in category of Checker and/or Supervisor, the checking and/or supervison of the work of the Tabulator may be looked after by any of your regular staff.

4. The posts on consolidated salary in each of the three categories of Supervisor, Checker, and Tabulator which will be required for the compilation of PCA, after excluding the number of posts in each of these three categories actually created for the work conneced with the compilation of Table H-I upto 28 February 1981, which may or may not be the same as the number in each category indicated in the statement in paragraph 2 above, may be created by you from 1st March, 1981 and the incumbents could also be in position by 1st March 1981, and trained for a fortnight or so, so that the actual work of compilation of PCA may commence from 1 April, 1981. The posts already created for attending to work connected with the compilation of Table H-I during the current financial year 1980-81 may also be continued from 1 March, 1981 under your delegated powers, for attending to work connected with the compilation of PCA. All these posts may be sanctioned for a period of 12 months, i.e., during the whole of the financial year, 1981-82. While creating/continuing the posts on consolidated salary for the compilation of the Primay Census Abstract, you may kindly keep in mind the possibility of diverting the Irregular staff of your Directorate to the extent possible so that the number of posts on consolidated salary may be kept to the barest minimum. I am specially mentioning this because, after the field operations for the 1981 Census are over, it should be possible for you to divert a good number of regular staff of your Directorate to the work of compilation of PCA.

5. As and when the posts are created by you under these delegated powers, you may kindly forward a copy of each sanction letter for record in my office. While doing so, you may also enclose a statement showing the details of calculations on the basis of which the staff requirements on consolidated salary for attending to the work connected with (i) the compilation of Table H-1, and (2) the compilation of PCA, respectively, have been assessed by you, indicating also the categories, and the number of persons in each category, of your regular staff adjusted against the total requirements of staff in each of the three specified categories on consolidated salary.

6. Before creating the posts on consolidated salary under the delegated powers, you should make sure that the expenditure involved is covered by funds provided for in your budget allocation.

7. Under no circumstances should the number of posts created by you in each of the three specified categories on consolidated salary exceed the corresponding number indicated in the statement in paragraph 2 above except when there is a change in the timeframe for the compilation of Table H-I as mentioned in paragraph 3 above. Should a need for creating more posts in any or all of the three specified categories arise, with the exception referred to above, you may write to me giving adequate justification, along with the details for calculations on which your requirements are based, and the additional posts, if found necessary, will be created by me under my delegated powers.

8. Kindly acknowledge receipt of this letter.

Yours faithfully,

Sd/-
(P. PADMANABHA)
Registrar General, India.

No. 11011/43/80-Finance II
Government of India
Ministry of Home Affairs

New Delhi, the 15th Sept., 1980.

To

Registrar General, India,
New Delhi.

Subject:—Delegation of Powers—Creation of posts.

Sir,

I am directed to convey the sanction of the President under Rule 13(2) of the Delegation of Financial Powers Rules, 1978 to authorise the District Census Officers to create posts on fixed consolidated salary upto the number specified against each:—

Designation	Comsolidated Salary	No. of posts proposed to be created
Supervisors . . .	Rs. 380/-p.m.	1,490
Checkers . . .	Rs. 330/- p.m.	3,730
Compilers . . .	Rs. 280/- p.m.	22,400

2. The exercise of these powers by the District Census Officers will be valid for the period from 1st September, 1980 to 28th February, 1982, subject to the condition that the expenditure is covered by the funds provided for in the relevant budget grants. The District Census Officers will be informed the maximum number of posts allocated to them and the creation of posts and the actual entertainment by the District Census Officers will be made taking into account the volume of work at the relevant time.

3. The exercise of those powers is subject to general/or special orders as may be issued by the President from time to time.

Yours faithfully,

Sd/-
(A. K. SEN)
Director Finance (UT)
TELE : 371315

No. 11011/43/80-Finance II
Government of India
Ministry of Home Affairs
(Finance II Section)

New Delhi, the 16th, 17th Sept., 1980.

CORRIGENDUM

Subject:—Delegation of powers—Creation of posts.

In this Ministry's letter No. 11011/43/80-Finance II dated the 15th September, 1980, addressed to Registrar General of India, New Delhi, for the words "District Census Officers", the following may be substituted:—

Directors of Census Operations".

Sd/-
(R. S. NAGPAL)
Desk officer
for Director, Finance (UT)

To

1. The Registrar General of India, New Delhi.
2. Director of Audit, Central Revenues, New Delhi.
3. Guard File.

ANNEXURE 2

1981—CENSUS
IMMEDIATE

D.O. No. 9/81/80-CD (CEN)
Government of India
Ministry of Home Affairs
The Registrar General, India.

P. PADMANABHA

2-A, Mansingh Road,
New Delhi—110 011.
October 29, 1980.

Censu of India 1981—*Tabulation Circular No.* 9

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 of 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 house-listing results. This staff appointed for processing of house-listing results will continue to work in the Regional Tabulation Offices and will get merged with the larger staff created for generation of the PCA. 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 under taken 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, Checker 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 noh ttrough the District Census Officer, as will be seen from the enclosure to this office letter No. 9/16/80-CD (CEN) dated 9th May, 1980 (Circular No. 16).

Handling of Records

The operational unit for the purpose of compilation of the date 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 table 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 Coading 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 50 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 blocks Compilation Sheet.

(b) The Blockwise Master PCA.

(c) The urban village PCA.

The first from will yield the PCA 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 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 area 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 the 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-1 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 block wise 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 wirting up the first three columns of the block wise 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 Block wise 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 Questions 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 regards 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.

Yours Sincerely,

(P. PADMANABHA)

APPENDIX 1

Urban/Village Primary Census Abstract

Location Code Number	Name of Village/ town/ ward	Areas of Village in hectares & of town/ ward in Km^2	No. of 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										Marginal workers		Non-workers		Seeking/ available for work	
Total Main Workers (I-IX)		Cultivators (I)		Agricultural Labourers (II)		Household Industry-Manufacturings Processings Servicing and Repairs (V(a))		Other Workers (III, IV V(b) & VI to IX)							
M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F
15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30

APPENDIX 2

A—1 Area, Houses and Population

Houseless and Institutional Population

State/District/ Tahsil/U.A./ City/Town	Total/ Rural/ Urban	HOUSELESS POPULATION				INSTITUTIONAL POPULATION			
		No. of Households	Persons	Males	Females	No. of House-holds	Persons	Males	Females
1	2	3	4	5	6	7	8	9	10

APPENDIX 3

Block Compilation Sheet

RURAL/URBAN

Name of State..... ..Code No.....

Name of City/Town....., Code No.....

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

Name or No. of Charge.....Code No .....

Name of Tehsil/Taluk

Ward No.....

C.D. Block etc.....

Enumeration Block No.....Type of Household : Normal/Institutional/Housleess

S. No.	House-hold No.	Total Population			Scheduled Castes		Scheduled Tribes		Literates		Total main workers		MAIN WORKERS HHI C		AL		CW		Marginal workers		Non-workers		Seeking/ available for work	
		P	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F
		(2)	(4)	(5)	(6)	(22)	(9)	(23)	(10)	(24)	(14)	(28)	(16)	(30)	(17)	(31)	(18)	(32)	(19)	(33)	(15)	(29)	(13)	(27)	(20)	(34)
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27

APPENDIX 4

Blockwise Master Primary Census Abstract

Name of State..... Code No..... Name of Tehsil/Taluk C.D. Block etc.....Code No.....

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

Sl. No. of village	Name of village	E.B. No.	Occupied residential houses		Total population (Including institutional and Houseless population)			Scheduled Castes		Scheduled Tribes		Literates	
			No. of Houses	No. of households	P	M	F	M	F	M	F	M	F
1	2	3	4	5	6	7	8	9	10	11	12	13	14

Main worker										Marginal worker		Non-worker		Seeking/available for work	
Total main worker		C		AL		HHI		OW							
M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F
15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30

APPENDIX 5

Blockwise Master Primary Census Abstract—Urban

State.....Code No..... Taluk/Tehsil/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.	Occupied residential houses		Total population (Including Institutional and Houseless Population)			Scheduled Castes		Scheduled Tribes		Literates	
			No. of Houses	No. of households	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		Seeking/available for work	
Total main workers		C		AL		HHI		OW							
M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F
15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30

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 Households	Persons	Males	Females
1	2	3	4	5	6	7	8	9

ANNEXURE 3

D.O. No. 9/61/81—CD (CEN)
Government of India

P. PADMANABHA

Ministry of Home Affairs
The Registrar General, India.

