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1971

SERIES 21—CHANDIGARH

PART VIII-A

ADMINISTRATION REPORT ON ENUMERATION

CHANDIGARH

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SECTION I

GENERAL INTRODUCTORY

(a) In early 1970 when I was working as a Sub-Divisional Magistrate, Delhi, I was appointed as a Census Officer for one of the areas of Delhi. On 17th April, 1970, Shri S. R. Gandotra, Director Census Operations, Delhi had called a meeting of all the Census Officers of Delhi and during this meeting Shri Gandotra casually mentioned that the census authorities were in search of a Director of Census Operations for Chandigarh Union Territory. I told Shri Gandotra that I was interested in this post. Later on when I had forgotton all about this meeting, on 26th April, 1970, Shri Gandotra rang me up saying that I should see the Registrar General, India, Shri A. Chandra Sekhar on the 27th morning. Accordingly I met Shri A. Chandra Sekhar, Registrar General, India and Shri K.D. Ballal, Deputy Registrar General. The Registrar General, India, told me that the census work would be quite interesting and challenging. I was told that as census work in Chandigarh had made little headway I would have to do everything myself. Though I felt a little hesitant, I decided to accept this challenge and gave my acceptance. In the first week of May, 1970, I received my appointment letter and on 20th May, 1970, I took over as Director Census Operations, Union Territory Chandigarh at Chandigarh.

(b) On joining, my first task was to call on the Home Secretary, Chandigarh Administration, Deputy Commissioner, Chandigarh and other officers of Chandigarh Administration. As Chandigarh is a small territory it was not considered necessary to get a letter issued from the Chandigarh Administration introducing me to the District Officers. Moreover the Deputy Commissioner had already introduced me to all the officers who were to be connected with the census work later on.

(c) **Change of Designation from Superintendent of Census Operations to Director of Census Operations:—**

Before the 1971 Census, the Directors of Census Operations in all the States and Union Territories were designated as Superintendents of Census Operations. The term Superintendent did not convey fully the high responsible duties which the incumbent of the post had to perform. Shri R.L. Anand, Superintendent of Census Operations of the composite Punjab has a very interesting experience to tell. He has stated in the Administration Report that when he was appointed Superintendent of Census Operations for the 1961 Census he got various enquiries from his friends as to how it came about that he was transferred from the post of Economic Adviser to Government, Punjab to that of Superintendent, because they took it as a case of demotion. In another case which he has cited he also received an enquiry from a Government office in connection with his having endorsed a document, whether he was a gazetted officer. However, the designation of this post as Director of Census Operations in the 1971 Census has proved to be quite helpful. Now it fully conveys the high responsible duties which one has to perform.

(d) Unlike in the previous censuses, after the conclusion of the 1961 Census the office of the Superintendent of Census Operations, Punjab was not wound up. However, on the re-organisation of Punjab, office of Superintendent of Census Operations, Punjab was renamed as Office of the Superintendent of Census Operations, Punjab, Haryana and Union Territory, Chandigarh. Later on in May, 1968, this office was trifurcated into three separate offices. Two persons Sarvshri Harbans Singh Dhingra, L.D.C. and Raj Kumar, Assistant Compiler were allocated to the office of the Superintendent Census Operations, Union Territory, Chandigarh. The staff strength of this office was only raised in May, 1970. There was, however, no back-log of 1961 census work. Similarly when I took over no preparation had started for the 1971 Census and as such I had to start from a scratch.

SECTION 2

INITIAL PREPARATORY MEASURES

(a) On 12th December, 1968, the Registrar General, India, Shri A. Chandra Sekhar had sent Circular Letter No. I (given in Appendix I) to all the Directors. When I took over as Director Census Operations, I was told that I must go through this Circular. I found this circular very handy, helpful and exhaustive. This circular was to form the basis for the preparation of District, Tahsil and Village maps. Moreover, on the basis of this circular the Enumerator's Blocks in both the rural and urban areas were demarcated for the Houselisting as well as for the actual enumeration work.

(b) When I took over no preparatory steps had been taken up for the census work in the Union Territory of Chandigarh. I was further told that the draft schedules were not pretested as far as the Union Territory of Chandigarh was concerned.

(c) The second draft schedules viz. Houselist, Establishment Schedule, Household Form and Individual Slip are given in Appendix II.

(d) The first step I took was to approach the Chandigarh Administration for the appointment of District Census Officer and the Charge Officers. The Deputy Commissioner, Chandigarh was also requested to write to the various Departments of Union Territory of Chandigarh and also the various Departments of Central Government situated in Chandigarh to furnish their staff strength in order to assess the availability of suitable Enumerators/ Supervisors.

SECTION 3

FIRST CENSUS CONFERENCE—MAY, 1969

In May, 1969, first conference Census of Directors was held in Delhi and at this conference various Directors discussed their experiences regarding the conducting of the pretest. Further at this conference the draft schedules, Houselist, Establishment Schedule, Household Form and Individual Slip were discussed. As I took over as Director Census Operations Chandigarh much later I did not have the privilege of attending this census conference. The schedules, however, underwent further changes and also the concepts as a result of discussions with Planning Commission after the first census conference. A copy of the D.O. letter No. 9/3/69-CTU dated the 27th May, 1969, from the Registrar General, India addressed to all the Directors of Census Operations in which the changes were explained is given in Appendix III. The schedules as finally adopted were :

(1) Houselist
(2) Establishment Schedule
(3) Individual Slip
(4) Population Record

10 per cent area sample was given up and sampling was to be confined to tabulation of data only. 20 per cent urban sample and 10 per-cent rural sample was to be drawn. P.C.A. was, however, to be prepared on a 100 per cent count.

For the Union Territory of Chandigarh as far as the Houselist and Establishment Schedules were concerned all entries were edited, coded and taken on punch cards in the Coding and Punching Cell in the Data Processing Division of the Registrar General, India's office. As regards the processing of Individual Slips up to the P.C.A. stage (including sorting for mother-tongues, religion, Scheduled Castes and Scheduled Tribes) these were to be sorted on 100 per cent by manual processing for urban and rural areas in the Data Processing Division in the office of the Registrar General, India at Delhi. After the manual sorting, the Individual Slips of rural areas were to be sorted for further tabulation of B,C,D and F series of tables on full count basis by manual process. The slips of urban areas were to be coded and taken on punch cards on full count basis in the

Data Processing Division. After sorting up to P.C.A. level further processing of Individual Slips of both rural and urban areas of the Union Territory of Chandigarh were to be done on 100 per cent basis for compiling B,C,D and F series of tables.

The various schedules which were finally adopted are given in Appendix IV. The instructions for filling up the Individual Slips as well as for Houselist and Establishment Schedules are given in Appendix V.

SECTION 4
CENSUS CALENDAR

Immediately after my taking over a Census Calendar was drawn up for the Union Territory of Chandigarh. According to Census Calendar Houselisting Operation was to be started in September, 1970 and Enumeration work was to start from the 10th of February, 1971. Originally teachers were to be employed for the houselisting work but later on at the insta nce of the Chief Commissioner, Chandigarh, the Central Government employees and employees of various Departments of Union Territory, Chandigarh were deputed for this work. In spite of this change the Houselisting Operation was taken up in the first week of September. Because of the Mid-term poll in February, 1971 the enumeration work was postponed to 10th March, 1971. However, the programme of census drawn for the Union Territory of Chandigarh was as follows :—

PART I : HOUSELISTING

1. (a)	Preparation of notional maps of all the villages, Man i Majra town as well as the various sectors of the city of Chandigarh	14th August, 1970
1. (b)	Completion of the work of Housenumbering in villages, Mani Majra town and Labour Colonies of Chandigarh	14th August 1970
2.	Completion of demarcation of blocks	14th August, 1970
3.	Completion of preparation of appointment letters of Enumerators/Supervisors	22nd Auugst, 1970
4.	Training of Charge Officers	25th August, 1970
5.	Completion of the service of the appointment letters of Enumerators and Supervisors	28th August, 1970
6.	Training of Enumerators and Supervisors by the staff of office of Director Census Operations, and Charge Officers	From 31st August, 1970 to 5th Sept., 1970
7.	Houselisting Operation	From 7th Sept., to 15th Sept., 1970

PART II : ENUMERATION

1.	Completion of the checking of the size of blocks	1st of Nov., 1970
2.	Finalisation of the preparation of new appointment letters, if needed by the Charge Officers in case the number of blocks increased due to the population figures	15th Nov., 1970
3.	Completion of service of appointment letters	25th November, 1970
4.	Training of Charge Officers etc. for enumeration work	upto 30th Nov., 1970
5.	Training of Enumerators and Supervisors	From 16th Dec., 1970 to 7th Feb., 1971
6.	Enumeration	10th Feb., 1971 to 28th Feb., 1971

7. Revisional Round	1st March, 1971 to 3rd March, 1971
8. Completion of reporting of Provisional Totals	5th March, 1971
9. Completion of return of pads by the Charge Officers to the office of the Director Census Operations, Union Territory, Chandigarh	20th March, 1971

SECTION 5

TRAINING SEMINAR FOR D.C.Os, DEPUTY D.C.Os. AND T.Os.

The training camps organised by the R.G.I's office for the D.C.Os and T.Os was a new and unique feature intended to give a basic grounding in demography and statistics and also to imbibe uniformity in understanding and application of concepts. For this purpose a training seminar for the Directors of Census Operations, was organised at Darjeeling in September-October, 1969. As I joined much later I could not avail of the opportunity of attending this seminar.

SECTION 6

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

(a) Before May, 1970, there were only two persons on the rolls of the office of Director Census Operations, Chandigarh. One was Shri Raj Kumar Sharma, Computor, who was promoted as a Statistical Assistant on 8th July, 1970 and the other was Shri Kaur Singh, L.D.C. On 1st May, 1970 Shri K.C. Dhingra, U.D.C.-cum-Cashier was recruited. Shri K.L. Manchanda, Assistant Compiler joined on 20th May, 1970 and he was promoted as Draughtsman on 1st August, 1970. Shri Vinod Kumar Ohri, L.D.C.-cum-typist also joined on 14th May, 1970. As the Census Director has to do a lot of writing work it is essential that one should have an efficient Stenographer. Miss Gurdeep Kaur joined as Stenographer on 7th July, 1970 and she has proved to be an efficeint Stenographer. Some more persons were recruited in the next two to three months. A statement showing the names of officials working in the office of the Director Census Operations, Union Territory, Chandigarh till the enumeration was completed is given in Appendix VI. No post of Tabulation Officer had originally been sanctioned for this office and we had to hurry through the houselisting work without a Tabulation Officer. However, in the last week of November a post of Tabulation Officer was sanctioned and this post was filled up by Shri M.L. Sharma, who came on transfer from the office of the Director Census Operations Punjab on 23rd Nov., 1970. His transfer to this office was quite timely and he immediately took upon himself the onerous task of organising the training programme of Supervisors/ Enumerators for the enumeration work. It would have been much better if the post of a Tabulation Officer had been sanctioned much earlier. I had also moved the R.G.I's office for the creation of a post of a Head Assistant but my proposal was turned down. However, the post of Head Assistant was created in this office w.e.f. 1st March, 1971. It would have been better if the post of Head Assistant had been sanctioned much earlier as that would have given me ample time for paying more attention to the enumeration work.

(b) No post of Deputy Director or Assistant Director was created as far as the Union Territory, Chandigarh was concerned.

(c) To assist the District Census Officer, two posts of clerks and one post of peon were sanctioned by Chandigarh Administration with effect from 1st March, 1970 till 28th February, 1971. This sanction was later on extended till 31st May, 1971. Similarly for the office of the Tahsildar Union Territory, Chandigarh, one post of clerk was sanctioned from 1st March, 1970 till 28th February, 1971. This sanction was later on extended upto 31st May, 1971. The expenditure involved for these posts was to be met in full by the Government of India, and was to be debited directly

to the Government of India, Census Grant under the Central Head "39-Miscellaneous Social Service Organisation", "B-Enumeration". These posts were created strictly in accordance with the procedure laid down in para 6 of the Government of India letter No. 4/3/69-Ad. I, dated the 23rd July, 1969. As the District Census Office was also located in Chandigarh I did not feel the necessity of authorising anybody to draw pay and allowances of the census staff working in the District Census Office.

SECTION 7

TOURING

Chandigarh being a small Union Territory not much touring was considered necessary. Immediately after taking over as Driector of Census Operations, I toured all the villages falling in the Union Territory of Chandigarh. However, my mobility was restricted because of the fact that I did not have any jeep. In this connection I also wrote to the Registrar General, India for providing me a vehicle but I was told that it was not possible to provide a vehicle for my office. For the efficient conduct of census work a Jeep is a must and without it, it is not possible to ensure a complete check and coverage. The Registrar General, India, was kind enough to address a letter to Shri B.P. Bagchi, Chief Commissioner, Chandigarh requesting him to make available to me a vehicle during the census enumeration period. A copy of this letter is given in Appendix VII. Accordingly, during the enumeration period I was provided with a Jeep by the Chandigarh Administration and it greatly helped we in looking into the various complaints received during this period and also checking the enumeration work in the entire Union Territory of Chandigarh. As the Charge Officers were not provided with any vehicles, they were much hampered in their supervision work. I feel that even for a small census office like Chandigarh a Jeep is a necessity.

SECTION 8

REQUIREMENTS OF CENSUS SCHEDULES—TRANSLATIONS—PROVIDING AND DISTRIBUTION OF SCHEDULES AND INSTRUCTIONS

As far as Union Territory Chandigarh was concerned the requirement of Census schedules had been worked out on the basis of 1,78,860 population. However, during the Houselisting Operation this requirement was found to be inadequate and 1,000 additional Houselist Forms and 500 additional Establishment Schedules were brought from the office of the Registrar General, by sending a special messanger. The requirement of Census Schedules had been calculated by the office of the Director Census Operations, Punjab. A statement showing the supply and utilisation of each type of schedules and instruction books in English, Punjabi and Hindi is given in Appendix VIII. As most of the Enumerators and Supervisors were taken from Central Government offices the requirement for English Schedules and Instruction Books was much higher than those in Hindi and Punjabi. The Schedules and Instruction Books in English and Hindi were obtained from the Office of the Registrar-General, India, while the Schedules and Instruction Books in Punjabi were obtained from the office of the Director, Census Operations, Punjab.

The Houselist Forms and Establishment Schedules and Individual Slips to be used for the training purposes were printed in red ink so as to distinguish them from those which were to be used for actual enumeration. Three thousand ninty- two Houselist forms and 1,056 Establishment Schedules were provided by the Director Census Operations, Punjab. One thousand Houselist Forms and 500 Establishment Schedules were got from the office of the Registrar-General, India. As far as the Individual Slips are concerned the Director West Bengal despatched 900 pads of 100 slips and 400 pads of 25 slips in English on 23rd July, 1970, while the Deputy Director Census Operations, Aligarh

despatched 325 pads of 100 slips in Hindi on 5th January, 1971. However, after the Houselisting Operation it was found that the requirement of the schedules will be much higher than actually provided and accordingly the matter was taken up with the Central Tabulation Officer and in February, 1971 we received 700 pads of 100 slips and 1,200 pads of 25 slips in English from Director Census Operations, Jammu & Kashmir. As the demand for English Schedules was much higher 250 pads of 100 slips in Hindi were exchanged with 250 pads of 100 slips in English provided by the Central Tabulation Officer. As the practical training of the Enumerators and Supervisors for actual enumeration was arranged at the office of the Director Census Operations, Union Territory, Chandigarh the material was also distributed in this office itself. However, there were no 11th hour emergency indents for additional schedules either at the Houselisting or Enumeration stage. For a developing city like Chandigarh it is much better if the requirement of the schedules is worked out on the basis of twice the population at the last census.

SECTION 9
PROCUREMENT OF MAPS

1. When I took over as Director Census Operations of Union Territory, Chandigarh, I could not lay my hands on any district or tahsil maps of Chandigarh prepared at the time of 1961 Census. However, we got very good maps of Chandigarh Union Territory as well as the Sector maps from the office of the Chief Architect, Union Territory, Chandigarh, and these maps proved to be very handy. The sector maps were uptodated by the Draughtsman of this office by spot verification. We had, however, to face some difficulty as far as the map of Mani Majra town was concerned because there was no map available for the town of Mani Majra either with the Department of Architecture or the Revenue Department. However, Sarvshri Raj Kumar, S. A., Kaur Singh Brar and K. L. Manchanda, Draughtsman, of this office did a splendid job in preparing the town map. They went to the town and after surveying the town they prepared a very detailed map of Mani Majra town. As no village maps were available, the Patwaris were asked to prepare the village maps and they did quite a good job in preparing the village maps of the Union Territory Chandigarh. These maps were prepared at the scale of 1″=4 miles.