2-A Mansingh Road,
New Delhi—110 011.
16 Jun 1981.

Subject:—Primary Census Abstract for Scheduled Castes and Scheduled Tribes

My dear Samy,

At the recent Conference of Directors, we had discussed the possibility of generating the tables relating to the scheduled castes and scheduled tribes as quickly as possible through manual processing. I had said that I would write to you on this matter. We have gone into this in great detail here and find that, despite our anxiety to produce the tables by individual caste and tribe, this would not be desirable because of possible inconsistencies with the computer tabulation which would later be incapable of reconciliation. Therefore, we are giving up the manual preparation of data for each caste and tribe as such and restricting ourselves to the preparation of tables which would represent the Primary Census Abstrct for total scheduled castes and scheduled tribes. The enclosed note contains the procedure for compilation of the PCA for total scheduled castes and scheduled tribes through a manual system of tabulation.

2. The instructions enclosed may be got printed or cyclostyled locally since only a few copies will be necessary. The SC/ST PCA which will be generated on the basis of these instructions is essentially an abstraction of the material available in the Household Schedule Part II-Population Record. Obviously, it can be argued that all that we need have done is to pick out SC/ST households in the Block Compilation Sheets and total these separately. However, it is recognised that there may be households of a mixed character and the SC/ST population of such households would only be available through Part II of the Household Schedule. Therefore, these instructions specify the abstraction of the SC/ST PCA through the Part II Household Schedule only.

3. The system which is suggested here is that there should be one Special Tabulator in each team who will do this work as part of the record flow to that team. The work of each of the Special Tabulators will be checked and further compilations will be made by one Special Checker for the entire R.T.O. I would have no objection to your enhancing the strength of the Special Checker if you think this is necessary but obviously too many people are not needed. The Special Tabulator in each team will be drawn from within the tabulators of the team and he/she would have to be trained in this procedure separately. The Special Checker or in rare cases the Special Checkers would also have to be drawn from the total strength of Checkers in the R.T.O. and necessary trainning will also have to be given to this category.

4. Because of the introduction of this special tabulation of the SC/ST PCA based on the Household Schedule, the management of records would require some consideration. The records are now issued to the Supervisor of each team for generation of the PCA and after the PCA is generated these now move back to the Record Room. We would now have to indicate the way these records will move in view of this special tabulation and I am briefly mentioning the movements involved for which you would have to issue detailed instructions. The essential movements would be the following:

(i) After the PCA is generated by the Tabulators of a team, these records will move to the Checkers in the team for finalisation of the block PCA and preparation of the Master PCA.

(ii) After the PCA stage is over, the records would have to go to the Special Tabulator for preparation of the special SC/ST PCA. Since the Special Tabulator would only be concerned with the Household Schedules, either only the Household Schedules may be given to the Special Tabulator or, if you consider it preferable to keep the pads and the Household Schedule books together, the entire records would then go to the Special Tabulator and later move back through the Supervisor to the Record Room. If only the Household Schedule books are being given to him, the Supervisor would have to ensure that the pads, bundled block-wise, are returned to the Record Room separately. In the Record Room, care would again have to be taken to see that the block records are again put back together. I would leave the specific manner of handling this stage to you.

(iii) The Special Tabulator will compile the block SC/ST PCA and thereafter the Special Block Compilation Sheets along with the records would have to be passed on by the Supervisor of the team concerned to the Special Checker.

(iv) After the Special Checker has completed his work, these records will have to come back to the Supervisor of the team concerned who would be responsible for returning them to the Record Room.

5. Control sheets to watch movement would have to be developed. The sheets now developed would doubtless be capable of use except that they may have to be modified slightly so that these special movements are also indicated.

6. I need hardly mention that the important thing is to ensure that this work is carried out on a 100 per cent basis, ensuring at the same time that records are not missed or mixed up at any stage. The main movements have been indicated above. Modifications and improvements can certainly be made and this I would like to leave to you.

7. The compilation of the Special SC/ST PCA referred to herein can conveniently commence when the PCA tabulation of the 80% records is taken up. However, even now, if you can introduce it half way through the 15 per cent tabulation (or 95 per cent tabulation in certain areas), it would be worth doing so. The important point is that one is absolutely sure where one has begun this work, so that, correspondingly, one is quite sure about the blocks for which it would have to be done separately. This takes me on to the manner in which these special tabulations would have to be prepared in the case of the blocks already completed. These are mainly the 5 per cent blocks and the further blocks where PCA tabulation would have been completed by the time you introduce this system. In case the 5 per cent blocks have not yet been forwarded to the Editing and Coding Units, this can as well be done by a few officials in the R.T.O. itself. If these have been forwarded to the Editing and Coding Cells a few officials in these Cells would have to be assigned this work. It may be particularly noted that the Block Compilation Sheets of these special tabulations would then have to go back to the R.T.O. concerned for incorporation in the Master PCA of the charge.

8. It would be obvious that the special tabulation suggested herein will provide a further check for scrutiny of totals. The Special Master PCA or, for that matter, the Special Block

PCA should tally with the SC/ST figures in the Master PCA. These checks have been incorporated in the instruction enclosed.

9. It is proposed to publish the SC/ST PCAs in Part II B at Tahsil level for which separate instructions will follow.

You may now proceed to get this work organised. Please keep me informed of progress made. I am enclosing 10 copies of the instructions for your convenience.

Please acknowledge receipt of this letter in the format enclosed.

Yours sincerely,

Sd/-

(P. PADMANABHA)

INSTRUCTIONS FOR COMPILATION OF PRIMARY CENSUS ABSTRACTS FOR SCHEDULED CASTES AND SCHEDULED TRIBES.

Apart from the Primary Census Abstract for the entire population, it has now been decided to compile manually the Primary Census Abstract separately for Scheduled Castes and for Scheduled Tribes. The format of these Abstracts are shown in Annexes 1 & 2. You will notice that these formats are similar to the Primary Census Abstract with slight variation.

Though the PCA for Scheduled Castes and Scheduled Tribes will be brought out only at tehsil/town levels, it will have to be compiled at block level and also built up for village/ward level. This will be done through the Urban and Rural/Master PCA for Scheduled Castes and Scheduled Tribes (Annexes 3 & 4).

The compilation of Primary Census Abstracts for Scheduled Castes and Scheduled Tribes will be apart of the PCA operations in the Regional Tabulation Offices although they will be compiled independently from the Population Record—Part II of Household Schedule. One Tabulator from each Supervisor's team and one Checker for the RTO will be assigned to this work. This Tabulator hereinafter called the Special Tabulator of each team will have to make the compilation block by block and the Checker hereinafter called the Special Checker will check all these Tabulators' work and make entries in the Master Primary Census Abstracts for Scheduled Castes and for Scheduled Tribes.

This compilation for each block will be taken up by the Special Tabulators after the compilation for the general Primary Census Abstract is completed. That is, when a Checker has finalised the totals of the Block Compilation Sheets for a block after tallying (and reconciling) them with the Enumerators' Abstract and Working Sheets, the Special Tabulator in the Checker's team assigned for the Primary Census Abstract for Scheduled Castes and Scheduled Tribes will take up compilation work for the block. The Checkers in each team after completing the work for any block will pass on the Household Scheduled books to this Special Tabulator of the team. This Special Tabulator when the completes the compilation work for any block will handover through his Supervisor the Household Scheduled books and compilation Sheets to the Special Checker in the Regional Tabulation Office who has been assigned the work of Primary Census Abstract for Scheduled Castes and Scheduled Tribes. After finalising the totals for Scheduled Castes and Scheduled Tribes for any block the Special Checker will handover the Household Schedule books to the Supervisor of the team from which he received the records.

While this channel of flow of records will be followed in general, i.e., for blocks for which the PCA work is in progress or will be taken up in future, for blocks for which PCA work has already been completed the flow of records will be slightly different. In this case the special tabulator will be issued the Household Schedule books for such blocks one by one (or a few blocks at a time) by his Supervisor instead of receiving them from the Checkers of his team.

The procedure for the compilation of the Primary Census Abstract for Scheduled Castes and Scheduled Tribes is simple and similar to the compilation after step 5 of PCA for the general population. A compilation sheet very similar to that used for the general PCA compilation, as in the format shown in Annexe 5 as Block Compilation Sheet (SC/ST), will be used for this purpose.

Special Tabulator

The Special Tabulator will be issued the list of Scheduled Castes and Scheduled Tribes for the State/District that he will be dealing with. He will also be provided with blank Block Compilation Sheets (SC/ST). When the Special Tabulator receives the Household Schedules for a block, the Part II of of the Schedules—Population Records would already have been edited and corrected in the process of general PCA compilation.

He will start with the Household Schedule Part II—Population Record by inspecting the entries in cols. 8, 9, 22 and 23 of the Population Record and if he finds any entry of Scheduled Caste or Scheduled Tribe for any person in the household he will take a Block Compilation Sheet (SC/ST) and enter the identification particulars for the block and also record Scheduled Castes or Scheduled Tribes according as whether he comes across the Scheduled Caste or Scheduled Tribe person in the Household Schedule. The Special Tabulator will merely have to strike out the appropriate entry where "Scheduled Castes/Scheduled Tribes" has been printed on top of the Block Compilation Sheet. He will take out a fresh Block Compilation Sheet each for Scheduled Caste and Scheduled Tribe only the first time he comes across a Scheduled Caste or Scheduled Tribe person in a block. Having started an SC/ST sheet for the block he will have to make entries for that household and for all further households in the block in the SC/ST member in that Block Compilation Sheet (SC/ST). He will check from the Population Record for such a household, if all the members of the household are recorded as Scheduled Castes or as Scheduled Tribes or only some. More often he will find that all the members of the household are recorded as Scheduled Castes or Scheduled Tribes and in such cases Code 1/2 for Scheduled Castes/Scheduled Tribes would have been recorded against Q. 3(SC/ST of head of household) of Part I of the Household Schedule. In this case the Special Tabulator will simply copy the entries from the total (bottom) line of the Population Record into the Block Compilation Sheet. He will first copy the Household serial number in col. 2 and then make entries in cols. 3 to 23 by copying from the Population Record. In the Block Compilation Sheet, below the column heads the corresponding column numbers of the Population Record are indicated in brackets. Please note that all households whether normal, institutional or houseless will be entered in these Block Compilation Sheets, if there is an SC ST member in the household.

It is possible that in some household Schedules, not all enumerated members are recorded as SC or ST. This would happen mostly with institutional households. In such cases, the Special Tabulator will have to compute the totals of each column of the Population Record only for the SC or ST members. He may compute these totals by counting the '√' marks in each column against SC/ST members only or by adjusting (deducting) the column totals for non-SC/ST persons in the household, whichever is convenient. These computed column totals for only SC/ST members should be entered after entering the Household serial number in col. 2 of Block Compilation Sheet (SC/ST). In rare cases, it is possible that some members of a household are recorded as SC and some others as ST. If it is so, separate column totals for SC and for ST members will have to be derived by counting the '√' marks separately for SC and ST members. In this case, the serial number of household will be entered in the Block Compilation Sheets for SC as well as for ST and the respective column totals will be entered against the household.

In the case of large households where more than one Household Scheduled might have have been used, care should be taken to copy the proper column totals. After making entries for a household, the Special Tabulator will proceed to the next Household Schedule. If in a household (Population Record), there is no SC or ST member, he will skip the household and go on to the next Household Schedule. Thus, the Special Tabulator will make entires in the Block Compilation Sheets for SC and ST only in respect of these Households which have an SC or ST member. He will thus take a Block Compilation Sheet for SC or ST only when he comes across a SC or ST member respectively, in the Household Schedules of the block.

After compilation of all households in a block, he will strike the totals for cols. 3 to 23 of the Block Compilation Sheets for SC and for ST. If there are a large number of entries either for SC or ST, the Special Tabulator will continue in a 2nd, 3rd, etc. sheet numbering them continuously till the completion of the block. He will then strike totals on each Sheet and carry forward the totals from each sheet on to the top of the next sheet, so that the totals on each sheet for a block will indicate the progressive totals and the toals on the last sheet, the totals for the block. After completion of all Household Schedules, if the Special Tabulator finds that he has not come across any SC or any ST person, he will simply fill the identification particulars of the block in a Block Compilation Sheet for SC or ST, as the case may be and write 'NIL' across. Thus, for every block he must fill two Block Compilation sheets, one for SC and one for ST, irrespective of whether there is an SC or ST person in the block or not.

After completion of this work for a block, the Special Tabulator will hand over the Household Schedule books, the Block Compilation Sheets SC and ST for the block to the Special Checker for making entries in the Master PCA (SC/ST) and PCA (SC/ST).

Special Checker

The Special Checker who is assigned for the work of Compilation of PCA for SC & ST will have to check the Block Compilation Sheet (SC/ST) filled by all the Special Tabulators for PCA SC/ST, reconcile the totals of the Block Compilation Sheets with SC/ST population entered in the general Master PCA, make block-wise entries in the Master PCA for SC/ST and finally strike the village/ward totals.

The special Checker will receive the Household Schedule books and the completed Block Compilation Sheets SC and ST for each block, as and when completed, from the special Tabulator assigned to this work from each team of the RTO.

For each block, the Special Checker will have to first add and check whether the column totals 3, 4 & 5 of the Block Compliation Sheet for SC and ST are correct. If not, he will have to correct the column totals. After this, he will check whether these column totals 3, 4 & 5 of the Block Compilation Sheets SC and ST tally with the SC and ST population, males and females entered for the block in the Rural, Urban general Master PCA. If these totals tally, he will check all the other column totals of the Block Compilation Sheets for SC and ST and correct them.

Next, he will make two checks on these totals for interconsistency. The totals (of C, AL, HHI & OW for males) of columns 10, 12, 14 &16 must add upto the total (male main workers) of col. 8. Similarly, the totals of columns 11, 13, 15 & 17 for females must add upto col. 9. Also, the total (of male main workers, marginal workers and non-workers) of cols. 8, 18 & 20 must add upto the (male population) column total 4 and the total (for females) of cols. 9, 19 & 21 must add up to the cols. total 5. After making these checks and ensuring that the column totals are internally consistent, he will enter them in the Master PCA, for SC and ST for the charge against the block number already entered in it. Even if there is a 'NIL' Block Compilation Sheet (SC/ST) he will make entries '—' in the Master PCA SC/ST.

In case, the col. totals 3, 4 & 5 do not tally with the SC and ST population entered in the general Master PCA, the Special Checker will have to reconcile the two sets of figures. For this, he will have to first go through the Household Schedules one by one and check up whether every household which has a SC or ST person entered in the Population Record has been entered in the Block Compilation Sheet SC and ST, respectively. If any such households have been missed, the Special Checker should make the entries for those households in the Block Compilation Sheet (SC/ST) at the end after the totals for the block. He will then add these fresh entries in cols. 3, 4 & 5 to the original totals and see whether these revised totals tally with the SC/ST population of the block as entered in the general Master PCA. If they now tally, he should strike the revised totals for all other columns adding the fresh entries to the original totals which should also be checked. If, however, the revised totals of cols. 3, 4 & 5 still do not tally with the general Master PCA, the Special Checker will have to check whether the entries against each of the households entered in the Block Compilation Sheet SC/ST have been made correctly or not. He will have to do this by referring to the Household Schedule for each of the households entered in the Block Compilation Sheets (SC/ST) and tallying the entries against the household with the column totals of the Population Record. This has to be done for all the households entered in the Block Compilation Sheets one by one and after correcting the entries against them, the column totals should be accordingly corrected. At this stage, the column totals 3, 4 & 5 should tally with the SC/ST population entered in the general Master PCA. If they do not tally even at this stage, this may be brought to the notice of the Assistant Director In-charge who will do the needful.