2. **Area Figures.**—The area figures for the Union Territory of Chandigarh were obtained from the office of Deputy Commissioner, Chandigarh and these figures, however, generally tallied with the figures provided by the Central Statistical Organisation of the Government of India. As there is only one tahsil in the Union Territory of Chandigarh the total of the tahsil area figures tallied with the area figures of Chandigarh district.

3. **Strength of the Mapping Unit and the equipment in Census Office.**—As the office of the Director Census Operations, Union Territory, Chandigarh, is a small office there is only one Draughtsman on the strength of the Mapping Unit. The Draughtsman was, however, able to cope with the work required for the 1971 Census. No Mapping equipment was provided with the result that we had to rush to the offices of Directors of Census Operations, Punjab and Haryana for getting the prints of the various maps.

SECTION 10
ADMINISTRATIVE UNITS FOR ENUMERATION AND PRESENTATION OF CENSUS DATA—RECOGNITION OF TOWN—LOCATION CODE.

1. Division of the area of a State/Union Territory, for the purpose of census into small blocks is one of the basic steps and it takes considerable time. The prevention of ommission and duplication in enumeration depends to a large extent on the appropriate delimitation of enumeration blocks. The delimitation work in the Union Territory, Chandigarh, was commenced from the

smallest unit—the Enumerator's Block. This block was to be a compact area with its physical boundaries well-defined. Generally a block was to consist of 120 households (about 600 persons) in urban areas and 150 households (about 750 persons) in rural areas. In rural areas in most cases the entire village (revenue estate) was taken as an Enumerator's Block, provided its population was not substantially well above the norm of 150 households. The big villages were, however, sub-divided into a number of blocks.

2. Next above the Enumerator's Blocks were the Supervisor's Circles. Generally five or six blocks were grouped into a Circle. The boundaries of each Supervisor's Circle were to be clearly defined. No block was split partly in one Circle and partly in another. Supervisor's Circle in suitable numbers were next grouped to form charges. There were three main charges in the Union Territory of Chandigarh. The first charge covered the city of Chandigarh, the second charge covered the town of Mani Majra and the third the rural areas of the Union Territory of Chandigarh. Besides this a Special Charge was created which comprised the University campus in the city of Chandigarh. A statement showing the number of blocks, circles and charges formed in the Union Territory of Chandigarh is given in Appendix IX.

3. The criteria adopted for determining the urban areas were the same as in 1961 census. The Registrar General, India, had laid down the following criteria for classification of urban areas for 1971 Census :—

(a) All the towns with Municipalities, Corporations or Cantonment Boards or Notified Area Committee ; and

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

(i) a minimum population of 5,000;

(ii) atleast 75 per cent of the male working population should be non-agricultural ; and

(iii) density of population of at least, 1,000 persons per sq. mile.

In the 1961 Census also there were two towns in Union Territory of Chandigarh namely Mani Majra town and Chandigarh town. In the 1971 Census also these two were treated as towns.

4. Instructions were issued by the Government of India for freezing the boundaries of administrative units and states were asked not to affect any changes after 31st December, 1969 .As far as the Union Territory, Chandigarh was concerned no changes were effected in the boundaries of Union Territory after 31st December, 1969.

5. *Location Code.*—By location code is meant a system for identifying each block in a State or Union Territory by numerical figures. The location code was adopted on a uniform basis. In rural areas the location code was to have four elements separated by oblique stroke. In the case of rural areas the first element would represent the district number, the second the tahsil number, the third the village number and the fourth Enumerators block number given inside brackets. For example 1/1/24(28). Here figure 1 stands for district of Chandigarh, 1 for tahsil of Chandigarh, 24 for the village and 28 in brackets for the Enumerator's block. As there is only one district in the Union Territory, Chandigarh so it was given 1 as its code number. Similarly the urban location code was to have four elements representing district number, town number, sector number and the Enumerator's block number. The numbers allotted to the town were put in Roman figures. As there are only two towns in the Union Territory, Chandigarh, Code No. I was allotted to city of Chandigarh while Code No. II was allotted to Mani Majra town.

SECTION 11

ENUMERATION AGENCY

Normally in other States and Union Territories the enumeration agency was made up of basically the primary school teachers or the village officers but as far as the Union Territory, Chandigarh was concerned it was considered appropriate to take persons from the Central Government offices situated in Chandigarh and offices of the Chandigarh Administration. Due to the controversy regarding the future status of Union Territory, Chandigarh, the Chief Commissioner, Chandigarh had suggested that it would be better if the persons who are to do the actual enumeration work should come from Central Government offices or offices of the Chandigarh Administration. Accordingly both for the Houselisting Operation and the Enumeration work only persons working in Central Government offices situated in Chandigarh and offices of the Chandigarh Administration were appointed. However, our experience at the time of houselisting as well as enumeration proved that the choice was quite a wise one. Most of these enumerators and Supervisors worked with great enthusiasm and they took up the census work quite seriously. The work of most of the Enumerators/Supervisors was found to be of quite a high order. I must say that not even a single complaint was received against any of the Enumerators or Supervisors appointed for the Houselisting/Enumeration work. No need was felt to take recourse to any coercive action such as disciplinary action or enforcing the Census Act to make any one of them to work. A statement showing the distribution of Enumerators and Supervisors during the Houselisting/ Enumeration is given in Appendix X.

SECTION 12

HOUSENUMBERING AND HOUSELISTING

As far as the city of Chandigarh is concerned there is a permanent system of housenumbering as each house is numbered with black paint but in the town of Mani Majra as well as in the Labour Colonies and the villages there is no system of permanent housenumbering and in these areas numbers were put on the houses with *Geru*. In Chandigarh city all the buildings have been given a continuous number within a Sector, starting with number 1.

During the training classes for the housenumbering and houselisting operation was the importance of preparing notional maps impressed upon the Enumerators as well as Supervisors. It was, however, found that most of the Enumerators did prepare two copies of the notional maps and some of these notional maps were found to be of very good quality.

As a separate office of the Director Census Operations, Union Territory, Chandigarh was set up only in May, 1970 it was decided to carry-out the houselisting operation in September, 1970. Originally it was decided to appoint primary teachers and village level officials for the houselisting operation but at the instance of Chief Commissioner, Chandigarh, it was decided to appoint persons working in Central Government offices and offices of the Chandigarh Administration. As the time at our disposal was very short we had to organise training classes for the Enumerators/Supervisors very hurriedly. Accordingly these training classes for purpose of houselisting were addressed by me as well as Shri Raj Kumar, Statistical Assistant of this office. Despite short time at our disposal we could arrange four training classes both for the Supervisors and Enumerators. However, great pain was taken to ensure that the Enumerators and Supervisors clearly understood concepts such as census house, vacant house, institutional household, type of establishment etc. There was also a close supervision of the Enumerator's work and many defects were rectified on spot checking. The quality of work by and large was found to be quite satisfactory. But when the work was completed many mistakes were noticed which are as follows :—

(i) If a census house was found vacant the reasons for vacancy was to be entered

in col. 17. In some cases, the word vacant entered in col. 6 was again repeated in col. 17 without mentioning the reason for vacancy.

(ii) In some cases although the nature of entries in col. 6 indicated its use as an establishment, it was not recorded as such in col. 7 and accordingly no Establishment Schedule was filled in for such house. This was due to the fact that the Enumerator could not decide whether it was an establishment at all.

(iii) Classification of the establishment into three categories viz. Manufacturing, Trading and Others presented difficulty to the Enumerators.

(iv) There was, however, some confusion about the words "services" and "servicing" and some of the services like water supply, electricity supply were classified under G "Manufacturing".

Common type of mistakes noticed in posting the Enumerator's Abstract were :

(i) Those census houses which were partly residential and which were to be indicated in that category were mentioned in the column of wholly residential. Vacant census houses, were mentioned in the col. of census houses put to other uses.

Houselisting records were received by the Charge Officers after a brief scrutiny. Later on the Charge Officers sent this record to our office. The editing of the houselisting record was done at this office and in November, 1970, this record was sent to the office of the Registrar General, India for further processing. According to houselisting the crude total population of Union Territory, Chandigarh came to 254,347. Out of this the population of city of Chandigarh came to 2,12,813, Mani Majra 14,278 and rural 27,256. In 1961 Census the population of Union Territory, Chandigarh came to 1,19,887. This abnormal increase in population growth is due to the fact that there has been lot of inmigration in Chandigarh as the Chandigarh is the headquarter of Punjab, Haryana and Union Territory of Chandigarh, Governments.

SECTION 13

SECOND CENSUS CONFERENCE OF JUNE, 1970

The Second Census Conference of the Directors of Census Operations was held from 17th June, 1970 to 21st June, 1970 at Courtallum and Kanya Kumari. By this time most of the States/Union Territories had completed the Houselisting Operation. At the outset the Directors of States/Union Territories, in whose areas Houselisting Operation had been completed, reviewed the House numbering and Houselisting Operation in their respective States/Union Territories. Various Directors discussed the difficulties experienced during Houselisting Operations and these discussions proved to be very fruitful. At this conference the Registrar General also introduced the subject of Census Publication Programme for the 1971 Census and explained in detail the various volumes that will be published for each set in the State/Union Territory and their sequences. Instead of assigning a volume No. to each State and Union Territory as was the previous practice which was sometimes confusing, it was decided to assign separate series numbers to All-India and each State/Union Territory Census Publications. Besides this the draft Tabulation Plan was also taken up for discussion for each series of tables. At the conference the Registrar General, also discussed the instructions to the Enumerators for filling up the Individual Slips with special reference to recording of Mother-tongue, Religion, Scheduled Caste and Scheduled Tribe. It was emphasized that it should be impressed upon the Enumerators and Supervisors that they should truthfully record the returns in respect of these questions. It

was further pointed out that specially in those areas where there is controversy it would be safer for the Enumerators to have the respondent, if literate, to attest his own Schedule on the back. It was decided that the Director should promptly look into any complaints regarding the enumeration. There were also discussions in the conference regarding the Post Enumeration Check. However for the Union Territory of Chandigarh there was not to be any Post Enumeration Check. The preparation of Abridged Houselists was also discussed. Almost all the Directors were of the view that the preparation of Abridged Houselists involved voluminous work. But the Registrar General, however, emphasized that the Directors should make all efforts to get the Abridged Houselists prepared in duplicate. Besides this there was also discussions regarding village and town directories and special studies. The discussions in this conference were thorough., leading to very helpful decisions. Printed copies of the proceedings of the conference are preserved in this office.

SECTION 14

CENSUS HEIRARCHY—FORMATION OF ENUMERATION BLOCKS

The Census organisation at the State/Union Territory level is headed by a Director who is known as Director of Census Operations. At the district level there is the District Census Officer who is assisted by various Charge Officers. As there is only one District in the Union Territory of Chandigarh there was only one District Census Officer Shri P. S. Sharma, Executive Magistarte in Chandigarh Administration, was notified as the District Census Officer. He was assisted by two Charge Officers. Tehsildar, Chandigarh was notified as the Charge Officer for the city of Chandigarh while Tahsildar (Elections) was notified as the Charge Officer for the town of Mani Majra and rural areas. Besides this a special Charge comprising the University Campus and Labour Colony of Sector 14 was also created and Shri K. L. Prabhakar, working in Panjab University as Superintendent Accounts was appointed as the Charge Officer for that area. A statement showing the total number of normal and special charges, Supervisior's circles and Enumerator's blocks is given in Appendix XI. About 20 persons were appointed as reserve Supervisors and 60 persons as reserve Enumerators to meet any unforeseen contingencies.

Though the Chandigarh Administration had notified Tahsildar Chandigarh as Charge Officer for the city of Chandigarh, Shri Gursewak Singh who was the Tahsildar was transferred in August, 1970 and the post was filled up only in March. In the meantime the Naib-Tahsildar was asked to look after the census work, but he was too busy with other work and did not pay any attention to the census work. Similarly, Tahsildar Elections went on leave for 40 days in November, 1970. The result of all this was that the work relating to the formation of blocks could not be started and ultimately this work had to be done by the staff of this office. While demarcating the Enumerator's blocks it was ensured that the size of Enumerator's block in rural areas did not exceed 1,000 population and in urban areas 750 population. The Enumerator's blocks were formed on the basis of the Houselists figures and it was also ensured that these blocks had uniform work load. The jurisdiction of each Individual Census Enumerator's blocks was clearly demarcated.

SECTION 15

INTENSIVE TRAINING OF CENSUS ENUMERATION PERSONNEL

The need for adequate training cannot be exaggerated. The phase of the Census Operations relating to individual enumeration is extremely important and the entire success of this operation can be ensured only if the Enumerators and Supervisors are thoroughly trained. It is vital to ensure that all the Enumerators and Supervisors are trained and have a thorough understanding

of the instructions. Since even small mistakes by the Enumerators are likely to assume large proportions cumulatively and thus militiate against the accuracy of the census, the need for a thorough and systematic training of Enumerators/ Supervisors cannot be over-emphasized. With this end in view the training programme for the Charge Officers/Enumerators/Supervisors was drawn up accordingly for the Union Territory of Chandigarh. As the post of Tahsildar Chandigarh who was notified as the Charge Officer for the city of Chandigarh had not been filled up and as the other Charge Officer for the town of Mani Majra and Rural areas had proceeded on leave it was decided that the training to the Enumerators/ Supervisors would be imparted by the staff of the Director of Census Operations, Union Territory, Chandigarh. The first round of training was held in the election office in Sector 17 but as the seating arrangements at that place were not proper the venue of the training was shifted to the auditorium of the Central State Library, Chandigarh in Sector 17. However, the last round of training classes was held in my office. The detailed training programme of Supervisors/ Enumerators is as follows :—

1. First round .. 2-1-1971 to 12-1-1971
2. Second round .. 14-1-1971 to 21-1-1971
3. Third and Fourth round 8-2-1971 to 25-2-1971
4. Fifth round .. 26-2-1971 to 9-3-1971

The training to Enumerators/Supervisors was imparted by Shri M. L. Sharma, Tabulation Officer of this office who was very ably assisted by Shri Raj Kumar, Statistical Assistant, of this office. I also made it a point to attend each and every training class and it was ensured that the Enumerators/Supervisors understood each and every concept relating to the various questions contained in the census questionnaire. Great pains were taken to explain question No. 16 and 17 of the Individual Slip relating to Main Economic Activity and Secondary Work. The training was imparted with the help of big charts. Shri Sharma, Tabulaion Officer, did a splendid job in giving a thorough and exhaustive training to the Enumerators/Supervisors and making them understand even minor details.

The trainees were further told to be very careful in following the instructions regarding the recording of religion and mother-tongue. They were further told that if the head of the household or any other member of the household who answers the census questionnaires on behalf of the members of the household, wished to see the Individual Slip on being completed by the Enumerator he should be permitted to do so and he should be requested to sign on the back of the slips of his household in token of verification. They were further told that where the respondent was illiterate the question of his scrutinising the schedules did not arise. The Enumerators were advised at these training classes to record truthfully whatever is returned by the respondent and they were also made fully aware of their legal liabilities in this regard. They were further advised not to show the filled in schedules to any other person who was not a member of the household.

At the practical training classes the Enumerators/Supervisors were made to fill up the Individual Slips, Population records and other compilation statements themselves. The Individual slips filled up by the Enumerators/Supervisors were checked up by us and the mistakes committed by the Supervisors/Enumerators were pointed out to them. The training classes usually consisted of about 30 to 35 persons and in most of these training classes the attendance used to be cent percent. I must say that a large number of Enumerators/Supervisors took great interest in the training classes and all of them endeavoured to understand fully the various questions in the Individual slips and other related schedules,

Quite a substantial number of reserve Enumerators/Supervisors were also trained to meet any unforeseen contingencies. As the training classes were either arranged at Sector 17 or Sector 8 the enumerators did not have to travel a distance of more than 5 kms. from their offices to attend these training classes. There were instructions from the Registrar General, India that by way of some incentive some portion of honoraria may be paid to the Supervisors/Enumerators during the training classes. However, this was not done in the case of Union Territory, Chandigarh.

SECTION 16

THE CENSUS ENUMERATION

Originally the reference date for the census was sunrise of 1st March, 1971. This date was found to be most convenient because it fell during a period when the communications throughout the country are easy and most of the country is accessible and people are also comparatively free from heavy migratory influences. However, because of the mid-term poll the reference date had to be postponed to the 1st of April, 1971. This created some difficulties because of the University Examinations during the month of April, 1971. In the case of Chandigarh nearly 1/5th of the Enumerators had to appear in some examination during April, 1971 and most of them desired that they may be relieved of the census duties. As it was difficult to find suitable substitutes their request was not acceeded to. I must say to the credit of those Enumerators that inspite of the fact that they had to appear in their examinations so soon after the census operations they did their job very well.

The census pack of an Enumerators consisted of Appointment letter, Instruction Book, Individuals Slip Pads, Daily Posting Statements, Enumerator's Abstract, Abridged Houselist and a copy of Notional Map. The entire census material was handed over to the Enumerators in the first week of March, 1971.

Due to the mid-term poll in February-March, 1971 the census enumeration had to start on 10th March, 1971. On the eve of census enumeration there were messages by the President of India and the Prime Minister of India exhorting people to give their maximum cooperation to the Enumerators/Supervisors. During the census enumeration some very interesting experiences came to light.

(1) One of the Enumerator's who had been posted in village Attawa had a very interesting tale to narrate. He told me that while he was busy in the enumeration work he was confronted with some drunkards who objected to his asking so many questions. The drunkards were about to give him a beating when that Enumerator took up courage and told them that he was a Government servant and that the Police was also accompanying him. At this the drunkards let him go.

(2) Again in that particular village there were about 10 to 12 households of *Sikligars* who had settled down the outskirts of that village about 6 months ago. Those *Sikligars* eyed that Enumerator with great suspicion thinking that he was a family planning man and had come to sterilize them. I personally went to the place and explained to those *Sikligars* that the Enumerator had nothing to do with Family Planning and that he was merely counting the heads. At this those *Sikligars* relented and gave all the necessary information.

(3) In the 1971 Census, Graduates and those possessing Technical Diploma or Degree, etc., were required to fill up a Card. In a number of cases it so happened that the respondents gave their educational qualifications as graduates and accordingly they were given the cards and asked to fill up the same. When the Enumerator went to collect the Cards, they retraced their earlier statements saying that they were not graduates.

(4) Close supervision was exercised over the Enumerators/Supervisors during the Census enumeration. I as well as other staff members made

it a point to go around the entire city as well as the rural areas during this period to ensure that there was complete coverage.

The public fully cooperated in answering the questionnaire and the Enumerators were treated courteously. There were, however, a few cases of refusal to give information. All those who refused were persuaded to give information to the concerned Enumerators. Fortunately we did not have to take recourse to the provisions of the census law for eliciting the answers.

As a large number of persons living in the Union Territory of Chandigarh are literates, most of these persons had no difficulty in understanding the questions posed to them. In rural areas and Labour Colonies, however, the women had difficulty in understanding the questions put to them but in most of these cases the Enumerators using their tact elicited correct answers. As there was controversy regarding the future status of the city of Chandigarh it was expected that there might be some trouble regarding the recording of mother-tongue. Fortunately there was not a single complaint received by me on this account. A total of 20 complaints were received. Most of these related to refusal to give information. All these complaints were looked into promptly. The Enumerators had some difficulty while enumerating the foreigners especially the Russians, as they did not know either Hindi or English. In one case an interpreter was engaged. In another case in a block of Labour Colony of Sector 14, where most of the inhabitants were Tamilians who did not know Hindi at all a Tamilian who was working in Chandigarh Administration was engaged to help the Enumerator. Most of the Enumerators experienced great difficulty while collecting the Degree Holders and Technical Personnel Cards. In some cases the Enumerator had to visit a house 3 to 4 times to collect the Cards.

It is very essential that there is complete coverage during the enumeration and there is no omission. With this end in view it was ensured that the block of every Enumerator was clearly demarcated. I, however, did not receive any complaint regarding the non-coverage of any area by the Census Enumerators.

The enumeration of houseless persons in Union Territory of Chandigarh was done on the night of 31st March, 1971. On this day I deputed 5 to 6 members of my staff headed by Shri M. L. Sharma, Tabulation Officer to assist the Enumerators in counting the houseless persons. All these staff members did a wonderful job by helping the Enumerators in counting the houseless people till 12 O'clock, in the night. One of the Enumerator's gave a very interesting experience. While he was enumerating the houseless in Sector 7 he found a person who was drunk. A bottle of liquor was lying near him. When the Enumerator approached him that person very politely gave all the information and then invited the Enumerator to a feast of liquor. The Enumerator politely declined the invitation.

Non-combatants were enumerated by the Military Charge Officers in the Union Territory of Chandigarh. For this purpose six charges were created and the Charge Officers/Enumerators were thoroughly trained for the filling up the Individual Slips and other related schedules.

Relay of Provisional Totals

Chandigarh being a small territory it was decided that the Census material will be received direct from the Enumerators/Supervisors at the Office of the Director, Census Operations, Union Territory, Chandigarh itself. Accordingly about 10 persons were deputed to receive this material. They were also instructed to scrutinize the abstracts as well as the other census material. After the census material had been received the abstracts were compiled separately for the city of Chandigarh, Mani Majra town and the rural areas of Chandigarh. The figures were communicated to the Registrar-General, India on 7th April, 1971 at 1.15 p.m.

The figures as reported to the Registrar-General, India, were as follows :—

Total Population		256,979
Chandigarh City	..	218,807

	Male literate	Female literate
Union Territory, Chandigarh ..	97,738	59,631
Chandigarh ..	88,617	55,940

The Provisional population totals were released by me on 16th April, 1971 at a Press Conference.

SECTION 17

THE CENSUS ACT

The sanction for the taking of Census is provided in the Census Act (No. XXXVII of 1948). Though this Act relates to the matters connected with the taking of census, its provisions are fairly elaborate to cover all eventualities. The Act empowers the Central Government to notify the date of census and appoint a Census Commissioner for India, and a Director of Census Operations, in each State/Union Territory. The Act also empowers the State Governments or such authority to whom the State Governments delegate powers to appoint a series of census officers at various levels to aid in, supervise and take the census. Thus the entire census organisation is created under the provisions of this Act which authorises the census takers to canvass the prescribed census questionnaires. The Act also enjoins upon all persons to answer the questions truthfully. The information thus collected during the census operations, can only be used for purely statistical purposes. The information of the individuals is confidential and cannot be used even as an evidence in a court of law. There is a legal backing to the entire census operation and it provides extra ordinary powers to secure all types of assistance from the local bodies or any other person in order to get through this extremely onerous task.

The success of the census does not merely depend on the penal provisions in the Act but to a great extent on the willing co-operation of both the public as well as the census officials. Every census worker has to carry out his duties with a sense of responsibility, objectivity and scientific spirit. He has also to record the various answers furnished truthfully by the respondent. This Act, however, only covers the enumeration stage of the Census Operations. Houselisting Operation, however, falls outside the purview of this Act. However, in the Union Territory, Chandigarh, there was no occasion to take recourse to the penal provisions of the Census Act. A copy of the Census Act (No. XXXVII of 1948) is given in Appendix XII.

In pursuance of Section 3 of the Census Act the Government of India declared its intention of taking a Census of the population of India with a reference date as on sunrise of 1st March, 1971 *vide* Notification No. 28/101/69-Pub. I dated the 3rd July, 1969. A copy of the notification is given in Appendix XIII. The reference date was later on changed to the sunrise on 1st April, 1971. A copy of the notification notifying the change in the reference date is given in Appendix XIV. I was appointed as the Director of Census Operations, Union Territory, Chandigarh with effect from 20th May, 1970. A copy of the notification appointing me as Director of Census Operations, Union Territory, Chandigarh is given in Appendix XV. Immediately after my appointment I approached the Chandigarh Administration for notifying the Census questionnaires and appointing the District Census Officer and Charge Officers. Copies of the notifications appointing the Executive Magistrate as District Census Officer and the Tahsildar Chandigarh as the Charge Officer for Chandigarh city and Naib Tahsildar (Elections) as the Charge Officer for Mani Majra Town and rural areas is given in Appendix XVI and XVII respectively. A notification notifying the census questionnaires given in Appendix XVIII. The Chandigarh

Administration also authorised the District Census Officer to sign the declarations envisaged in sub-section (iii) of Section 4 of the aforesaid Act. This related to the appointments of Charge Officers, Supervisors and Enumerators. A copy of the notification to this effect is given in Appendix XIX. The Chandigarh Administration also authorised the District Census Officer to sanction the institution of prosecution under Section 12 of the said Act. A copy of this notification is given in Appendix XX.

SECTION 18

DIRECTIVES ISSUED BY STATE GOVERNMENTS/HEADS OF DEPARTMENTS ETC. TO FACILITATE THE CENSUS ENUMERATION

Chandigarh being a small territory, not many circulars were issued by the Chandigarh Administration regarding the census work. The Deputy Commissioner, Chandigarh addressed a communication to the Heads of Departments of various Central Government offices in Chandigarh and also of the officers of Chandigarh Administration stressing the importance of census work and requesting them to make their staff available for census work. In January, 1971 the Deputy Commissioner, Chandigarh convened a meeting of all the heads of Central Government offices in Chandigarh as well as the heads of departments of Chandigarh Administration and told them about the census programme and its time-bound nature. They were further requested that they should also call a meeting of their employees deputed for census work and advise them to work sincerely for this great national task.

I also approached the Chandigarh Administration requesting them that the census work done by the District Census Officer and the Charge Officers should be taken note of while writing their confidential reports, but till now no decision has been taken on this request of mine even though the census is over.

I also addressed a Circular to the Heads of various Central Government Offices located in Chandigarh as well as the heads of the offices of Chandigarh Administration requesting them to allow some relaxation in working hours to their staff deputed for census work. It is gratifying to note that all of them very readily agreed to free their staff engaged for census work every day in the afternoon from 10th March to 31st March, 1971. Besides this they also agreed to relieve their staff for the census work for the whole day from 1st April to 3rd April, 1971 for revisional round. Copies of the circular letters requesting the various heads of the departments giving relaxation to their employees for the census work is given in Appendix XXI and XXII.

SECTION 19

CENSUS CIRCULARS

As most of the work relating to the formation of houselisting/enumeration blocks, preparation of Charge Registers, preparation of Abridged Houselists and notional maps, receipts of census material and compilation of provisional population figures was done by the staff of this office, not many circulars were issued. Besides this as there were only three main charges for the Union Territory of Chandigarh there was no need of issuing any circulars. Instead individual letters to the District Census Officer and the Charge Officers proved to be more useful.

For the benefit of Supervisors/Enumerators besides the standard instruction booklets an Abbreviation Card in Hindi, Punjabi and English, giving a brief summary of the instructions for filling up the Individual Slip was got prepared by this office. The Abbreviation Card proved to be very useful. The Enumerators carried it while they went for census enumeration and very often they consulted this card while filling up the Individual Slip.

SECTION 20

PUBLICITY MEASURES

A well organised publicity campaign is very important for the success of census. It is very essential that the public should know the type of

questions that may be asked by the Enumerators. It is also essential to stress the importance of co-operation from the public by giving frank and exact answers. A brief account of the work done in this connection is described below :—

1. **Posters, Stickers and Folders—**

The Registrar General, India, through the Director Audio Visual Publicity supplied to this office the following posters, stickers and folders in Hindi, Punjabi and English. The posters and stickers were distributed among the public and displayed at prominent places in Chandigarh, Mani Majra and rural areas.

Stickers—

Five thousand stickers were supplied in Hindi, 2,000 in English and 1,000 in Gurmukhi. The caption of the sticker was "Get yourself and everyone at home counted" and "Give your Enumerator the correct information."

Posters—

Two thousand posters in English, 5,000 in Hindi and 1,000 in Gurmukhi were supplied to this office. The caption of the posters was "Next Census March 10— April 1, 1971. CENSUS IS THE KEY TO PLANNED DEVELOPMENT."

Folders—

This office was supplied 25,000 folders in Hindi, 10,000 in English and 5,000 in Gurmukhi. The title of the Folder was "Population Census—Why should we have one ?"

2. **Documentary Films—**

The Registrar General, India got prepared a documentary film entitled 'Operation Census'. This film of 16 mm. consisted of one reel. Two copies each in Hindi and Punjabi were supplied to this office and those were exhibited on wide scale in the urban and rural areas of Chandigarh through Regional Director, Visual Publicity, Ministry of Information and Publicity, Government of India. A statement indicating the various dates on which this film was screened in the Union Territory of Chandigarh is given in Appendix XXIII.

3. **Cinema Slides—**

Cinema Slides 'Next Census March 10—31st March, 1971 and Give your Enumerator correct information' in English, Hindi and Punjabi were exhibited in all the three Cinema Houses in Chandigarh. Total number of slides supplied to this office for circulation among the Cinema Houses were 20. Out of this 10 were in English and 5 each in Hindi and Punjabi.

4. **Publicity through the A.I.R.—**

The Registrar General, approached the Ministry of Information and Broadcasting for giving due publicity to the Census. I got a talk recorded at Chandigarh Radio Station on 16th Decemher, 1970 which was relayed on 20th December, 1970 from Jullundur Station of all India Radio. Besides this a 15 second radio spot on Census was broadcast daily in the morning as well as in the evening in Hindi and Punjabi, from 25th February to 31st March, 1971 from the Commercial Broadcasting Service of Radio Station, Chandigarh.

5. **Publicity through Posts and Telegraph Department—**

The Posts and Telegraph Department arranged cancellation of Postal Stamps with the following Slogans —

"Get yourself and all the family counted and ask your friends to do the same."

6. **Publicity through Press —**

During this period the Director Audio Visual Publicity also inserted advertisement regarding the Census 1971 in the local newspapers.

SECTION 21

HONORARIUM TO CENSUS ENUMERATION STAFF—CENSUS MEDALS

Census enumeration in India in the past had been done primarily on an honorary basis. In

the 1951 Census a small remuneration was paid by the Central Government by way of scriptory charges to the staff which prepared the National Registers of the citizens. No such registers were prepared in the 1961 Census. Since Independence tremendous changes took place in the social and economic thinking of the people indicating that census should be a paid enterprise. In view of the huge expenditure involved no large scale payment can be paid to the Enumerators, and as such a clear departure could not be made from the principle that census was an honorary undertaking. At the same time it was thought that payment of a small honorarium by way of meeting the out of pocket expenses in recognition of their services would go to secure more correct and reliable data. So in the 1961 Census for the first time honoraria was paid to the Enumerators for the census enumeration work done by them. Honoraria were paid at the rate mentioned below :—

(i) Honoraria for house numbering and house listing, including all cost of housenumbering material and carriage cost of paints, pots and brushes.	Rs. 5 per block
(ii) Honoraria for enumeration, including the Enumerators expenses for attending the training classes and for stationery and pen etc.	Rs. 15 per block
(iii) Honoraria to the Supervisors	Rs. 4 per block

For the 1971 Census the Registrar General, India vide his letter No. 8/17/69-Ad. II dated the 24th January, 1970 had communicated the following grades of honoraria :

1. **Enumerators**

(i) Honorarium for house numbering, houselisting and filling up of the Establishment Schedule (including the cost of the housenumbering material) for an enumerator's block (An average block in rural areas will consist of about 150 houses and an average block in urban areas of about 120 houses.) Of this amount Rs. 5 is for the cost of housenumbering material, which may if necessary be drawn in advance and paid to the Enumerator.	Rs. 15 (Rupees fifteen) only
(ii) Actual census enumeration of an enumerator's block (An average block in rural areas will cover about 750 persons or 150 households, and in urban areas it will cover about 600 persons or 120 households)	Rs. 25 (Rupees twenty five) only.

2. **Supervision Charges**

(i) Housenumbering and houselisting and filling up of establishment schedule of a Supervisor's circle consisting of 4 to 5 Enumerator's blocks	Rs. 15 (Rupees fifteen) only.
(ii) Actual census enumeration for a Supervisor's circle consisting of 4 to 5 Enumerator's blocks.	Rs. 25 (Rupees twenty five) only.

3. Charge Officers	Lump sum honorarium of Rs. 150 (Rupees one hundred and fifty) only for the entire operation (i.e. housenumbering and houselisting and actual census enumeration.)
4. District Census Officers	Lump sum honorarium of Rs. 300/- (Rupees three hundred) only for the entire operation (i.e. housenumbering and houselisting and actual census.)

1. Though the quantum of honoraria may appear to be very low but taking into consideration the country as a whole the total amount of honoraria would come to more than Rs. 4 crores. The country cannot afford to pay much higher remuneration. As already stated Indian census enumertion has to be necessarily done on honorary basis and the honorarium paid to the Enumerators can at the most meet only their out of pocket expenses.

2. In the 1961 Census the honorarium had been sanctioned only in a few states for the census offcials at higher level i.e. Charge Superintendents, District Census Officers etc. This, however, led too much heart burning and accordingly in the 1971 Census honorarium on uniform scale was prescribed for all the states. The District Census Officers were to be paid a lump sum of Rs. 300 for the entire enumeration work.