If the column totals 3, 4 & 5 tally with the General Master PCA, but the internal consistency checks fail, then also the whole process of checking with the Household Schedules for entry of all households with an SC/ST person in Population Record and correct entries in all the columns against each household should be carried out. Here, the check of entry of serial number of household in col. 2 and of other entries in cols. 3 to 23 against the household with the Population Record should be carried out simultaneously.

Please note that these checks are indenpendent for SC and ST and only for those, either of SC or ST which do not tally, the detailed checks with Household Schedules need be made.

ANNEXE 1

Primary Census Abstract for Scheduled Castes

Sl. No.	States/District/ Tehsil/U.A./City/Town	Total/ Rural/ Urban	No. of House-holds with SC members	Total Scheduled Castes Population			Literates			Total main Workers (I-IX)		
				P	M	F	P	M	F	P	M	F
1	2	3	4	5	6	7	8	9	10	11	12	13

MAIN WORKERS																				
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			Seeking/available for work		
P	M	F	P	M	F	P	M	F	P	M	F	P	M	F	P	M	F	P	M	F
14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34

ANNEXE 2

Primary Census Abstract for Scheduled Tribes

Sl. No.	State/District/ Tehsil/U.A./ City/Town	Total/ Rural/ Urban	No. of Households with ST members	Total Scheduled Tribes Population			Literate			Total Main Worker (I-IX)		
				P	M	F	P	M	F	P	M	F
1	2	3	4	5	6	7	8	9	10	11	12	13

MAIN WORKERS																				
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			Seeking/available for work		
P	M	F	P	M	F	P	M	F	P	M	F	P	M	F	P	M	F	P	M	F
14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34

ANNEXE 3

Urban Master Primary Census Abstract (S.C./S.T.)

Name of State.....Code No.....Name of Taluk/Tehsil/C.D. Block etc.....Code No.....

Name of District.....Code No.....Name of city/U.A./Town.....Code No.....

Scheduled Castes/Scheduled Tribes*

Sl. No. of Ward/ Charge	Name of Ward/Charge	EB No.	No. of house-holds with SC/ST* mem-bers	Total SC/ST* population			Literates		MAIN WORKERS			
									Total Main Workers		Cultivators	
				P	M	F	M	F	M	F	M	F
1*	2	3	4	5	6	7	8	9	10	11	12	13

MAIN WORKERS											
Agricultural Labourers		Household Industry		Other workers		Marginal workers		Non-workers		Seeking/available for work	
M	F	M	F	M	F	M	F	M	F	M	F
14	15	16	17	18	19	20	21	22	23	24	25

*Strike out whichever is inapplicable

ANNEXE 4

Rural Master Primary Census Abstract (S.C./S.T.)

Name of State.....Code No.....Name of Tehsil/Taluk/CD Block etc.....Code No.....

Name of Distrcit.....Code No.....

Scheduled Castes/Scheduled Tribes*

Sl. No. of village	Name of village	EB No.	No. of house-holds with SC/ ST* members	Total SC/ST* Population			Literates		MAIN WORKERS			
									Total Main workers		Cultivators	
				P	M	F	M	F	M	F	M	F
1	2	3	4	5	6	7	8	9	10	11	12	13

MAIN WORKERS											
Agricultural Labourers		Household Industry		Other Workers		Marginal Workers		Non-workers		Seeking/available for work	
M	F	M	F	M	F	M	F	M	F	M	F
14	15	16	17	18	19	20	21	22	23	24	25

*Strike out whichever is inapplicable

ANNEXE 5

Block Compilation Sheet (SC/ST)

Urban/Rural

Name of State.....Code No.....Name of City/Town.....Code No.....

Name of District.....Code No.....Name or No. of Charge.....Code No.....

Name of Tehsil/Taluk/C.D. Block etc.....Code No. .....Ward No.....

Scheduled Castes/Scheduled Tribes*

Enumeration Block No.....

Sl. No.	Household Numeber	Total Population			Literates		MAIN WORKERS					
							Total Main Workers		Cultivtators		Agricultural Labourers	
		P (2)	M (4)	F (5)	M (10)	F (24)	M (14)	F (28)	M (16)	F (30)	M (17)	F (30)
1	2	3	4	5	6	7	8	9	10	11	12	13

MAIN WORKERS									
Household Industry		Other Workers		Marginal Workers		Non-workers		Seeking/available for work	
M (18)	F (32)	M (19)	F (33)	M (15)	F (29)	M (13)	F (27)	M (20)	F (34)
14	15	16	17	18	19	20	21	22	23

*Strick out whichever is in applicable

ANNEXURE 4

D.O. No. 9/2/82-CD (CEN)
Government of India
Ministry of Home Affairs
The Registrar General, India.

P. PADMANABHA

2-A Mansingh Road,
New Delhi—110011
July 15, 1982.

My dear Samy,

While giving final clearance to the Primary Census Abstrats pertaining to your State/Union Territory in my D.O. No. 9/12/81-CD dated 10-6 1982 I had said that you were free to give the figures from the manuscript to the State Government and other official organisations who required the data urgently.

It will be a good idea if just the population figures contained in the Primary Census Abstract are brought out in a cyclostyled brochure. This will go a long way in meeting the large scale demand for these basic figures from the Government and other agencies. You may, therefore, bring out such a brochure which will contain the following data:—

State District Tehsil/Taluk etc. City/Town including U.A.	Population (Persons)	Scheduled Castes (Persons)	Scheduled Tribes (Persons)

It is enough if the bare statistics as indicated above are alone published. No analytical note need be included in the brochure. This brochure may be termed as a paper.

Please acknowledge receipt of this letter. Twenty five copies of this brochure may please be sent to us.

Shri. P.L. Samy,
Director of Census Operations,
Pondicherry.

Yours Sincerely
Sd/
(P. PADMANABHA)

ANNEXURE 5

P. PADMANABHA

D.O. No. 9/23/81-CD (CEN)
Government of India
Ministry of Home Affairs
The Registrar General, India.

2-A, Mansingh Road,
New Delhi—110011.
July 3/6, 1981.

My Dear Samy,

According to our Publication Plan for the 1981 Census which is shown in the Tabulation Plan (page 256 to 258), Part II-B Report will consist of the PCA and as per the Instructions contained in Circular No. 32 Part XIII-B of the District Census Handbook will contain the village and town-wise PCA. However, the levels of presentation in Part II-B have not been indicated in the Tabulation Plan.

I would now like to clarify that whereas, Part II-B for the India volume will contain Union Primary Census Abstract, the State volume will contain the State Primary Census Abstract. The levels of presentation here will be at State and district level in the India volume and at District and Tehsil/Town level in the State volumes, as shown in the list of Tabulations (page 8) in the Tabulation plan. The guidelines for preparing Part II-B Report are already included in the note 'Guidelines for presentation of General Note and Fly-leaves for A-Series Tables', sent to you by Shri K.K. Chakravorty, Deputy Registrar General (C & T)'s Circular D.O. letter No. 9/23/81-CD (CEN) dated 23 February, 1981.

As discussed at the recent Director's conference at Nainital, the Primary Census Abstract will now be compiled separately for Scheduled Castes and Scheduled Tribes, though not separately for each Caste and Tribe. Instructions for these have been sent to you separately. These special PCAs will be published only upto Tehsil/Town levels and will be included in Part II-B. Thus, Part II-B will comprise the general State Primary Census Abstracts and the Scheduled Castes and Scheduled Tribes Primary Census Abstract.

In Part B of the District Census Handbooks the Urban/Village Primary Census Abstracts will be presented. The Urban PCA will be at Town/Ward level. The Appendix—Total Scheduled Caste and Scheduled Tribe Population—Urban block-wise, the format of which is on page 34 of the Tabulation Plan will naturally be presented here. You should also present the Scheduled Castes and Scheduled Tribes Primary Census Abstract in this volume at the levels for which they are being included in Part II-B.