3. The expenditure in respect of honorarium was to be debited to the Head "39—Miscellaneous Social and Developmental Organisations-Census-B —Enumeration—B:3 Honorarium to the Enumeration staff." A sum of Rs. 9,700 was allocated as honorarium for disbursement amongst census enumeration staff for houselisting operation. Out of which a sum of Rs 9,681 was drawn and paid to the Enumerators/Supervisors. The amount of the honoraria for the purpose of houselisting operation was drawn from the Treasury by my office and was disbursed to the concerned Enumerators/Supervisors by this office itself. A sum of Rs. 13,000 was allocated as honorarium for population count. However, the total withdrawals amouuted to Rs 13228.50, out of which Rs. 4222.50 were drawn in the first instance and paid to the enumerators and supervisors of Mani Majra, Chandigarh Rural and part of Chandigarh city charges. The remaining amount of Rs. 9006.00 was drawn and disbursed amongst the enumeration staff after sanction of 1971-72 budget was received. The respective amounts paid to various functionaries were District Census Officer-Rs. 300/-, Charge Officers Rs. 350/-, Supervisors Rs. 1999.15 and Enumerators Rs. 10579.35

Scheme of awarding Census Medals

It has been the practice since 1951 Census to award medals to the Census Enumerators and other workers who show outstanding zeal and quality of census work. There are two types of medals, one silver and the other bronze. The allocation of these medals is one silver medal and 2 bronze medals per one lakh of population. For the 1971 Census also it had been decided to follow the practice of awarding medals and certificates of merit to census workers who show outstanding zeal and enthusiasm in the discharge of their duties. For the Union Territory of Chandigarh two silver and 4 bronze medals were allocated. These medals were allocated on the basis of 1.63 lakhs estimated population of Chandigarh. But as the population of Chandigarh town came out to be 2.54 lakhs according to the houselisting operation, the matter was taken up with the Registrar General, India and the allocation of medals was increased to 4 silver and 8 bronze medals. The Registrar General, India, had issued instructions that 50 per cent of the silver medals and 75 per cent of the bronze medals should be

reserved for the Census Enumerators and balance was to be distributed among the higher functionaries. The following units of distribution were proposed as regards distribution of medals in the Union Territory of Chandigarh.

1. Enumerators	
(a) Rural area and Mani Majra town	One silver and one bronze
(b) Chandigarh town	One silver and four bronze.
2. Supervisors	One silver and one bronze
3. Staff of office of the District Census Officer.	One bronze
4. Staff of office of the Director Census Operations, U.T. Chandigarh	One silver and one bronze

The work of the Enumerators/Supervisors was evaluated by the staff of this office and only those persons who had shown outstanding zeal and sincerity towards the census work and who had given a very good quality of census work were recommended for the award of medals. While recommending their names for the award of medals the interest taken by them during the training classes was also taken into consideration. A statement showing the names of Enumerators/Supervisors and other higher functionaries who have been recommended for the award of medals is given in Appendix XXIV. It may be pointed out here that the evaluation work regarding the grant of medals was done after the scrutiny of the Individual Slips and the related schedules.

SECTION 22

GENERAL ADMINISTRATION, ACCOUNTS, STORES AND STATIONERY

Before 1961 the census offices were purely temporary and the entire staff used to be disbanded after the main census work was over. However, after the 1961 Census the census offices were established on a permanent basis. The office of the Director of Census Operations, Union Territory Chandigarh came into existence in the year 1968, at the time of trifurcation of the composite office of Director Census Operations, Punjab, Haryana and Chandigarh. At that time there were only two persons on the rolls of office of the Director Census Operations, Union Territory Chandigarh. However, it started functioning as an independent office w.e.f. 20th May, 1970. Prior to this it was attached to the office of the Director Census Operations, Punjab, Chandigarh. As the office of the Director Census Operations, Chandigarh is a small office there were no particular problems regarding the recruitment of staff either by deputation or by direct recruitment. However, there were some problems regarding the recruitment of Statistical Assistant. As the grade of Statistical Assistant in Punjab and Haryana Government offices is Rs 300—600, no fresh M.A. wanted to join this post in this office as the Grade of Statistical Assistant in the Central Government offices is Rs 210—425. Employment offer was sent to a number of persons but nobody turned up and ultimately a departmental candidate was promoted. Even I felt some difficulties in recruiting a person on deputation for the post of Head Assistant. I wrote to the Central Surplus Staff Cell, New Delhi and several other Central as well as State Government departments. Only recently a person has joined. As regards the confirmation of the staff there is only one employee who has been in the Census office for the last 10 years. His case is being referred to the Registrar General, India, for confirmation.

Accounts

Census expenditure involved is debitable to the Head of account "39—Misc.—Social and Developmental Organisation under Demand No. 46—Census (Himachal Pradesh and Chandigarh Circle of Account)." Under this Head there are four subheads :—(i) A—Superintendence (ii) B—Enumeration (iii) C—Abstraction and Compilation (iv)—D

Printing and Stationery. All the expenditure relating to the Administration side was charged to the sub-head Account A—Superintendence. B—Enumeration covers the expenditure relating to actual enumeration and the expenditure on account of staff recruited by the District Census Officer for census work. The sub-head C—Abstraction and Compilation pertained to the Tabulation side. The charges incurred on printing and the cost of paper purchased were debited to the sub-head D—Printing and Stationery.

Census budget for the years 1968-69 to 1971-72 are reproduced in the Statement at Appendix XXV. It is, however, a difficult task to frame accurately census budget estimates because of the uncertainty of events to follow. Even for the typewriters and cycle supplied to this office it could not be known in advance as to when the debit was being raised. These debits come to light at the time of monthly reconciliation of accounts with the audit office. It may be mentioned here that the trend of expenditure beyond the first six months needs a careful watch to avoid a heavy saving or excess. The Director of Census Operations, can keep himself aware of the day-to-day expenditure through the monthly expenditure statements submitted to the Registrar General, India's office.

Monthly Reconciliation of Accounts

Monthly reconciliation of figures with the Accountant General's office is another point which should not be lost sight of. It is very essential that every month the departmental figures should be reconciled with the expenditure figures posted in the audit office. It was, however, found that the departmental figures generally tallied with the figures posted in the audit office. Whenever any discripancy was found it was promptly rectified.

Accounts Rules

The rules for the classification and record of receipts and expenditure as issued by the Auditor General, India, in connection with Census are reproduced in Appendix XXVI.

Delegation of Financial Powers

For financial matters Registrar General, India who is the head of the Department declared me as a Head of the office under Rule 3 of G.F.R. Vol. I in respect of the Census office in the Union Territory, Chandigarh, delegating the following special powers :—

(i) Power to create temporary posts carrying pay not exceeding Rs. 200 per month and to fix pay of the post. These posts are operative in cases, where the posts carry fixed pay or scales of pay which have not been approved by the Ministry of Finance.

(ii) Controlling officer for his own and his establishment's travelling accounts.

(iii) Powers to incur contingent expenditure of Rs. 500 per month in each case for recurring expenditure.

(iv) Powers to incur expenditure on an entertainment upto Rs. 200 per annum.

Permanent Advance

Sanction of Rs. 200 for permanent advance was issued by Registrar General, India, but this permanent advance was never drawn.

Telephones

I was sanctioned one telephone for my office. Since the load on the telephone board with the local exchange was quite heavy a telephone in my office had to be installed under the OYT Scheme. A telephone was also sanctioned for my residence but I did not get a telephone installed at my residence.

Paper

Consumption of paper in a census office is bound to be very heavy. Because of the orders placed by the Registrar General, India, this office was never in short supply of paper. My office was supplied 115 reams of white paper of the size 60 x 102 cms.

(25.2. kg. per ream). A sum of Rs. 4,645 was charged to the census budget on this account. The indents of this paper were placed by the Registrar General, India, with the Controller, Printing and Stationery, Calcutta. The Central Stationery Office, in turn placed the orders with the Mills. The paper had been stored in the Regional Office of Director Census Operations, Punjab at Patiala and it was brought from that place whenever any need arose.

Stationery

Some articles of stationery were procured from the office of the Director Census Operations, Punjab. An indent of Stationery was also placed with the Controller of Printing and Stationery, Government of India, Calcutta. But these articles were received only after a lapse of six months. In the meantime Chandigarh Administration permitted me to purchase articles from the Controller of Printing and Stationery, Union Territory, Chandigarh on cash payment basis.

Typewriters

I was not provided with any typewriters. In the beginning one typewriter was taken on hire. The hired typewriters had not been good ones and very often these typewriters went out of order with the result that the office work suffered a lot. However on 14th April, 1971 two typewriters were received from the Remington Rand, Calcutta. The orders for the purchase of Typewriters were placed by the Registrar General, India.

Calculator

I had one Facit Calculating Machine. This machine is operated by hand. This was received in this office on 25th February, 1971.

Duplicating Machine

A duplicating machine is very essential for a census office because a number of circulars are to be issued. However, no duplicating machine was provided to my office with the result that whenever some letter had to be cyclostyled my staff had to run either to the office of Director Census Operations, Punjab or Haryana. It would have been much better if a separate Duplicating Machine had been provided for this office also.

Bicycle

A bicycle of 'Popular' make was arranged for this office by the Registrar General, India at a cost of Rs. 172. The cycle was received in this office only on 2nd March, 1971 though the order was placed in July, 1970. The peons had thus to use their own cycles for the distribution of *Dak* etc.

Iron Safe

A small cash box of the size 6" x 10" x 14" had been provided for keeping cash. It would have been better if we had a steel almirah because at times large sums of money were to be kept over night. I had written to the Registrar General, India, to provide for this office a steel almirah but I was told that due to shortage of steel it would not be possible to provide a steel almirah. I was advised to purchase a wooden almirah.

Filing Cabinet

A filing cabinet was procured for this office for keeping maps etc. This cabinet when received by this office was found to be damaged after repeated reminders to the supplying firm it has been got repaired recently.

Office Accommodation

Before I took over as Director Census Operations, Union Territory of Chandigarh there was no separate building for this office and the staff members of this office used to sit in the office of the Director Census Operations, Punjab. After I assumed office I started searching for a good accommodation and succeeded in getting a good house in Sector 8 on a monthly rent of Rs. 550. The office moved into Kothi No. 1012 Sector 8-C on 27th June, 1970. This accommodation has proved to be quite spacious.

Honoraria Account

The expenditure in connection with the honorarium was to be debitable to the Head '39—Misc. Social and Developmental Organisations—Census—B-Enumeration—B3—Honorarium to the Enumeration staff.' As already stated for the Houselisting etc. Operation a sum of Rs. 9,700 had been allotted for the Union Territory of Chandigarh. Out of it a sum of Rs. 9,681 was disbursed to the Enumerators etc. For the actual enumeration a sum of Rs. 13,000 was allocated. Out of this a sum of Rs. 4,222.50 had already been disbursed to the Enumerators/Supervirsors and the remaining amount has been distributed recently. The total has come to Rs. 13,228.50. The total amount of the honoraria to the Enumerators/Supervisors etc., for the houselisting as well as the actual enumeration has come to Rs. 22,909.50.

Cost of Enumeration

A statement at Appendix XXV shows the budget estimates and the actual expenditure during the years 1968-69, 1969-70 and 1970-71. The figures for the four main heads are reproduced below from that table —

Sub-head	1968-69	1969-70	1970-71
A—Superintendence	2,023·00	5,656·17	33,438·00
B—Enumeration	..	..	13,235·00
C—Abstraction and Compilation	2,157·00	3,409·50	15,824·05
D—Printing and Stationery	..	..	332·77
Total	4,180·00	9,065·67	62,829·82

It will be seen that the entire expenditure in the Union Territory of Chandigarh for the census upto 31st March, 1971 had amounted to Rs. 62,829.82. The total expenditure on enumeration is shown to be Rs. 13,235.35. This, however, does not include the expenditure on honoraria for actual enumeration as well as the pay of the staff recruited by District Census Office for the census work from 1st March to 31st May, 1971. The total expenditure on enumeration will roughly come to Rs. 28,340. It does not take into account the cost of Houselist forms and Establishment Schedules and the Individual Slips which were provided centrally and was borne by the Registrar General, India's office.

SECTION 23

CONCLUSIONS AND ACKNOWLEDGEMENTS

Census is such a gigantic operation that it can aptly be called a campaign. However, for small unit like Union Territory of Chandigarh the task is not so stupendous but still due to the fact that the work relating to 1971 Census started very late in the Union Territory of Chandigarh and as we had to start from a scratch, the task was quite a difficult one. Within a very short period hundreds of honorary workers have to be appointed, thoroughly trained and put on the job. Maps showing up-to-date boundaries of the state, district, tahsil, towns and villages etc., have to be prepared and suitable blocks demarcated for enumeration. Questionnaires, forms, circulars and instructions have to be printed in large numbers and the public have to be educated and prepared emotionally to give full co-operation.

In this extensive and all embracing work the Director Census Operations has to play a very crucial role. Besides, Census is a non-continuous operation, taken once in 10 years and there are very few officers who work in more than one census. It is, therefore, essential that he leaves for the benefit of his successor a record of the administrative details connected with the census, the difficulties encountered by him at different stages and the way in which those difficulties were surmounted.

The present report covers the work upto the stage of enumeration and the announcement of Provisional Totals. However, as the tabulation work is to be done in the office of the Registrar General, India, the Administration Report on tabulation will be prepared by that office.

I take this opportunity to express my appreciation for the hundreds of field workers who braving great hardships worked hard to make the 1971 Census a success.

A great measure of credit goes to my Tabulation Officer, Shri M.L. Sharma and Statistical Assistant, Shri Raj Kumar who put in their best for this great task. I am also thankful to Shri Yog Raj Grover and Mrs. Kamlesh Gupta, Computors, Shri Manjit Singh Bhatnagar and Shri Baldev Raj Gupta, Assistant Compilers and Shri K.L. Manchanda, Draguhtsman, who put in great efforts to make census a success.

On the office side I must say that there was not even a single person who has not borne the heavy duties assigned to him with enthusiasm and smile. I must mention in this respect Shri K.C. Dhingra, U.D.C. and Shri Kaur Singh Brar and Miss Chander Kanta, L.D.Cs.

Chandigarh : July 9, 1971

I am also indebted to Miss Gurdeep Kaur, my Stenographer for the laborious work she has put in at all odd hours in the office.

I am very much grateful to Shri B.P. Bagchi, Chief Commissioner, Chandigarh for his help and encouragement in the census work.

I owe a debt of gratitude to Shri S.N. Bhanot, Home Secretary and Shri J.D. Gupta, Deputy Commissioner, Chandigarh for the unstinted cooperation in the census work.

I must acknowledge my gratitude to the Controller of Printing and Stationery, Chandigarh Administration, especially Shri P. Oommen, Assistant Controller and Shri Amir Chand, General Foreman, for bringing out the book in record time.

Lastly I express my deep sense of gratitude to Shri A. Chandra Sekhar, Registrar General, India Shri K.D. Ballal, Deputy Registrar General, India, and Shri K.K. Chakravorty, Central Tabulation Officer, for their inspiration and guidance on all administrative and technical matters.

R.K. GOSWAMI,
Director of Census Operations,
Union Territory, Chandigarh.

APPENDIX I

Copy of D.O. letter No. 37/10/68-RG dated the 12th Dec., 1968 from Shri A. Chandra Sekhar, Registrar General, India, 2/A, Mansingh Road, New Delhi-11.

Subject: Census of India 1971-Circular No. 1.

We are all privileged to be members of this great organisation. The years you will spend with the Census Organisation will be one of the most rewarding. You will soon acquaint yourself with the great work that your predecessors at the earlier censuses had achieved. This, has, however, been the result of hard, sustained and dedicated work, unmindful of one's own comforts. In your new assignment you may at times find yourself denied of the comforts and privileges that you might have normally expected as the head of a department or the head of a district or in a secretariat post under the State Government. Yet, the work you will have done as Superintendent Census Operations will be one of the most enduring and of lasting value. The work you are charged with will be quite exacting. You will have to win the confidence and cooperation of the State Government as well as a host of State Government officials throughout the State, and also of the local bodies and various other individuals over whom you may have no administrative control and it is only by commanding their goodwill that you can get the best out of them. It is the unstinted efforts of all the dedicated workers associated with the Census that had helped to build the reputation that the Indian Census enjoys as the single fruitful source of information about the country.

2. Unlike at the earlier censuses when the Census Organisation was being built up once in ten years like a phoenix, with the Census Superintendent as the first individual to report himself without even an office room for himself to start with, and had to create everything and build up the office and the rest of the Census Organisation, you are fortunate that you have now succeeded to a continuing Census Office and there is a fairly adequate nucleus staff in the office which contains a good number of experienced personnel of the previous census. While you may thus be spared the initial problems of setting up an office, you will straightway be diving into the thick of the preparatory measures for the next census, the success of which will depend entirely on your ingenuity, leadership and hard work and you shall have to enthuse the State Officials at all levels for census work by your own personal example.

3. The pattern of Census Operations is likely to be basically the same as in the past, subject to certain variations that will be explained. You will greatly benefit by the Administration Reports recorded by your predecessor of the last census in your State as also of those in other States as well. You are well advised to go through them and get a feel of the problems that are to be tackled.

4. The work relating to Census Operations can be divided to fall under two broad heads, viz. (i) the census enumeration and (ii) the census tabulation and publication of reports.

5. The objective of the census enumeration is to see that the entire area in your charge is fully covered without omission or overlapping and every individual is enumerated and the required particulars of the individuals and households are recorded on certain prescribed schedules truthfully and accurately with reference to a particular point of time as notified, and by a correct application of concepts, by an enumeration agency which is most carefully trained for the purpose.

6. One of the earliest tasks in preparing for the census, therefore, is the building up of district and tahsil/thanas maps indicating the boundaries of all administrative units down to the village you may be fortunate to have already inherited. good maps prepared at the last census on a scale of 1" = 1 mile or 1"=4 miles. I believe your office

had alredy taken upon itself the task of bringing these maps uptodate, taking into account all changes of boundaries that might have occured since the last census. It is important that this work should receive first priority so that these maps are finalised as quickly as possible. The State Governments were already addressed by the Ministry of Home Affairs vide their letter No. 28/66/68-Pub.—I dated the 15th April, 1968, a copy of which should be available in your office, requesting the State Governments not to give effect to any changes of boundaries after 31st December, 1969. If at all the State Governments contemplate any changes, it is hoped, that they would have given effect to them much earlier than this date. You may, therefore, in consultation with the State Government, bring all your maps uptodate well before the end of 1969. These maps will be useful for determining the location code numbers of each administrative unit which will facilitate the allotment of jurisdictions to Census Officers in a systematic manner without overlapping or omission thus ensuring complete coverage of territory.

7. You have to take a decision urgently on the smallest administrative unit for which the primary census data will be presented at the next census. The experience of the last census recorded by your predecessor will help you to take a decision. You have to decide whether the revenue village or the village panchayat or gram sabha etc., should be the smallest rural unit for the purpose of census. It is always desirable to choose, a viable and stable unit with definite fixed boundaries. These should generally be comparable with the units of previous censuses. A revenue village with definite surveyed boundaries is generally preferred. In some States, Census Officers had thought of recognising even hamlets of villages as units of enumeration and the presentation of primary census data separately for these units. This may be feasible at least for the larger hamlets. Since the list of villages with the primary census data provided by the census serves as an invaluable frame for all types of future studies, suggestions have also been made that in respect of large villages the primary census data may be furnished for portions of villages which may constitute separate census enumerator's blocks. Suggestions have also been made that where a village panchayat is recognised as a census village, the data for individual revenue villages that may constitute the panchayat should be separately given . You may like to give careful thought to these questions and let me know of your views as early as possible. Sometimes, in the midst of unsurveyed areas such as the tribal agencies, forest areas, etc. groups of habitations are recognised as rural units in the village series at the census. It will be necessary for you to clearly define the boundaries of such units as to be definitely identifiable by any other organisation who may like to use the series as a sampling frame.

8. Two broad divisions of areas, viz. rural and urban, have always been recognised at the censuses. It will be necessary to demarcate these two categories as early as possible. The definition of an urban unit as was evolved in India for adoption at the 1961 Census was as follows :—

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

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

(1) A minimum population of 5,000 ;

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

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

This definition, by and large, had worked well and has brought about some uniformity of concept throughout the country. It is proposed to continue the same definition at the 1971 Census also which will enable us to have better comparability with the date of the last census. The detailed

data of area and population from which the density can be derived and the composition of the working force for each rural and urban unit provided at the 1961 Census will make it easier for you to apply the criteria laid down above and determine the urban status more accurately. You may examine the cases of all rural units of 1961 Census which might have had a population of 4,000 or more at the 1961 Census which can be expected to have crossed 5,000 population mark by 1971, to see if the composition of the working force, the density of population and other factors would qualify those places to be categorised as urban. In the Census General Report of your State your predecessor might have already given some guidance in this matter. At the same time, you may also see if there are any areas recognised as urban at the 1961 Census which did not deserve to continue as urban either due to any reduction in the population size or due to the composition of the working population or other factors. This work must also be completed as early as possible since you have to develop your location codes for your State quickly. I expect that your office might have already done some exercise in this regard. You may kindly finalize these, get the concurrence of the State Government also and let me have the final list of towns as quickly as possible.

9. The town groups was another concept that was developed at the 1951 Census and followed with a little more liberal definition at the 1961 Census. However, it is felt that there was no uniform application of principles in the constitution of town groups. This question was discussed recently at a seminar of geographers, sociologists, economists, town planners and other scholars at Delhi and it has been suggested that the following criteria may be applied in recognising a group of urban units to constitute a town group.

10. Two or more towns may be clustered together as a town group when the core town has a population of 100,000 or more and the distance of the adjacent towns does not exceed ten miles from the periphery of the core town and also there is functional linkage between the towns to be included in town group. The intervening area if any between the towns constituting the town group if it is rural need not be treated as part of the town group.

11. Since it is reasonable to expect a fairly high growth rate of urban population between 1961 and 1971, you may examine the cases of all the class I (population of 100,000 and above) and Class II (50,000 to 99,999) towns of 1961 Census whose populations are likely to reach 100,000 by the 1971 and try to locate the possible future town groups. Your predecessor might have already indicated in the Administration Report or the General Report of 1961 the areas which might deserve to be treated as town groups.

12. The idea of recognising the town group is that the life in the constituent units of the town group around a large urban centre may be so articulating that it may be more realistic to give an integrated picture of the group together in the presentation of the date. The concept of a Town Group referred to in para 10 above may undergo further change on the basis of some more fresh thought being given to it by the Town and Country Planning Organisation and other bodies. If there is going to be any change I shall let you know. For the present you may take action as suggested in para 11, above.

13. When once the State is divided into definite administrative territories down to the smallest unit of village or town, it will be convenient to develop a location code number and within each district in your state is allotted a distinguishing code number and within each district, each tahsil or thana is allotted a serial number and ultimately within each tahsil or thana every village and town is allotted separate series of numbers so that by a combination of the code numbers allotted to each one of these units in the hierarchy, it would be

possible to have a complete location code, by which any particular village or town within a State can be conveniently indicated. The towns are distinguished from villages by the allotment of a Roman Code number for the town, whereas for the villages, the code number will be in Arabic numerals. Thus 3/6/79 will represent village No. 79 in tahsil No. 6 of district 3. Or 3/6/II would mean town No. II in tahsil No. 6 of district 3. If it is proposed to recongise each of the larger hamlets for the purpose of giving primary census data it may be necessary to give to a sub-number to the main village number as say 79(i), 79(ii) and so on to identify the hamlet. If to this location code is added within brackets the house number that may be allotted to a house within a village or town, e.g. 3/6/79 (1-109) we shall have a system by which every house and within it, every household in all local areas can be indicated by a convenient location code. This will be extremely useful for the purpose of depiction on the Census Schedules and also while demarcating the jurisdictions of census enumerators. You may like to acquaint yourself fully with the system of location codes that was developed at the 1961 Census. We shall follow the same system. However, on an examination of the location code system last adopted in your State, if you find any defects, they can be rectified.

14. It has been found that in some cases, at last census, some local variations had been made by the field staff and some other elements such as the enumerator's number and so on, and had been introduced into the location code and it was found that the allocation of slips to the correct village became difficult at the tabulation stage. It is, therefore, necessary to have a uniform and well-understood system adopted throughout the State. The location code numbers could perhaps follow the geographical contiguity as at 1961 Census rather than the alphabetical order.

15. The old location code will have to be brought upto date, taking into consideration the charges, if any, in the jurisdictions of any of the administrative boundaries. It will be useful for yet to draw up a statement showing the location code number now allotted for the 1971 Census for each village and town and the corresponding Location Code number of that unit at the 1961 Census for the purpose of comparison as also to make sure that all the units of the 1961 Census are fully accounted for. You will have to ensure that the system of location code numbers is fully understood by the enumeration agency and that the code numbers allotted to each village or town are correctly noted on the schedules of that particular village or town.

16. The preparation of layout sketches of every village and town should be taken up immediately if not already done, in which the location of every building and house, residential or non-residential, should be shown and the important landmarks such as roads, rivers and canals, wells, temples, important public buildings etc. should be indicated. This will serve as a basis for a rational house-numbering scheme to be evolved. I expect that your office, with the assistance of State Government should have already started on the implementation of the Scheme of permanent housenumbering. You may get yourself fully acquainted with the Manual on Housenumbering that had been issued. In some States, good housenumbering system may be already in existence and every house may already be bearing a prominent house number. In others the painting or permanent affixing of house numbers may take their own time, depending on the finance of the local bodies concerned. But the preparation of a lay out plan is an essential preliminary step which should be taken up immediately through the normal administrative agency of the Government or the municipal or panchayat administration. This can serve as the basis for you to allot house numbers which can be indicated on the layout sketch and these can be marked on the doors of houses by chalk or

tar, etc., on the eve of the Houselisting Operation. These house-numbering sketches need not be to scale but even notional maps with adequate details to identify every house will go a long way in achieving the objective in view, viz., the ultimate demarcation of the jurisdictions of the enumerator's blocks so as to ensure equitable load on the enumerators and complete coverage of area. In the notional maps, not merely should the built up area be shown but the entire area of a village within its recognised boundaries. This will enable a complete coverage of the entire geographical area constituting the village. At the 1961 Census, at the state of houselisting, such sketches were prepared. The quantity of work vastly differed as the work had to be done in some hurry by some enumerators themselves. Now, if you start this work even now in a systematic way and for the work completed by the normal administrative machinery such as the revenue or panchayat agency at the village level and the municipal or cantonment agency at the urban level, you are likely to have far better layout plans that will prove very useful for your work. Four copies of such layout plans could be prepared, one copy to be kept at the town or village itself, one to be kept at the tahsil or Police Station headquarters, and two copies to be kept in your office. These maps, if prepared carefully on sheets of uniform size, can be built up into convenient atleast for each tahsil/thana and can serve as invaluable reference material for the purpose of census operations as well as for various other statistical or administrative purposes. You may, therefore, please concentrate on the preparation of these layout sketches immediately. The Manual on Permanent Housenumbering a copy of which should already be available in your office, will be the guide for the preparation of these villages and town layout sketches.

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

18. It will be advantagious for you to get the officials at various levels i.e. at the district, sub-division, tahsil/thana and town level, notified census officers under the Census Act as early as possible. This will also give you the necessary authority to direct the operations and also make the local census officers responsible to you. You may get yourself thoroughly acquainted

with the provisions of the Census Act. The State Governments generally extend all kinds of assistance to the Census Superintendents for the successful completion of the Census Operations. Various concessions are also extended to the personnel put on census duty. You may like to get yourself acquainted with the instructions issued in the past and you may persuade the State Government to issue suitable instructions to meet the present needs.

19. At the last census a tradition has been started of canvassing a uniform Houselist with some simple questions on housing and on which also particulars of the size of the household were collected. This houselist served the purposes of a Housing Census and yielded quite valuable data on housing. The houselist provided an advance estimation of the population for each local area which would enable you to demarcate the jurisdictions of each ceusus enumerator equitably so that they are all of more or less uniform size and such that they can be covered by the enumerator within the period allotted to him. At the next census also a similar houselist will be canvassed. The houselisting will have to be done about February—April, 1970, i.e. about an year in advance of the census enumeration.

20. The experience of the last census, as also the first pretest of the draft questionnaires for the 1971, showed that the size of the enumerator's block in rural areas may be about 750 to 1,000 in population, i.e. about 150 to 200 households and in the urban areas, about 600 to 750 population. i.e. 120 to 160 households. You shall have to get your local charge superintendent to demarcate the census enumerator's blocks accordingly. The formation of the enumerator's block should be clearly defined with reference to the boundaries as well as the house numbers that actually fall within his block. The housenumbering layout sketches, in conjunction the houselist, will enable the charge superintendents to carefully demarcate the census enumerator's block. The census enumerator's blocks so formed at the census served as a frame for all types of future sampling studies as well. A general criticism has been levelled that the census enumerator's blocks were not easily identifiable. It is true that it may be difficult to reconcile between an area with some natural physical boundaries such as roads and streets ; and the desired size of population ideally suited for an enumerator. For census purposes obviously, it is more important that we have blocks of convenient population size to ensure complete and convenient coverage. The enumerator's blocks had been generally indicated in the past in terms of merely house numbers that constitute a block such as for example, along a straight road, house numbers 1 to house number 150 may form one enumerator's block and house numbers 151 to 250 may form another enumerator's block depending on the population size. Sometimes, the layout may be such that a cluster of houses will have to be allotted to an enumerator. Again, in a village which has both the built up area as also the cultivated area around with some odd farm houses, it will be necessary to clearly indicate the area allotted to an enumerator especially if a large village is divided between more than one enumerator. It is desirable that in an over all control map of the village the jurisdiction of each individual census enumerator's block may be linear merely following a row of house numbers along a street. At the same time, it may be advantageous to get each enumerator to prepare a separate sketch of the area allotted to him in which he can set out in little more detail all the landmarks and all the individual houses that constitute his block. The name of the street along which his jurisdiction may lie and also the names of the adjoining streets and localities can be shown. This may greatly help in easier identification of the enumerator's blocks

in future. The census enumerator can be required to furnish this sketch along with the enumeration abstract which he would be required to furnish at the end of census enumeration.

21. In several urban areas the National Sample Survey Organisation had already prepared an urban area frame. This was used at the 1961 census in some States for the purpose of forming the census enumerator's blocks. You may examine if the urban area frame so prepared is easily identifiable on ground that if the census enumerator's blocks can be conveniently formed as to conform to this frame.

22. A special feature of the 1971 Census will be that in 10 per cent of the enumeration blocks in urban areas and 10 per cent of rural villages a separate household form will also be canvassed besides an individual slip that will be canvassed on a universal basis. The instructions for the sampling design and the selection of the sample will be issued to you separately from this office in due course. It is adequate for you to know at this stage that it will be necessary for you to have a good frame of the enumerator's blocks from which the sample will have to be selected. For these sample blocks a slightly better qualified enumerator who may be a graduate or at least a matriculate, if possible, should be appointed.

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

24. You will have occasion to now pretest the second draft. The experience you will gain at the pretesting of the census schedules will be valuable. You may have the schedules and instructions translated and printed locally in your state language. I believe some translation has already been attempted by your staff of the first draft. This has to be merely brought uptodate to take into account the further changes in the schedules and these can be pretested. You may take about 1,000 urban households and 1,000 rural households for the pretest. You may, for the purpose of the pretest, divide them into blocks of about 100 households. You may pretest the household forms along with the individual slips in half the number of blocks and the individual slips alone in the other half. You should try to engage at the actual census. You may have to get suitable instructions issued by the State Government to the District Officers to help you in the conduct of the pretest. Ultimately the responsibility of successful enumeration will fall on your shoulders. You should utilise the opportunity of this pretest to satisfy yourself, that the concepts can be fully understood by the enumerators and the enumerated and that there is no scope for any misinterpretation. You shall have to intensively train the local officers incharge of the pretest work who should, in turn, train the field enumerators thoroughly. An important document which the enumerator will be required to fill at the next census is the Enumerator's Abstract which is quite different from what was adopted at the 1961 Census. In the abstract now prescribed for the 1971 Census, the enumerator will be required to carefully post some data from each individual slip at the end of each day and ultimately the entries are all totalled and an abstract for the enumerator's block is prepared on completion of enumeration. Particular importance is attached to this as it is proposed to release the provisional population data after the actual census is over on the basis of the totals that these abstracts provide. I would like you to particularly assess to what extent the enumerator has been able to post the data in his abstracts accurately. The census,

supervisors should be made particularly responsible for the correct posting of these statements.

25. We shall finalise the schedules and instructions for the actual census soon after you complete your pretest and we shall have occasion to discuss your experiences at a meeting before we finalise them.