The special PCA of Scheduled Castes and Scheduled Tribes must be brought out as a separate paper. This is being suggested because this information is in great demand and, though included in Part II-B and in Part XIII-B (District Census Handbooks) it would be essential that it is brought out quickly in a separate Paper. This is particularly so because the printing of Part II-B and Part VIII-B (District Census Handbooks) will take some time. The India Paper will present the Scheduled Castes and Scheduled Tribes Primary Census Abstracts at State and District level while the State Paper will contain this data at Town/ Tehsil level in the same format as the PCA. No analytical notes or other descriptive material is necessary because this would again lead to the delays in preparation of the Paper and its printing. I would, suggest that to make this Paper useful the list of Scheduled Castes and Scheduled Tribes for the particular State or Union Territory should be included at the end of the Paper.

These amendments in the Tabulation Plan may please be noted.

Kindly acknowledge receipt.

Yours Sincerely,
Sd/-
(P. PADMANABHA)

Encl : *Five copies*
Shri P.L. Samy,
Director of Census Operations,
Pondicherry.

ANNEXURE 6

No.

Government of India
Ministry of Home Affairs

Office of the Directorate of Census Operations, Pondichery

67, Rangapillai Street
Pondicherry-605001
Dated the

Office Order

Sub: Census Operations, Pondicherry—Establishment—Notice of termination of Service under Rule 5(1) of the Central Civil Services (Temporary Service) Rules 1965—Orders—Issued

Ref.: This directorate's Office Order No. dated the....

I hereby give notice to Shri/Selvi.....that/his/her service shall stand terminated with effect from the afternoon of 28th February, 1982.

(P.L. SAMY)

Director of Census Operations,
Pondicherry

Shri/Selvi.....

ANNEXURE 7

No.

Government of India
Ministry of Home Affairs

Office of the Director of Census Operations, Pondichery

67, Rangapillai Street,
Pondicherry-605001
Dated the

Discharge Certificate

Shri/Selvi.....has been working in the Regional Tabulation Office at Pondicherry under the Director of Census Operations, Pondicherry from.....to..... He/She was drawing Rs...../- as consolidated salary without allowances and his/her services have been terminated with effect from.....on.....account of winding up of the Regional Tabulation Office. His/Her work and conduct were satisfactory.

(D. SANTHANAM)

Asst. Director of Census
Operations

LIST OF AGENTS FOR THE SALE OF GOVERNMENT OF INDIA PUBLICATIONS AS ON 1st JANUARY, 1981

Agra

1. M/s. Banwari Lal Jain Publishers, Moti Katra (Reg)
2. Sumit Law Agency, 30/97, Pipal Mandi (Rest)
3. Agarwal Law Co., 8/121, Hink Ki Mandi (Rest)

Ahmedabad

4. Chandra Kant Chiman Lal Vora, 57-2 Gandhi Road, P.B. No. 163, (Reg.)
5. New Order Book Co., Gandhi Road, Ellis Bridge (Reg.)
6. Kunal Subscription Agency, Mina Park Society, Nava Wadaj (Reg.)
7. Gujarat Law House, Near Municipal Swimming Bath, Bhadra (Rest)
8. Mahajan Bros., Super Market Basement, Ashram Road, Navarangpura (Reg.)
9. Himanshu Book Co., 10 Mission Market, Near Gujarat College (Rest)
10. Academic Book Centre, 10 Walkeshwar Society Politechnique (Rest)
11. Educational Booksellers, Gandhi Road (Reg.)
12. Lawyers Credit & Supply Cop. Society Std. City Civil Court Compound, Bhadra (Rest)
13. Indian Law House, 252, 1st Floor Kashipura Outside Raipur Gate (Rest)
14. Roshan Ranjit Brothers, 371/7, Baba Ayaram Road (Rest)

Ahmednagar

15. V.P. Jorewakar, Prop. Rama General Stores Navi Path (Rest)

Ajmer

16. Book Land, 663, Madar Gate (Reg.)

Allahabad

17. University Book Agency, 15-B, Elgin Road (Reg.)
18. Kitabistan, 30 Chak Road (Reg.)
19. Law Book Co., Sardar Patel Marg, P.B. 4 (Reg.)
20. Ram Narain Lal Beni Prasad, 2 Katra Road (Reg.)
21. Universal Book Co., 20 M.G. Road (Reg.)
22. A.H. Wheeler & Co. Pvt. Ltd., City Book Shop (Rest)
23. New Book House 32, Tashkant Road (Reg.)
24. Universal Book Shop, M.G. Road (Reg.)
25. Law Publisher, Sardar Patel Marg, P.B. No. 77 (Reg.)
26. International Library Service, 316 Alopibag, Punjabai Colony (Rest)

Ambala Cantt.

27. English Book Depot (Reg.)

Amritsar

28. Law Book Agency, G.T. Road Putligarh G.T. Road Putligarh (Regd.)
29. The Book Lovers
Petreat Hall Bazar (Reg.)

Aand

30. Vijays Magazine Agency
Station Road (Rest.)

Anantapur

31. Shri Vani Stores
Kamla Nagar (Rest.)

Aizwal

32. Modern Book Stall
Hospital Road, Bara Bazar (Rest)

Ballabhgarh

33. Om Trade Well
Unchagaon Gate (Reg.)

Bangalore

34. International Book House (P) Ltd.
4 K.G. Road (Reg.)
35. S.S. Book Emporium
118, Mount Joy Road,
Hanumant Nagar (Reg.)
36. Standard Book Depot
Avenue Road (Reg.)
37. Vichara Sahitya Ltd.
Balapet (Reg.)
38. Coming Man
Residency Road (Rest)
39. Bhagyalakshmi Stores
524, Shrinagar Main Road
Barashankari (Rest)
40. N.S.A. Majeed Khan
C/o Khan Transport & Air Travels (Rest.)