26. Besides the decennial census operations, the State Census Officers are charged with the responsibility of handling several other projects such as the Annual Sample Census, Sample Registration, Social Studies and so on. You may get yourself acquainted with the work already going on in these various fields. Your main concentration should, however, be on the successful completion of the 1971 Cencus Operations.

27. As in the past the census enumeration of the household population will be spread over a period of about 19 days from 10th February, 1971, with a revisional round of three days from Ist March so as to bring the data uptodate as at sunrise of 1st March, 1971, which would be the reference date for the 1971 Census. The houseless persons may have to be enumerated by a single night enumeration on the 28th February, 1971. In the areas difficult of accessibility, non-synchoronous enumeration will have to be resorted to spread over a longer time. The experience of 1961 Census in your State/ Territory will be useful. It is likely that since 1961 several of the inaccessible areas might have been opened up with better communications and the developmental activities may have made better available adequate personnel to serve as census enumeration staff so that enumeration in such areas can be carried out at the same time as in the rest of the country. You may like to examine this.

28. The intensive training of the census personnel at the various levels from the District staff down to the actual enumerator will be one of the most important items of Census Operations. Much of the success of the census will depend on the quality of training imparted. You will undoubtedly be assisted by a good number of Deputy Superintendents of Census Operations whom you shall have to appoint adequately in advance. Most of them will have to be in position by the end of 1969. You shall have to undertake training programme for the houselisting from early in 1970 and then after the census enumeration blocks are formed and census enumerators appointed, the training of the enumeration staff will have to be taken up in the second half of 1970. It is important that the District Census Officers, Charge Superintendents incharge of Tahsils, Towns and special areas etc. should be very thoroughly trained first as they have to train up in turn other census personnel under them. Every census worker should receive not merely theoretical training but should have adequate practical training in actual enumeration. Each should practice enumerate a good number of households before completion of the training. Your predecessor of 1961 must have already laid down guidelines in this regard and might have also suggested improvements of procedure. You shall have to give careful attention to the training programme. I enclose for your information a circular on training issued at the 1961 Census in Andhra Pradesh which you may find of some use.

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

30. The entire census organisation should be fully keyed up and kept at a complete state of readiness to launch on the census enumeration as programmed. For this purpose you should

draw up a census calendar indicating the various targetted dates by which each of the preparatory measures of the census enumeration should be completed. The census calendar drawn up for 1961 Census can help you draw up the calender for the next census. You should constantly review the progress of work and assure that the targetted dates are adhered to at each step. A mass operation such as the census can succeed only if each stage of the operation is planned and executed carefully according to a definite programme.

31. The provisional population totals will have to be announced as early as possible after the completion of census enumeration. At the 1961 Census provisional totals of several states were relayed to the Registrar General as early as 7th March, 1961. The provisional totals of districts had started reaching the Census Superintendents immediately after the revisional round was over i. e. 5th March, 1961. (In 1961 the revisional round was extended till 5th March, 1961 due to intervening Holi festival) It should be possible at the next census to have the provisional figures even earlier. The revisional round is expected to be completed by 3rd March, 1971, itself. I had already referred to the form of Enumerator's Abstract prescribed for the next census. If these are carefully posted by the enumeration then and there each day there should be no difficulty in communcating the provisional figures by the targetted time. By careful organisation and efficient system of relay it should be possible for us to publish the provisional population totals almost immediately after the completion of census enumeration.

32. Immediately after the enumeration is completed, the census schedules will have to be received at a number of regional tabulation offices. A regional tabulation office will have to be opened to cover 5 to 6 million population. It will be necessary to secure buildings for this purpose adequately in advance. You may have to be in the look out for them even from the end of 1969. As at 1961 Census the Deputy Superintendent of Census Operations will be appointed for each one of the regional tabulation office. It is proposed to appoint these Deputy Superintendents even from about December, 1969 so that they may assist you in the houselisting programme from early 1970 and also later on in supervising the formation of enumerator's blocks and the training of census personnel. The experience of 1961 showed that these Deputy Superintendents appointed adequately in advance can be of great assistance, to the Census Superintendents. You should be on the look out for capable, energetic and dedicated members of the State Civil Service whose services could be secured on deputation from December, 1969. These Deputy Superintendents when appointed could immediately locate buildings for opening regional tabulation offices. Later on they will have to recruit a large number of sorters, train them, control them and get the primary sorting and tabulation done as quickly as possible.

33. In the regional tabulation offices the sorting of the schedules for producing the primary census data for the smallest unit of the village in the rural area and the enumerator's block in the urban area will have to be taken up manually as was done at the 1961 Census. The other tabulations are proposed to be done by taking a sample of the individual slips. Therefore, at the regional tabulation office the drawing of the sample schedules will be an important item of work. A team of carefully trained staff may have to be earmarked for this purpose. It is tentatively proposed to tabulate 10 per cent of rural slips and 20 per cent of urban slips. The 10 per cent of the rural slips may be manually sorted and tabulated at State Headquarters and 20 per cent of the urban slips may be processed through Computors. This means that cards may have to be punched to take the data of the 20 per cent of the urban slips.

The data from the household forms which are canvassed in 10 per cent sample areas will be fully processed. Adequate number of persons will have to be trained at each State Headquarters to see that by the time the punching of cards is taken up the trained punch operators are available. Further detailed instructions will issue in due course.

34. The data on the Houselist may be processed by about 20 per cent sampling of the entries which will be coded and transferred to punch cards. The key punch installations and the trained key punch operators should, therefore, be in position in each of the State Census Offices even by about March/April, 1970.

35. Details of the tabulation programme and the instructions for sorting and tabulation will issue in due course from the Registrar General's Office.

36. Details of the publication programme for the 1971 Census will be worked out in due course in consultation with the Census Superintendents. The limitations of printing proved to be one of the greatest bottle-necks at the 1961 Census. We shall discuss and decide how best to get over it at the 1971 Census. In the meantime, any suggestions you may have in this regard will be welcomed. Generally much time is lost between the completion of Census Operations and the availability of the census data to the public. It would appear desirable to publish as quickly as possible handy popular versions, well illustrated, giving out several basic census data which are of great use and interest to the Government and the public. The primary census data will have to be published as quickly as possible.

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

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

Wishing you every success.

APPENDIX

CENSUS OF

Houselisting

HOUSE-

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

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

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

Signature of Enumerator.....

Date .....

II

INDIA 1971

Schedule—A

LIST

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

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

If used wholly or partly as a dwelling

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

Signature of Supervisor .....

Date .....

APPENDIX

CENSUS OF

Houselisting

ESTABLISHMENT

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

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

Serial No.	Census House No.	If any manufacturing, processing or servicing is done, is it (a) Registered Factory (b) Household Industry (c) Unregistered Workshop	If used as shop or business house ; (a) Wholesale or (b) Retail	If used as any other establishment. Describe e. g. Govt. Office, school, hospital, Railway Station, barber saloon, Cinema theatre, Hotel, Tea shop, etc.
1	2	3	4	5

Signature of Enumerator.....

Date.....

II—*contd*

INDIA 1971

Schedule—B

SCHEDULE

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

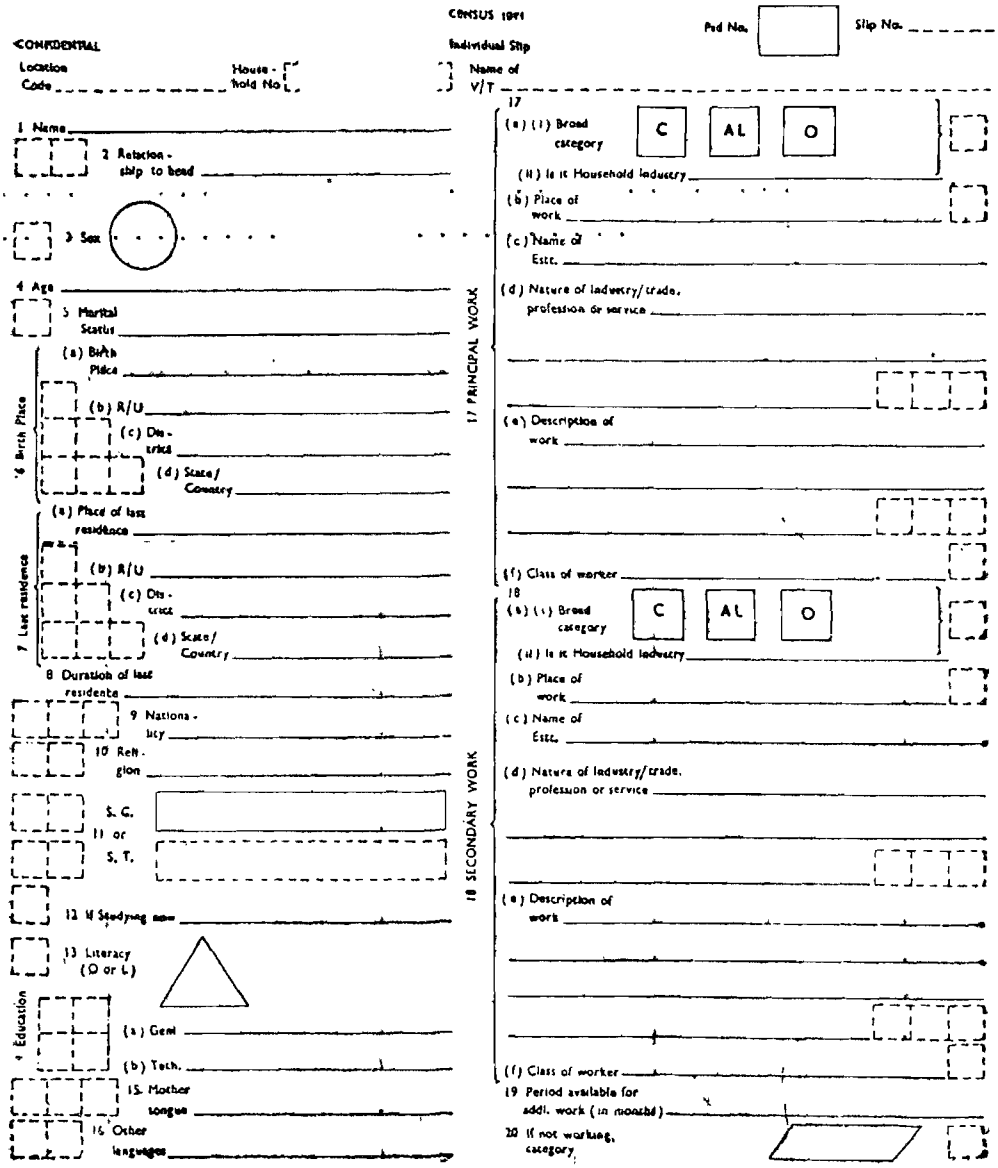
Name or No. of Ward/Mohalla/Enumerator's Block ..... Code No. .....

Name of the Establishment or of the proprietor	Is the establishment (a) Govt. (b) Private (c) Co-operative Institution	Description of the products processing or servicing done in establishments coming under col. 3 or of the goods sold/bought in establishments coming under col. 4	Average number of persons working daily last week or in the last working season including proprietors or family workers	Type of fuel or power used in establishment coming under col. 3
6	7	8	9	10

Signature of Supervisor.....

Date.....

APPENDIX II—*Contd.*



APPENDIX II—Contd.

CENSUS 1971

HOUSEHOLD FORM

PART I

CONFIDENTIAL

POPULATION RECORD

To be compiled from Individual Slip)

Serial No.	Name	Relationship to head	Sex		Age	Marital Status	Literacy (O or L)	Description of work (Principal work)	If not working category
			M	F					
1	2	3	4	5	6	7	8	9	10

PART II

HOUSING SCHEDULE

Age of the house	Whether 'Pucca' or 'Katcha'	Number of rooms occupied by the household	Owned or Rented	Rent paid, if rented	Drinking Water Supply		Is there Electric supply ? (Yes or No)	Is there a privy ? (Yes or No)	Kind of fuel used by the household for domestic purposes
					Source	Distance, if not within the house			
1	2	3	4	5	6	7	8	9	10

APPENDIX II—concld.

PART III

FERTILITY SCHEDULE

Location Code..... Household No.

Name of village or town .....

Name of head of household.....

Does he belong to S. C. or S.T. ? If so, name of Caste/Tribe..... .....

1 Serial No. of the woman as in the Population Record								
2 Name of Ever-married woman i.e. Married/ Widowed/Divorced or Separated								
3 Age (a) At present								
3 Age (b) At what age was she married?								
3 Age (c) What was the husband's age then ?								
4 Educational level								
5 Religion								
6 Principal Work (a) Description of work of the woman								
6 Principal Work (b) Description of work of the husband								
	M	F	M	F	M	F	M	F
7 Number of children born to date (a) Now living (i) Present here								
7 Number of children born to date (a) Now living (ii) Living elsewhere								
7 Number of children born to date (b) Born alive but now dead								
7 Number of children born to date (c) Total of (a) & (b)								
7 Number of children born to date (d) No. born dead								
8 Particulars of last child born (a) Did she give birth to a child during the period from (the prescribed festival day last year) to date 'Yes' or 'No'								
8 Particulars of last child born (b) Was it a live birth or a still birth								
8 Particulars of last child born (c) Sex of the child (M or F)								
8 Particulars of last child born (b) Exact date of birth	day month year		day month year		day month year		day month year	
9 'If No' in 8(a), when was the last child born								

PART IV

FAMILY PLANNING SCHEDULE

(To be collected from any male in the household of age 35 years or less who is currently married)

1 Name.. .....

....

2 Age .....

3 Religion.... .. ..

4 Educational level.....

5 Principal work .....

6 Is he aware of family planning methods ? .....

7 What methods is he aware of (i) .....

(ii) .....

(iii) .....

8(a) Does he or his wife practice family planning .....

(b) What method is practised .....

(c) Since when .....

APPENDIX III

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

I make haste to write to you to keep you informed of certain basic changes in the questionnaires and the procedures for the 1971 Census which were decided upon after a full discussion with the Planning Commission on the 24th May, 1969 presided over by the Deputy Chairman, Dr. D. R. Gadgil. I am happy that the decisions arrived at take off much of the load on the 1971 Census and operationally made more convenient. The following are the main changes decided upon :

(i) The items below originally proposed to be collected through the Houselist will be given up :

(a) Age of the Census House,

(b) Material of floor,

(c) Reasons for vacancy, and

(d) Information on Deaf and Dumb.

(ii) The questionnaire on household amenities proposed through the Household Form need not be canvassed. These items of information which may be largely meaningful for urban areas will be collected by the National Buildings Organisation directly from the municipal or other local administrative bodies.

(iii) Information on total fertility need not be collected and it may be adequate to have information on current fertility only which can be had by adding a couple of simple questions to the Individual Slip itself to be asked of the currently married females. These questions will be :

(a) Age at marriage, and

(b) If any live birth in the last one year.

(iv) The decisions at (ii) and (iii) above render it unnecessary to have any separate sample area enumeration. However, the Population Record may be filled in sample areas. The sampling design for this will be simpler and the whole villages may be taken for this purpose. The Population Record will be useful for generating tables on composition of households and it will also serve as a useful frame for post enumeration check or other types of surveys.

(v) Since the definition of work at the 1961 Census as also perhaps the one proposed for the 1971 Census led to a large section of housewives and students etc. being treated on par with wholetime workers even though their contributions to economic activity was marginal, it was felt necessary that the 1971 concept should distinguish them from full-time workers and their economic activity should be brought under the category of secondary work only and for their main activity they should be treated as housewives or students as the case may be.

(vi) Consequent on the decision at (v) the question 'if studying now' in the Individual Slip becomes superfluous.

(vii) The Individual Slip will be further simplified by :—

(a) excluding the question on 'Nationality' ; and

(b) recording only one educational level instead of treating general and technical separately, the technical educational level being given preference where both are considered equivalent.

My only regret is that these decisions were not taken earlier than the date of our Census Conference. We would have saved ourselves of much of the time we spent on discussing certain items as sampling procedures and a few concepts which are now rendered superfluous. However, I was very happy at the very detailed, well-informed and useful discussion we have had at the Census Conference which helped all of us to appreciate fully the intricacies of the Census procedures. The present decisions communicated in this letter are undoubtedly welcome and will make for more convenient census taking. The vexed and somewhat difficult problem of sampling at enumeration stage and the recruitment and training of a separate set of enumerators is now obviated. We shall have only uniform training for all enumerators. The filling in of Population Record in certain villages selected for the purpose would hardly call for any specialised training. You will be informed in due course how these villages are to be selected, probably on the basis of stratification of villages by Population size. All that would appear necessary is to issue the Population Record books with a short covering note of instructions to the enumerators censusing those villages to say that they have to copy out certain particulars of the Individual Slip on to the Population Record at the end of each day. It may now be possible to have a uniform size of the enumerator's block throughout the country, each covering a population of 750 on the average. Small villages that are remote even if they are of smaller population size may have to be in charge of separate enumerators.