24—3 Cen/Pondicherry/83

Bansdrom

41. Current Books & Periodicals Agencies
'C' Block, No. 25 (Rest)

Bareilly

42. Pathak Pustak Bhawan
Ram Narain Part (Reg.)

43. Ashok Book Depot
Bara Bazar (Rest.)

Bhagalpur

44. Paper & Stationery Stores
D.M. Singh Road, Bhagalpur (Reg.)

Baroda

45. New Medical Book House
540, Maden Zampa Road (Reg.)

46. Baroda Productivity Council
(Book Division)
Productivity Road (Rest)

47. Hamdip Agencies
Maden Zampa Road (Rest)

Bhopal

48. Lyall Book Depot
Moh Din Build ng
Motia Park, Sultania Road (Reg.)

Bhubaneshwar

49. The Modern Book Depot Unit
111, Stational Square (Reg.)

50. Vani Vikash
B-1, Saheed Nagar (Rest)

51. Bidya Mandir
Eastern Tower Market Building (Rest)

Bhavnagar

52. Shah Parshotam Das Giagabhai
M.G. Road (Rest.)

Bholpur

53. Bholpur Pustakalaya
Rabindra Sarani
P.O. Bholpur, Birbhum (W.B.) (Rest)

Bijapur

54. Shah D.V. Deshpande
Prop. Vinod Book Depot
Near Shirashetti Chowk (Rest)

55. Ajay Law Agency
Hospital Chowk (Best Chopra)
Bhagvan Bazar (Rest)

Baidyanath

56. Jaidip Agency
Distt. Santhal Parganas, Bihar (Rest)

Bombay

57. Charles Lambert & Coy.
101, M.G. Road, P.B. 1032 (Reg.)

58. Current Book House
Maruti Lane Raghunath Dadaji Street
(Reg.)

59. Current Technical Literature Co. Pvt. Ltd.
India House, 1st Floor,
Opp. G.P.O. (Reg.)

60. C. Jamnadas & Co. Bookseller
146 C, Princess Street (Reg.)

61. International Book House, Ltd.,
Indian Mercantile Mission Extn.
Madame Cama Road (Regd.)

62. Kothari Book Depot
Acharya Dande Marg, Parel (Reg.)

63. Lakshmi Book Depot
Girgaum (Reg.)

64. Lok Vang Maya Griha Pvt. Ltd.
190B, Khetwadi Main Road (Reg.)

65. World Literature
Pyara Singh Chug House
Lal Bahadur Shastri Marg, Bhandup.

66. M & J. Services,
2-A, Mohan Kunj Dadar
68, Jyotelea Fule Road (Reg.)

67. Popular Book Depot
Dr. Bhandkamkar Road (Reg.)

68. Sunder Das Gian Chand
601, Girigaum Road
Near Princess Street (Reg.)

69. Thacker & Co.
Rampart Row (Reg.)

70. All India Book Supply Co.
Kalbadevi Road (Reg.)

71. Usha Book Depot. 585/A, Chira Bazar (Reg.)

72. Dhan Lal Bros., 5, Gandhi Road (Reg.)

73. N.K. Tripathi Pvt. Ltd. Princess Street (Reg.)

74. Bhayani Book Depot, 150, Princess Street (Reg.)

75. Shri Agency, 6, Harish 72-D Dixet Road
Vile Parle (Reg.)

76. Universal Book Depot Corpn., 546, Jar Mahal
Dhobi Jalao (Reg.)

77. Subscribers Subscription Services India, 190,
Bazar Gate Street (Rest)

78. C. Shanti Lal & Co., 86, Princess Street (Reg.)

79. Creative Books & Periodicals Pvt. Ltd. 17.
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81. Jaina Book Agency (India), 6-19-A, Goregaon Road, Dhobi Talao (Reg.)
82. Giri Trading Agency, Bhandarkar Road, Matunga (Rest)
83. Bombay Law House, 76, Madows Street (Rest)
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85. Executive Book Service, 74, Princess Street (Rest)
86. G.A. Brothers, 50, Princess Street (Rest)
87. Devendra S. Sharma Sattan Chawl, R-7 H.F. Society Road 5th Natwar Nagar Road, Jogeshwari (E) (Rest)
88. Nav Bharat Sahitya Mandir, Gandhi Marg, Princess Street (Rest)
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90. Vidya Book House, 19 Krishna Niwas, Bombay (Rest)

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91. Das Gupta & Co. Ltd., 54/2, College Street (Reg.)
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93. S.K. Lahiri & Co. Ltd., College Street (Reg.)
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95. Mukherjee & Coy., P-27-B, C.I.T. Road, Scheme-52 (Rest)
96. K.K. Roy., 55-Gariahat Road, P.B. 101210 (Rest)
97. Manimala, 123-Row Bazar Street (Reg.)
98. Modern Book Depot, 78-Chowringhu Centre (Reg.)
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101. K.L.M. (P) Ltd., 257-B.B Ganguly Street (Reg.)
102. Scientific Book Agency, 103-Netaji Subhash Road (Rest)
103. P. Upadhyay, 15-Munshi Sardaruddin Lane (Reg.)
104. G.A. Enterprise, 15/1/1, Ceutre (Reg.)
105. K. Bagchi, 286-B.B. Ganguly Street (Reg.)
106. Overseas Publications, 14-Har Street (Rest)
107. Book Corporational, 1-Mangoe Lane (Reg.)
108. S.C. Sarkar & Sons Pvt. Ltd., Law Publisher & Book Sellers, IC Bankim Chattarjee Street; 700 073 (Reg)
109. Techo Books International, P-4, New Howrah Approach Road (Rest)
110. Basaniwal Enterprises, 309-Bipin Behari Ganguli Street (Rest)
111. Best Books, 1A College Row (Rest)
112. Lahari & Co. 8/1A, Ashtas Road (Rest)
113. Unique Form Centre, 1, Mangoe Lane (Rest)

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115. Rama News Agency Booksellers, Sector-22 (Reg.)
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117. English Book Depot, No. 34, Sector 22-B (Rest)
118. Jain General House, Sector 17-D (Reg.)
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120. Naveen Book Agency, 80-82, Sector 17-D (Rest)
121. Chandigarh Law House, 1002, Sector 22-B (Rest)
122. Variety Book Store, SCO 69, Sector 17-D (Rest)

Cuttack

123. Manager Cuttack Law Times, Cuttack (Reg.)
124. Books International, Bank Bazar (Rest)
125. Woodlands, Bangali Sahi (Rest)
126. Legal Reliable, Biswanath Lane (Rest)

Chindwara

127. Lath Enterprises, 6/62-63, Narsinghpur Road (Rest)

Coimbatore

128. Marry Martin, 9/79, Gokhale Street (Reg.)
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130. Radha Mani Stores, 60-A, Raja Street (Rest)

Chirala

131. Mahalakshmi Enterprises, Opp. Mohan Theatre, (Rest)

Dehradun

132. Bishan Singh & Mehendra Pal Singh, 23-A, Cannaught Place.
133. Jugal Kishore & Co., 23-C Rajpur Road (Reg.)

134. Natraj Publishers, 52-Rajpur Road (Reg.)
135. International Book Distributor, 1st Floor, 913 Rajpur Road (Reg.)

Damoh

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Delhi

137. Atma Ram & Sons, Kashmere Gate (Reg.)
138. Eahri Bros., 243, Lajput Rai Market (Reg.)
139. Bookwell, 85-Sant Nirankari Colony P.B. 1565, Delhi-9.
140. Dhanwantri Medical & Law Book House 1522-Lajpatrai Mrk. (Reg.)
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146. Universal Book Traders, 80-Gokhale Market (Reg.)
147. Young Man & Co., Nai Sarak (Reg.)
148. General Book Depot, 1691-Nai Sarak (Reg.)
149. Munshi Ram Manohar Lala, Oriental Bookseller & Publishers P.B. 1165, Nai Sarak (Rest)
150. Premier Book Co., Nai Sarak (Reg.)
151. Motilal Banarsi Das, Bungalow Road, Jawahar Nagar (Reg.)
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157. Hindustan Book Agencies (India), 17-UB, Jawahar Nagar (Rest)
158. Eagle Book Services, Ganesh Pura (Reg.)
159. Raj Book Agency, A-99, Shiv Puri (Reg.)
160. Krishna Law House, Tis Hazari (Reg.)
161. Indian Documentation Service, Ansari Road (Rest)
162. Standard Booksellers, 402, Kucha Bulaji, Chandni Chowk Dariba Kalan (Reg.)
163. Shyam Bros. IX/51-34, East Old Salimpur, Delhi (Reg.)
164. Capital Law House, Viswas Nagar, Shahdara (Reg.)
165. Ekta Book Co., Majlis Park, Adarsh Ngr. (Reg.)
166. Commercial House, 1478-Dewan Hall Road Near Moti Cinema (Rest)
167. Venus Enterprises Booksellers & Publishers B2/85, Ashok Vihar Floor-II (Reg.)
168. Fine Book Services, 10529 Bagichi Purki Subzi Mandi, Delhi (Reg.)
169. Texla Law Agency, Gurdwara Marg, Shahdara (Rest)
170. Emvee Enterprises, 632-Bhai Parmanand Colony (Rest)
171. All Indian Educational Supply Co., Jawahar Nagar (Rest)
172. Roop Rai Bros., 208-Bhai Parmanand Colony (Rest)
173. Delhi Law House, 77-Gokhale Market (Rest)
174. Medical House (Regd.), 3656-Qutab Road (Rest)
175. Sher-e-Punjab Law Book House, 3/8, Kuncha Mir Ashiq, Shawri Bazar (Rest)
176. Capital Agencies, Balbir Nagar, Shahdara (Rest)
177. Law Literature House, 2646-Bilimaran (Rest)
178. Ajanta Books International, 1-UB Jawahar Nagar (Rest)
179. Academy Publishers, 10-A, Shakar Pur (Rest)
180. Pustak Jagat, Moti Nagar (Rest)
181. Jitendra Book Service, Sitaram Bazar (Rest)
182. Research Co., 1865., Tri Nagar (Rest)
183. International Trade Linkers, Model Town (Rest)
184. Shronica Botanica, I.P. Exten., Delhi (Rest)

Dhanbad

185. New Sketch Press, P.B. 26 (Rest)
186. F.M. Ansari, Hirapur (Rest)

Dharbhanga

187. Sahitya Sagar, P.B. No. 12, P.O. Imhorisarai (Rest)

Dhule

188. Swanandi Knowledge Book Agency (Rest)

Ernakulam

189. Pai & Coy., Broadway (Reg.)

Ferozpur Cantt.

190. English Book Depot, 78-Jhok Road (Reg.)

Gauhati

191. United Publishers, Pan Bazar Main Road (Rest)

192. Ashoka Publishing House (Rest).

Gaya

193. Sahitya Sadan, Gautam Budh Marg (Reg.)

Goa

194. Savitri Book Agency, Indira Niwas, Bordem Bicholim (Rest)

195. Prabhu Book Service, Nai Subzi Mandi (Reg.)

196. Indian Publication, 2052-Sectors Urban Estate (Rest)

Gandhidham

197. Abdee Agency, BZ-26

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198. Loyal Book Depot, Saraswati Sadan, Ratankar Bazar (Reg.)

199. Tatar Bros., Sarafa Bazar, Lashker (Reg.)

200. Anand Pustak Sadan, Shinde Ke Chhanoi (Reg.)

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Hyderabad

205. Book Syndicate, Devka Mahal, Opp. Central Bank (Reg.)

206. Labour Law Publications, 873, Sultan Bazar (Reg.)

207. Asia Law House, Opp. High Court (Reg.)

208. Book Links Corporations, Narayanagoda (Reg.)

209. Ratna, 16-11-493, Dilsukh Nagar Colony (Rest)

210. National Law House, 4-3-714, Ramkute (Rest)

Hardwar

211. Pandi Salyeshwara Nand Kailash Chand Pandey, Saraswati (Reg.)

212. Rudrakash Mala Pustakalaya, Bara Bazar (Rest)

Hathras

213. Jain Book Depot, Rohtak Wala Nohara, Agra Road (Rest)

214. Raghu Enterprises, Gaushala Road, Chandra Puri (Rest)

Indore

215. Modern Book House, Shiv Vilas Palace (Reg.)

216. Suiya Kant Dinesh Kant, Swaroop Sahitya Sadan, 213-Khajuri Bazar, M.G. Road.

Imphal

217. P.C. Jain Co., Imphal Manipur (Rest)

218. K.C. Robbi, M/s. Kecee Enterprises, Imphal (Rest)

219. Khuraijain Ajit Singh, Pukhri South (Rest)

Jaipur

220. Bharat Law House, Booksellers & Publishers Opp. Press, Prakash Cinema (Reg.)

221. Pitaliya Pustak Bhandar, Mishra Rajaji Ka Rasta (Reg.)

222. Kishore Book Depot, Sardar Patel Marg (Reg.)

Jamshedpur

223. Gupta Stores, Dhatididith (Reg.)

Jamnagar

224. Swadeshi Vastu Bhandar, Ratnabai Masjid Road (Reg.)

225. Scientific & Technical Literature Co. (Rest)

Jodhpur

226. Dwarka Das Rathi, Wholesale Books, Cinema and News Agents, Outna Sujatigarh (Reg.)

227. Rajasthan Law House, High Court (Reg.)

228. Kanpoon Prakashak, Opp. Gurudwara, Anand Cinema Road (Reg.)

229. United Book Traders, Opp. Police Lane (Rest)

230. Charbhuja Traders, Juni Mandi (Rest)

Jabalpur

231. Modern Book House, 286-Jawaharganj (Reg.)

232. Paras Book, 129-Cantt. (Reg.)

Jhansi

233. Uiversal Law House, Manik Chowk (Rest)

Jammu

234. Heldia Publishers, 128-A, Gandhi Nagar (Rest)

Jhun Jhunu

235. Shashi Kumar Sharat Chander, Jhun Jhunu (Reg.)

Jullundur City

236. Law Book Depot, Adda Basti, G.T. Road (Rest)

Kakinada

237. N. Venkateshwar Rao, Mangapathy Agencies (Rest)

Kanpur

238. Advani & Co., P. Box 100, The Mall (Reg.)

239. Sahitya Niketan, Sharadhanand Park (Reg.)

240. Universal Book Stall. The Mall (Reg.)

241. Law Book Emporium, 16/60, Civil Lines (Reg.)

242. Law Book Emporium, 16/60, Civil Lines (Reg.)

Karaikal

243. Selvi Store House, 185-188, Thirunallar Road (Rest)

Kumta

244. S. V. Kamat Kumta (Reg.)

Kazipet

245. V. A. N. Raju, News Agent (Rest)

Kurseong

246. Ashokra Bros., 69-Hill Cart Road P.O. Kurseon (Rest)

Karnataka

247. Aspiration Stores, Via Hospet (Rest)

Kottayam

248. Law Indian Book Sellers & Publishers (Rest)

Keshtwar

249. Wazir Book Depot (J&K) (Rest)

Lucknow

250. British Book Depot, 84, Hazarat Ganj (Reg.)

251. Eastern Book Co., 24, Lalbakh Road (Reg.)

252. Ram Advani Hazarat Ganj, P.B. 154 (Reg.)

253. S. Kumar and Associates, Guru Govind Singh Marg (Reg.)

254. Aquarium Supply Co. C-14, Vivekanandpuri (Rest)

255. Law Book Academy, 195-Rajendra Nagar (Rest)

Ludhiana

256. Lyall Book Depot, Chavra Bazar (Reg.)

257. Mohindra Bros., Kachori Road (Rest)

258. Nanda Stationery Bhandar, Pustak Bazar (Reg.)

Madras

259. C. Subba Chetty & Co., 62-Big Street Triplicane (Reg.)

260. P. Vardhachary & Co., 8-Linghi Chetty St. (Reg.)

261. C. Sitaraman & Co., 33-Royapettah High Road (Reg.)

262. Madras Book Agency, 42-Tirumangalam Road (Reg.)

263. Swamy Publishers, P.B. No. 2368 (Rest)

264. Sangam Publishers, 11-S.S. Street (Reg.)

265. G. Somasundaram, 44-Arcot Road. Vadapalani (Rest)

266. M.M. Subscription Agencies, Harington Road (Rest)

267. Hira & Hema (Book Sellers), Housing Board Colony, Thiruvanmiyur P.O. (Rest)

268. Les Lives, 710-T.H. Road (Rest)

Meerut

269. Loyal Book Depot, Near Govt. College (Reg.)

270. Angira Library, 51-Victoria Park Octroi (Rest)

271. Bharat Educational Store, Chippa Road (Reg.)

Moradabad

272. Rama Book Depot, Station Road (Rest)

Mhow Cantt.