I shall be sending you soon the final schedules as revised. You will have to work out the translated versions and keep them ready. As far as the Houselist is concerned I presume that you would have heard from Shri Ballal to provide the translations in regional languages to fit into the spacing of the revised heading columns.

If you have any questions on any of the points in this letter you may please write to me.

Kindly acknowledge receipt of this letter.

APPENDIX IV

Census of India, 1971

Houselist

APPENDIX

CENSUS OF

House

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

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

Line No.	Building No. (Municipal or Local Authority or Census No.)	Census House No.	Predominant construction material of Census House		Purpose for which Census House is used, e.g. residence, shop, shop-cum-residence, business, factory, workshop, workshop-cum-residence, school, bank, commercial house, office, hospital, hotel, etc. or vacant	Is it used wholly or partly as an establishment ? Yes or No. If yes, enter further details in the Establishment Schedule and indicate the serial No. of that entry here
			Material of Wall	Material of Roof		
1	2	3	4	5	6	7

Signature of Enumerator..... Date.....

IV

INDIA 1971

list

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

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

If used wholly or partly as a residence

Household No.	Name of the Head of Household	If S.C. or S.T.. write name of Caste/Tribe	No. of living rooms in the occupation of Census Household	Does the household live in owned or rented house : (i) Owned (O) (ii) Rented (R)	No. of persons normally residing in Census household on day of visit of the Enumerator			Does the household cultivate land ? (Yes or No)	Remarks
					Males	Females	Total		
8	9	10	11	12	13	14	15	16	17

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

APPENDIX

CENSUS OF

ESTABLISHMENT

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

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

Serial No.	Census House No.	Name of the Establishment or of the proprietor	Is the establishment (a) Govt./Quasi Govt. (b) Private (c) Co-operative Institution	Average number of persons working daily last week or in the last working season, including proprietors and/or family workers
1	2	3	4	5

Signature of Enumerator ..... Date.....

IV—contd.

INDIA 1971 ENGLISH

SCHEDULE

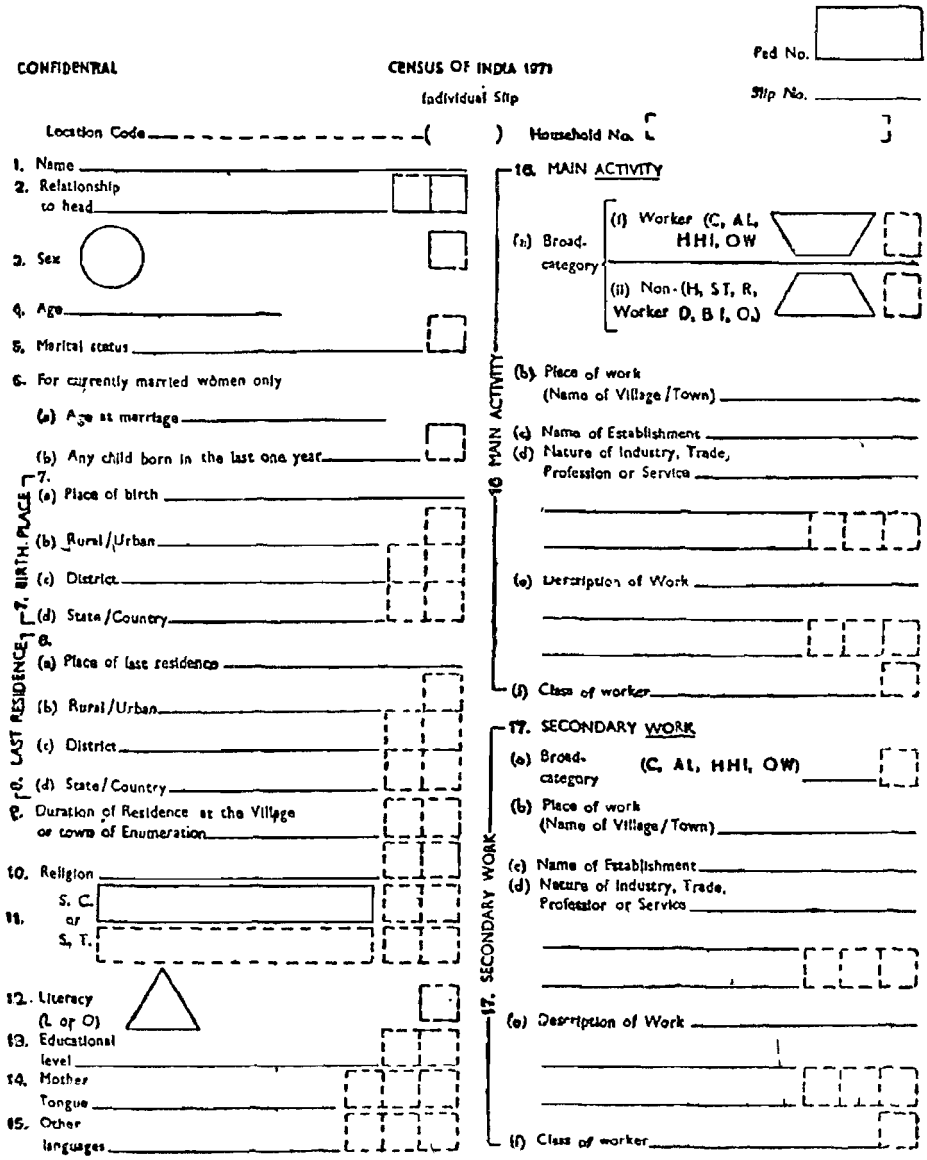
Name of Village or Town..... Code No. .....

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

If any manufacturing, processing or servicing is done			If used as a trading establishment		If used as any other establishment, describe e. g. Govt. office, School, Hospital, Railway station, Barber's saloon, Cinema theatre, Hotel, Tea shop, etc.
Is it (a) Household Industry (b) Registered Factory (c) Unregistered workshop	Description of the products, processing or servicing done	Type of fuel or power used	Description of goods bought/ sold	Whether (a) Wholesale or (b) Retail	
6	7	8	9	10	11

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

APPENDIX IV—*Contd.*



APPENDIX IV—concld.

CENSUS 1971

POPULATION RECORD

(To be compiled from Individual Slips)

Location Code..... Household No. (

Name of Village/Town ..... If the head belongs to S.C. or S.T. ?.....

Serial No.	Name	Relationship to head	Sex		Age	Marital status	Literacy (L or O)	Description of Main Activity
			M	F				
1	2	3	4	5	6	7	8	9

Signature of Enumerator ....

Date .....

Signature of Supervisor .....

Date ....

APPENDIX V

INSTRUCTIONS TO ENUMERATORS FOR FILLING UP THE HOUSELIST AND ESTABLISHMENT SCHEDULE

INSTRUCTIONS—PART I

HOUSELIST

General

Census is a national undertaking of great importance, indispensable to intelligent and efficient public administration apart from the other multifarious ways it serves the scholar, the businessman, industrialist, the country's planners, the electoral authorities etc. Census has become a regular feature in every progressive country, whatever be its size and political set-up and they are conducted at regular intervals to fulfil well-defined objectives.

2. The job entrusted to you, *viz.*, the house-numbering and houselisting is an essential preliminary step to the population census. Apart from mere listing of houses, you will be collecting some essential data on housing, as also separately on manufacturing, trading and service establishments which will be useful to the country's planners. You have, therefore, an important role to play. The quality and quantity of your contribution depends on how well you apply yourself to this task, understand the instructions thoroughly and carry out your responsibilities with the care that it demands.

3. You will be required to prepare lay-out sketches showing the location of houses within the area allotted to you and number all the houses, residential or otherwise and list them and fill up some essential particulars in the schedules given to you. The house-numbering sketches prepared by you may form the basis for a permanent system of house-numbering that may be introduced and maintained by the local bodies concerned in future.

House-numbering and preparation of notional maps

4. *Rural areas.*—The first operation will be allotment of distinguishing numbers to each building, house and household.

5. Before the actual affixing of house numbers on doors an essential step to be taken is to prepare a rough notional map of the entire village and decide on whether the village should be sub-divided into blocks and if so, how ? Normally a small village of less than 125 houses need not be sub-divided into blocks. But if a village has one or more hamlets, irrespective of the size, it is desirable to divide the area of the village into blocks so that each hamlet with the adjoining area is recognised as a separate house-numbering block of the village. It is important that the dividing lines between one block and another should be clearly demarcated. Such dividing lines, besides following some natural boundaries wherever possible should also be indicated by the Survey number that fall on either side of the dividing line in cadastrally surveyed villages. In villages which are not cadastrally surveyed, the line can be indicated by the name of the owners of the fields on either side of the line or by the name of the field if any. A notional map showing the general topographical details of a whole revenue

village particularly if a survey map is already available with the village revenue officials, will greatly help. This notional map should indicate the prominent features and land marks such as the village site, roads, cart tracks, hills, rivers, *nallahs*, etc., clear demarcation lines of blocks are important so that any to define at the foot of the map the boundaries of a particular block is covered by a specific block without giving scope for any doubt. It may be desirable to define at the foot of the map the boundaries of each block clearly.

6. Having thus prepared the village map, each block of the village as demarcated on the village map should be taken up for a detailed sketching of the layout. In this detailed sketch the emphasis is mainly on the lay-out of the houses on the village site. The sketch should show all the roads, streets and cart tracks. The names of the streets, if any, should be shown on these sketches. All topographical details, important features and public buildings should be prominently shown. Then every single building or house should be located on this sketch. It will be of advantage if the *Pucca* and *Kachha* houses are shown by some conventional signs like a square ▭ for a *Pucca* house and a triangle △ for a *Kachha* house, further depicting them as residential or non-residential as follows :

▭ *Pucca* residential house ; for *Pucca* non-residential house shade the square.

△ *Kachha* residential house ; for *Kachha* non-residential house shade the triangle.

It is difficult to evolve a comprehensive definition of the terms 'Pucca' and 'Kachha' houses to cover different patterns of structures all over the country. The categorisation of the houses as *Pucca* or *Kachha* for the purpose of depicting them on the lay-out sketches is purely to facilitate identification. Also, as *Kachha* houses are not likely to be long-lasting, any one referring to the lay-out sketches a few years later can easily distinguish settlement areas which are likely to have undergone a change. For the purpose of the preparation of lay-out sketches, a *Pucca* house may be treated as one which has its walls and roof made of the following materials :

Wall Material : Burnt Bricks, stone (duly packed with lime or cement), cement concrete or timber, etc.

Roof Material : Tiles, GCI* sheets, asbestos cement sheets, RBC*, RCC* and timber, etc.

Houses, the walls and or roof of which are made of materials other than those mentioned above such as unburnt bricks, bamboo, mud, grass, reeds, thatch etc., or loosely packed stone, burnt bricks, etc., may be treated as *Kachha* houses.

7. When once the location of every building/house is fixed on the plan, it will be a simple matter to decide on a convenient method of numbering the buildings/houses in one series following certain principles. No hard and fast rule can be laid as to the direction in which the house numbers should run, i.e., left to right or in a clockwise order or north-east to south-west and so on. Much depends on the lay-out. So long as some convenient

*Note —G.C.I.—Galvanized Corrugated Iron, R.B.C.—Reinforced Brick Concrete and R.C.C.—Reinforced Cement Concrete.

and intelligible order is followed it should be all right. The numbers allotted to each house should be marked on the sketch and with the help of arrow marks at convenient intervals, the direction in which the house numbers run should be indicated. This is particularly important when streets cut across one another and the house-numbering series along a street get interrupted. It will be of advantage if the numbers are roughly marked in pencil on this sketch and later verified with the actual state of things on ground to see if the order of numbering indicated on the sketch would be convenient or if any slight changes are needed for, after all the sketch is only a rough one and the actual state of buildings on ground may suggest a more intelligible order of numbering at some places.

8. Where villages are not cadastrally surveyed and the village boundaries not fixed by survey, it is essential that the limits of each village are defined by some permanent features so that it may be known that any house falling in any such areas may be reckoned along with a particular village.

9. In the forest areas, all habitations are not on settled pattern. There are forest villages which may be just like other revenue villages or *mauzas*. For such villages procedure for preparing normal lay-out plan sketches may be followed. But apart from such villages, there would be clusters of habitations spread out in the forest. It will be facilitating, if for the purpose of netting such clusters a lay-out plan is prepared of the Forest area comprising the lowest administrative unit (such as, beat of a Forest Guard in some States). Then the clusters should be drawn on the lay-out sketch. Name of the cluster should also be written, if there be one. If there be no name, then it would be necessary to identify it with reference to any known permanent feature such as a hill stream, a range of hills, road and so on. After drawing the boundaries of such clusters on the lay-out, the location of each of the houses should be indicated on it and number assigned to each house. Habitations (clusters) falling within the area of the smallest forest administrative unit should be taken as one village for the purpose of house-numbering and houselisting.

Since it is likely that some of the tribal habitations may change their locations now and then, it is necessary to define the location of a habitation area with reference to any known permanent feature as indicated above in regard to the clusters in Forest areas.

10. *Urban Areas.*—The preparation of notional maps and the house-numbering sketches in urban areas should essentially follow the same procedure as in the rural areas excepting that in most urban units the draughtsman of the Municipal Administration might have already prepared town maps perhaps even to scale and these may come extremely useful. It has been found from experience that the boundaries of towns are often times loosely defined and not properly demarcated giving rise to several doubts regarding the areas lying on the out-skirts of towns. It is important that the map should very clearly indicate the boundaries by means of definite survey numbers and also other permanent features. Sometimes one side of a road falls within the town limits and the other side excluded as it may be outside the defined boundary of the town. All these should be carefully verified on ground before the maps are certified to be correct by the supervising authorities. Cases of sub-urban growth adjoining the limits of a town and such cases as one side of a street falling outside the limits of a town should be brought to the notice of the

superior officers who will have to ensure that such built up areas are properly accounted for within the administrative units in which they fall.

11. But what is essential is that very detailed plans showing the location of every building and census house along every road and street in each ward, locality or *mohalla* of a town should be clearly prepared. In view of the very large number and close location of houses in urban areas it may be necessary to have a large number of sketches each covering a limited area. Each town would probably have already been divided into some permanent *mohallas* or localities or wards. A large map of the entire town indicating the boundaries of each of the sub-units into which the town has been divided should be prepared. On this map, the main roads and other topographical details and important public buildings, etc., may be shown for clear identification of the boundaries of each *mohalla*/locality/ward, etc. Next, a skeleton map of each locality/ward or block should be prepared in which all the roads and streets should be clearly indicated and their names also written. Then each building and house should be located on this skeleton map. May be that even a locality/ward may be too large an area to indicate all houses on a single map. In such a case a ward map showing the segments and separate lay-out map for each one of the segments may be prepared and on these segments the buildings and houses should be clearly located and the house-numbers shown. It may be an advantage if the non-residential houses are distinguished from the residential houses as indicated in para 6 of these instructions. Here again the important permanent buildings may be indicated such as say, town-hall, large office building, court building, post office, hospital, school, church, market building, etc.

12. As stated earlier most towns may already be having a satisfactory house-numbering system. This need not be disturbed and may be adopted for the purpose of preparation of the house-numbering maps referred to above. The house-numbering can be brought up-to-date with the help of these lay-out maps. If there be no proper system of house-numbering in the town, then you will have to assign numbers to the houses in the lay-out sketch(es) of your jurisdictions in the manner indicated hereafter.

Numbering of Buildings and Census Houses in rural as well as urban areas

13. You have to give numbers to "Buildings" and "Census houses" in all areas. The instructions below will guide you to determine what a building and a census house are for the purpose of houselisting. The building is a readily distinguishable structure or group of structures which is taken as the unit for house-numbering. The entire building may be deemed one census house or sometimes parts of it, as will be explained. The objective is to ultimately number and list out all physical units of constructions which are used for different purposes, residential or otherwise.

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

15. Sometimes a series of different buildings may be found along a street which are joined with one another by common walls on either side looking like a continuous structure. These different units are practically independent of one another and likely to have been built at different times and owned by different persons. In such cases though the whole structure with all the adjoining units apparently appears to be one building, each portion should be treated as separate building and given separate number.

16. If there are more than one structure within an enclosed or open compound (premises) belonging to the same person, e.g., the main house, the servant's quarters, the garage, etc., only one building number should be given for this group and each of the constituent separate structures assigned a sub-number like 1(1), 1(2), 1(3) and so on provided these structures satisfy the definition of a 'Census House' given hereafter.