273. Oxford Book Depot, Main Street (Rest)

274. A.N. Gupta Railway Book Stall, Railway Station (Rest)

Mussouri

275. Hind Traders, Ramanand Shop, Deodhar Road (Rest)

Mysore

276. People Book House, Opp. Jagan Mohan Palace (Reg.)

277. Geeta Book House, New Statue Circle (Reg.)

Nainital

278. Council Book Depot, Bara Bazar (Reg.)

Nagpur

279. Western Book Depot, Residency Road

280. Tribal Research Centre, Block No. 11 Surajbali Rd., Sadar (Rest)

Nad'ad

281. R.S. Desai, Station Road (Rest)

282. Chaware Yeshwant Rao Gyanobarao, Knowledge Book Agency (Rest)

Nasik

283. G. K. Bros., Main Road (Reg.)

New Delhi

284. Aliantic Pub'ishers and Distributors, Vishal Enclave, New Delhi-27 (Reg.)

285. Amrit Book Co., Connaught Circus (Reg.)

286. Aparana Enterprises, New Delhi (Rest)

287. Central News Agency, 23/90 Connaught Circus (Reg.)

288. English Book Stores, 7-2, Connaught Circus (Reg.)

289. Jain Book Agency, C/o Prem House, Connaught Circus (Reg.)

290. Jyana Book Depot, Karol Bagh (Reg.)

291. Lakshmi Book Store, 72 Janpath P.O. Box 558 (Reg.)

292. Mehra Bros. 50-G, Kalkaji (Reg.)

293. Navyug Traders, Desh Bandhu Gupta Road Dev Nagar (Reg.)

294. Oxford Book & Stationery Co., Scindia House (Reg.)

295. People Publishing House (P) Ltd. Rani Jhansi Road (Reg.)

296. Rama Krishna & Sons (Lahore), 16/B, Connaught Place (Reg.)

297. R. K. Publishers 23, Beadanpura, Karol Bagh (Reg.)

298. International Book House, Nehru Place (Rest)

299. Ravindra Book Agency, 30-C Amar Colony Market, Lajpat Nagar (Reg.)

300. Hind Book House, 82-Janpath (Reg.)

301. Sat Narain & Sons, 40-A, NDMC Market, Babar Road (Reg.)

302. Delhi Book Co., M/12, Connaught Circus (Rest)

303. Navrang P. B. 7, Indrapuri (Rest)

304. Book India Corporation, New Rohtak Road (Reg.)

305. G'ob Publishers C-33, Nizamuddin East (Rest)

306. Scientific Instruments Stores, A-355, New Rajinder Nagar (Reg.)

307. Jain Bros, East Park Road, Karol Bagh (Rest)

308. Jain Map & Book Agency, Karol Bagh (Reg.)

309. Eastern Book Enterprises, 1274/3, Hari Singh Nalwa Street, Karol Bagh (Rest)

310. The MacMillan Coop India Ltd. Ansari Road (Rest)

311. Star Publication Pvt. Ltd. 4/5-B, Asaf Ali Road (Rest)

312. Grover Book & Stationery Co., 58-Nehru Place, Shop No. 109 New Delhi (Reg.)

313. Modern Book Centre, H-39, Green Park (Reg.)

314. Stirling Publishers, (P) Ltd. Safdarjung Enclave (Rest)

315. Golden Book Centre, Bank Street, Karol Bagh (Rest)

316. Harjeet & Co., Chuna Mandi, Pahar Ganj (Rest)

317. UBS Publishers, 5-Ansari Road (Rest)

318. Deep Publications, 154-B, Savitri Nagar (Rest)

319. Minakshi International Publications, G-6/4, Malviya Nagar (Rest)

320. Sandeep Pustak Bhandar, Rajouri Garden (Rest)

321. Print India, 11-Darya Ganj (Rest)

322. National Literature Palace, WZ-230, Ram Chowk, Palam Enclave (Reg.)

323. Kamal & Co., 302 Gautam Nagar (Rest)

324. S. Chand & Co., Ltd. P.O. Box No 5733, Ram Nagar (Reg.)

325. Need Prakashan, D-50, South Extension (NDSE) Part-I (Rest)

326. Satish Book Depot, 51/12, New Market, Karol Bagh (Rest)

327. Mohan Law House, G-6/7, Malviya Nagar (Rest)

328. Mahajan Book Agency, Nangal Raya (Reg.)

329. Rajendra Book Agency, Double Storey, Lajpat Nagar (Rest)

330. Eagle Book Services, F-195, Mansarover Garden (Reg.)

331. Suneja Book Centre, Connaught Circus (Reg.)

332. Lakshmi Book Store, Janpath (Reg.)

333. Metropolitan Book Co. Ltd., 1 Netaji Subhash Marg (Reg.)

334. Progressive Book Depot, Pahar Ganj (Rest)

335. Space Age, 1st-B/186, Lajpat Nagar (Rest)

336. Kamal Publications, 33-Bhagat Singh Market Malvia Nagar (Rest)

Nokha

337. Shri Shayam Sunder Mesra, Munshif Magistrate, Nokha (Rest)

Nowgong

338. Sri Padma Dhar Nath, Morigaon Commercial Institute (Rest)

Pali

339. Om Prakash Sunil Kumar, Sarafa Bazar (Rest)

Patna

340. J. N. P. Aggarwal & Co., Padri Ki Haveli (Reg.)

341. Vibhagiya Prakshan, Vikri Kendro Atetha Kirayala, Neva Sachiwalaya (Reg.)

342. Lakshmi Trading Co., Padri Ki Haveli, Patna (Reg.)

Pondicherry

343. Jagan Nath Pandit & Sons, Arfabad Colony P.O. Gulzarbagh (Rest)

344. Puthghalam, 142, Gandhi Road (Rest)

345. Honest Book House, 9 Rua Duplix (Rest)

Poona

346. Saraswat, 1321/1 J. M. Road, Opp. Modern High School (Reg.)

347. International Book Service, Deccan Ghym Khana (Reg.)

348. Raka Book Agency, Opp. Nathers Chawal, Near Appa Balwant Chowk (Reg.)

349. Verma Book Centre, 649 Naraya Path (Rest)

350. Ponular Book House, 75 Deccan Ghym Khana (Reg.)

351. Dasfane Ramchandra & Co., 456, Raviwar Path, Phadke Hand Crowk (Rest)

Puddukota

352. Meenakshi Pathippagam, 4142, East Main Street (Rest)

353. P. N. Swaminathan & Co., Bazar Street (Reg.)

Rajkot

354. Vinay Book Depot Opp., Health Visitors School, Bank of India Building (Reg.)

355. Mohan Lal Dossabhai, State Bank of India Building (Reg.)

Raipur

356. Central Book House, Sadar Bazar (Rest)

Ranchi

357. Crown Book Depot Upper Bazar (Reg.)

Rajgangpur

358. Crown Tire & Equipment Co. Block No. 1 Qr No. 30 D.C. Colony (Rest)

Robertsonpet

359. Eswari Book Centre, 11 & 12 P. K. Market (KGF) 563122 (Rest)

Rothak

360. Manthan Publications, B-111/1629, Para Mohalla (Rest)

Sangrur

361. Darashan Pustakalaya, Gandhi Marg (Reg.)

Secunderabad

362. Amapurana Industries, 1-3-14 Kalasekada (Rest)

Simla

363. Minerva Book House, The Mall (Rest)

Sikkim

364. Rachna Development Area, Gantok (Rest)

Shillong

365. Paul Agency & Distributors, Umpling, Shillong (Rest)

Sivakasi

366. Ganesh Stores, South Car Street (Rest)

Salem

367. Jain Magazine Agency, Rajgarh Road (Reg.)

Surat

368. Shri Gajanan Pustakalaya, Tower Road (Reg.)

369. Raghuwanshi Law House. Near Pura Gate (Rest)

Solapur

370. Gazanan Book Stores, Main Road (Rest)

Sunam

371. Saniba Agencies, Geeta Bhawan Road (Rest)

Saharanpur

372. Chandra Bharata Pustak Bhandar, Court Road (Rest)

Tiruchirappalli

373. Shri Vidya Book Shop, 62 High Road (Rest)

Trivandrum

374. Sukumai Book Stall, Station Road (Rest)

375. International Book Depot. P. B. 4 Main Road (Reg.)

376. Shri Devi Book House, Devi Vilas Compound (Reg.)

Tuticorin

377. K. Thiagarajan (Rest)

Umreth

378. Indu Kumar Ochhav Lal Gandhi (Rest)

Varanasi

379. Viswa Vidhyalaya Prakashan Chowk (Reg.)

380. International Publicity Services, Bhaironath Kathki Haveli (Reg.)

381. Kalpana Corporation, P.B. No. 5, Varanasi (Rest)

382. Meena Book Centre, Varanasi

Visakhapatnam

383. Gupta Bros., (Books) Vizia Building, Main Road (Reg.)

384. Book Centre, Main Road (Rest)

Vijayawada

385. Vishalandhra Publishing, Chand Ram Building (Rest)

386. Novadaya Subscription Agency (Reg.)

Villupuram

387. Baby Stores, 167-168, Thiru-vi-ka-Road (Rest)

Vellore

388. S. Thangavelu. Booshan Nagar. Solavanpet (Rest)

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