17. The buildings should be numbered as follows :—

(i) If the locality consists of a number of streets in a village, the buildings in the various streets in a village, should be numbered continuously. Streets should be taken in uniform order from North-east to South-west. It has been observed that the best way of numbering the buildings is to continue with one consecutive serial on one side of the street and complete the numbering on that side before crossing over to the end of the other side of the street and continuing with the serial, stopping finally opposite to where the first number began.

(ii) In a town/city, enumeration block, the numbering will have to respect the axis of the street and not any preconceived geographical direction like North-east etc.

(iii) Arabic numerals, e.g. (1, 2, 3, ...) should be used for building numbers.

(iv) A building under construction, the roof of which has been completed should be given a number in the serial.

(v) If a new building either *Pucca* or *Kachha* is found after the house-numbering has been completed or in the midst of buildings already numbered, it would be given a new number which may bear a sub-number of the adjacent building number, e.g. 10/1.....

Note.—These should not be numbered as 10(1) or 10(2) etc., as such numbering would apply to census houses within the same building. On the other hand, 10/1 would mean a separate building that has come up after building No. 10.

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

19. If a building has a number of flats or blocks which *are independent of one another* having separate entrances of their own from the road or a common stair-case or a common court-yard leading to a main gate, they will be considered as separate census houses. If within a large enclosed area there are separate buildings, then each such building will be one or more separate census houses. If all the structures within an enclosed compound are together treated as one building then each structure with a separate entrance should be treated as a separate census house.

20. Each census house should be numbered. If a building by itself is a single census house, then the number of the census house is the same as the building number. But if different parts or constituent units of a building qualify to be treated as separate census houses, each census house should be given a sub-number within brackets to the building number as 10(1), 10(2), etc., or 11(1), 11(2), 11(3), etc.

21. The order in which census houses within a building are to be numbered, should be continuous, preferably clockwise or in any convenient manner if it is difficult to do it clockwise.

22. The definition of census house may sometimes be difficult of application in its literal sense in the context of varying patterns of structures and their usage. For example, in cities and towns, one does come across a situation when a flat in the occupation of one household as residence may be made up of four rooms or so and all the rooms may have direct entrance from a common court-yard, or a stair-case. In terms of the definition of a census house each of these rooms having entrances from the common stair-case etc., may qualify to be treated as census houses. But it does not realistically reflect the situation of the number of houses. In such case, 'singleness', of use of these rooms along with the main house by the household should be taken into account and the entire flat comprising four rooms should be treated as one census house only and assigned one number. If on the other hand each one of these rooms had been separately occupied by independent households and if each portion had separate main entrance then each will be justified to be treated as a separate census house. In a hostel building even if the door of each room in which an inmate lives opens on to a common verandah or stair-case as it happens almost invariably, the entire hostel building may have to be treated as one census house only. In some parts of the country in the rural areas, the pattern of habitation is such that a single household occupies a group of huts within an enclosed fence which has one main entrance. Each of the apparently separate structures is an integral part of the housing unit as such. In such cases it may be more realistic to treat the group as one census house. Care should be taken to ascertain if only one household occupies such a unit or shared by more than one household. Thus the definition of a census house will have to be applied having due regard to the actual situation in such exceptional cases.

23. It is usual to find in municipal towns/cities that every site whether built upon or not is numbered by the municipal authorities on property basis. Such open site even if they are enclosed by a compound wall should not be listed for census purposes. Only where a structure with four walls and a roof has come up, should be treated as a

census house and listed. But in some areas, the very nature of construction of houses is such that, for example, a conical roof almost touches the ground and an entrance is also provided, and there may not be any wall as such. Such structures should of course be treated as buildings and houses and numbered and listed.

24. *Household.*—A household is a group of persons who commonly live together and would take their meals from a common kitchen unless the exigencies of work prevented any of them from doing so. There may be 'one-member household, two-member household or multi-member household'. For census purposes each one of these types is regarded as a "Household". Again, there may be a household of persons related by blood or household of unrelated persons ; the latter are Boarding Houses, Hostels, Residential Hotels, Orphanages, Rescue Homes, *Ashrams*, etc. These are called "Institutional Households".

Each household will be listed according to the instructions that follow (*see* paras 44 & 45) and a distinguishing number allotted to each household. As each household will be related to the physical structure of a census house, the household number as such need not be painted on the door of each census house. Only the building and census house number will be painted.

HOUSELISTING

25. After the preparation of the notional house-numbering maps and the numbering of the house, the next step is to list them in the prescribed form (Houselist).

26. At the 1971 Census, a houselist schedule and an establishment schedule will be canvassed on universal basis. Specimen forms of the schedules to be so canvassed are given at the end of this book.

The following instructions will guide you in filling the houselist :—

27. On the top of the houselist form, provision is made to note the name of District with Code No., name of Taluk/Tahsil/Thana/Anchal/Island/Code No., name of Village/Town Code No., name or No. of Ward, *Mohalla*, Enumerator's Block Code No. The entries here are to be filled in by you very carefully. The Location Code is the method by which every village or town in any tahsil or police station in every district of a State is identified by a combination of numbers. For this purpose every district, tahsil or police station, village or town/ward/mohalla/enumerator's block in your State would have been allotted code numbers. Your Charge Superintendent or the Supervisor would have indicated to you the district, tahsil or police station and the village or town/ward/mohalla/enumerator's block code numbers pertaining to you. You shall have to enter them in the relevant spaces against the names of the various jurisdictional units. *Please note that the town number is to be given in Roman figures to distinguish it from the village number which will be indicated by Arabic numerals.*

Note.—Please do not write anything in spaces enclosed by dotted lines in column Nos. 4, 5, 6, 10 and 12. These are meant for writing code numbers in the tabulation offices.

28. Every line in the Houselist is to be numbered serially. The line numbers should be continuous for your block. Arabic numerals should be used for this purpose, *e.g.*, 1, 2, 3, 4 etc.....

Col. 1: Line Number

29. Before you start houselisting, every building will bear a number. Some Municipal towns may have satisfactory system of numbering the buildings and after preparation of the lay-out sketch of your area, you would have given the same number to the building located on the sketch.

Col. 2: Building No. (Municipal or local authority or Census No.)

30. There would be cases where the Municipal numbers or local authority numbers are not found satisfactory and therefore you would have given numbers to various buildings by way of updating the numbering or revising it. In any case you would have assigned a number to every building in the lay-out sketch. The third contingency is that numbering did not exist earlier and you have numbered the buildings and assigned them the number on the lay-out sketch and marked them on the building itself.

31. The number which has been assigned in the lay-out sketch in any of the three modes described above and marked or put on the building should be written in this column.

32. If the building has a well-known name then the name of the building should also be recorded in this column in addition to the number of the building.

The purpose of this column is to readily identify every building by the number found on it and by local name if any the building may bear.

33. The attributes of a census house have been described earlier and in accordance with those instructions you would have allotted census house number to a building or to a part of a building.

Col. 3 : Census House Number.

34. If there is only one census house in the building, then the number of the census house will be the same as the building number, which will be repeated in this column.

35. If there be more than one census house in a building (as mentioned in paras 19 and 20) *e.g.*, in building No. 10, there are three census houses then against the first census house, you will record "10(1)", for the second "10(2)" and for the third "10(3)" in this column. Column 2, Building number, will be entered in the first line only against which census house No. 10(1) would have been mentioned in Col. 3. Column 2 will remain blank against census house No. 10(2) and 10(3).

Note.—You should *not* indicate them as 10/1 or 10/2 etc., as that would be followed in the allotment of a number to a new building not previously numbered that has come up after building No. 10.

Columns 4-5.—Predominant construction material of census house.

36. In these columns you will have to note the materials of wall and roof.

37. Under this column, the material out of which the major portion of the walls of the house are made, as for example, grass, leaves, reeds, bamboo, unburnt bricks, mud, burnt bricks, stone, cement, concrete, timber etc., should be written. Where a house

Col. 4 : Material of Wall

consists of separate structures each having walls made out of different materials, the material out of which the walls of the main portion of the house mostly used for living or sleeping are made, are to be recorded.

Col. 5 : Material of Roof

38. The material out of which most of the outer roofs, exposed to the weather and *not the ceiling* is made, *i.e.*, tiles, thatch, corrugated iron, zinc or asbestos cement sheets or concrete, slate, etc., should be written. In the case of a multi-storeyed building the intermediate floor or floors will be the roof of the lower floor. If the roof is mainly made of bricks, stone etc., and has a mud plaster, cement plaster or lime plaster exposed to the sky, the material of roof in such cases will *not* be "mud", cement or "lime" respectively but it will be "bricks", "stone" etc., which constitute the fabric of the roof.

Col. 6 : Purpose fo rwhich Census House is used *e.g.*, residence, shop, shop-*cum*-residence, business, factory, workshop, workshop-*cum*-residence, school, bank, commercial house, office, hospital, hotel, etc., or Vacant

39. The actual use to which a census house is put is to be recorded here keeping in mind the broad categorisation such as : (these are purely illustrative) ;

(1) Residence, . shop-*cum*-residence, workshop-*cum*-residence.

(2) Factory/workshop and workshed etc. Factory should be written if it is registered under Indian Factories Act. A "workshop" is a place where any kind of production, repair or servicing goes on or where goods and articles are made and sold, but is not large enough to be a factory. It is not necessary that some machinery should exist. Even a place where some household industry (as defined in Para 78) such as say, handloom weaving, *biri* rolling, *papad* making, toy making etc., is carried on, it should be noted as a workshop here. If it is also used as a residence it should be noted as workshop-*cum*-residence. Make searching enquiry if a house is used for the purpose of production of any goods or engaged in some processing or repairing even on a Household Industry basis as these are not likely to be apparent to a casual observer.

(3) Shop : A shop is a place where articles are bought and/or sold for cash or for credit.

(4) Office, business house, bank, etc. Business house is that where transactions in money or other articles take place.

(5) Hospital, dispensary, health centre, doctor's clinic, etc.

(6) School and other educational institution.

(7) Hotel, *sarai*, *dharamshala*, tourist house, inspection house, etc.

(8) Restaurant, sweetmeat shop and eating place. (A sweetmeat shop where sweetmeat is being made and sold should be recorded as a workshop).

(9) Place of entertainment such as cinema house, theatre, community-gathering (Panchayatghar) etc.

(10) Place of worship *e.g.*, temple, church, mosque, gurudwara, etc.

(11) Institution such as orphanage, rescue home, jail, reformatory, children home, etc.

(12) Others *e.g.*, cattle-shed, garage, godown, laundry, petrol bunk, passenger shelter, etc., the exact use to be fully described.

(13) If the census house is found vacant, *i.e.*, if no person is living in it at the time of enumeration and it is not being used for any of the purposes listed above, write 'vacant' in this Col. If the census house is locked because the occupants have gone on journey or pilgrimage, then it may *not* be treated as "vacant", but the use to which it is put recorded here and the fact that the occupants have gone on a journey/pilgrimage, noted in the 'Remarks' column as "House locked, occupants on journey/pilgrimage etc."

Note.—The reason for vacany such as 'dilapidated' 'under repair', 'incomplete construction', 'want of tenant', etc., may be recorded in the "Remarks" column.

Definition of an Establishment :

40. An "Establishment" is a place where goods are produced or manufactured not solely for domestic consumption or where servicing and/or repairing is done such as factory, workshop or household industry or servicing and/or repair workshop or a place where retail or wholesale business is carried on or commercial services are rendered or an office, public or private or a place of entertainment or where educational, religious, social or entertainment services are rendered. It is necessary that in all these places one or more persons should be actually working. Thus an establishment will cover manufacturing, trade and other establishments where people work.

Col. 7 : Is it used wholly or partly as an Establishment ? Yes or No. If yes, enter further details in the Establishment Schedule and indicate the Serial No. of that entry here

Examples :

A factory or a workshop or workshop-*cum*-residence or a trading or other establishment, *i.e.*, where some kind of production, processing repair or servicing is undertaken or where goods or articles are made and sold, or some business is being carried on such as a grocery shop, a *pan* shop, restaurant, bank, hotel, or an office is functioning such as Government office, commercial office, or an institution is being run such as school, college, hospital, dispensary, etc., and where one or more persons are working.

An Establishment may occupy a census house or a group of census houses or a part of a census house.

41. This column applies only in cases where the census house is used as an Establishment as defined above. Sometimes the act of production, processing or servicing may not be apparent especially if carried on as a household industry, *e.g.*, when a handloom is located inside a house and is not in operation at the time of enumerator's visit or if some other type of household industry such as *papad* making or toy manufacturing or *bidi* rolling etc., is done, say in some interior portion of the house. You should make searching

enquiries to see if any production, processing or servicing is done or any business is carried on or any institution is being run in any part of the house not readily seen from outside.

If 'Yes' is recorded here, go to the Establishment Schedule, and fill up further particulars in that Schedule. Please fill in the Serial No. of the entry as given in the Establishment Schedule in this column after 'Yes'.

42. It is possible that some kind of production or processing is undertaken in the house by the members of the household for *purely domestic consumption.* For example, hand pounding of rice, preparation of spices like, *haldi* (turmeric), chillies, etc., or say, knitting of woollen garments, embroidery work, lion-loom weaving and so on, meant for household use only and not for sale. In such cases, the house should not be treated as an 'establishment'.

COLUMNS 8 to 16

43. These columns will relate to census houses which are used wholly or partly as a residence. If, therefore, a particular census house is not being used for residential purposes at all even partly, as will be evident from entry in Col. 6, put 'X' in each of the columns 8 to 16.

Col. 8 : Household No.

44. A 'household' is a group of persons who commonly live together and would take their meals from a common kitchen unless the exigencies of work prevented any of them from doing so. It may be made up of related or un-related persons. A cook or a servant living in the house of his employer and taking his food there is part of that household. A hostel where number of un-related persons live together is an institutional household. So also a Jail.

45. There may be more than one household in a census house. Each household should be given a separate number. This can be done by using the alphabets as (a), (b), (c), etc., as affixes to the census house No. For example, if building No. 2 is also a census house and has three households, the household numbers will be 2(a), 2(b) and 2(c). If building number 4 has two census houses, the houses will be numbered as 4(1) and 4(2). If within these houses there are respectively 3 and 2 households then they will be numbered as 4(1)(a), 4(1)(b), 4(1)(c) and 4(2)(a) and 4(2)(b) respectively. If, however, building No. 3 is also a census house and has only one household, the household No. to be entered in this column will be No. 3 only.

46. In the above cases of households Nos. 2(b), 2(c), 4(1)(b), 4(1)(c) and 4(2)(b), there will be no entries against them in Cols. 3 to 7. Cols. 3 to 7 will be filled for the entire census houses, 2, 4(1) or 4(2) as the case may be, once. There is no need to repeat Cols. 3 to 7 in each line for which entries are made for more than one household against that census house in Cols 8 to 16.

Col. 9: Name of the head of household

47. The name of the head of each household should be written. The head of the household for census purposes is a person who is recognised as such in the household. He is generally the person who bears the chief responsibility for the maintenance of the household and takes decisions on behalf of the household. The head of the household need

not necessarily be the eldest male member, but may even be a female or a younger member of either sex. You need not enter into any long argument about it but record the name of the person who is recognised by the Household as its Head. In the case of institutions like boarding houses, messes, chummeries which should be regarded as households of un-related persons living together and which may be called Institutional Households, the manager or superintendent or the person who has administrative responsibility or who by common consent is regarded as the head should be recorded as the Head of the household. In the case of an absentee *dejure* 'Head', the person on whom the responsibility of managing the affairs of the household falls at the time of enumeration, should be regarded as the Head.

Col. 10 If S.C. or S. T., write name of caste tribe.

48. You will have been furnished with a list of Scheduled Castes and Scheduled Tribes notified for your area. Ascertain if the head of the household belongs to a Scheduled Caste or a Scheduled Tribe and check whether the Caste/Tribe is scheduled as per your list. If so,

for Scheduled Caste write "S.C." and record name of caste,

for Scheduled Tribe write "S.T." and record name of tribe,

for others write "X".

For a household belonging to Scheduled Caste, check religion of the head of the household. He or she should be either a Hindu or a Sikh. There cannot be a S.C. in any other religion. Scheduled Tribes may belong to any religion.

49. In a case where the head of the household belongs to Scheduled Caste/Scheduled Tribe even if any other member of the household (except institutional households) does not belong to S.C./S.T then write S.C./S.T. as the case may be and mention the Caste/Tribe to which he belongs. On the other hand if the head does not belong to S.C./S.T. but any other member of the household does belong to S.C./S.T. ; write 'X' in this column.

In the case of all 'Institutional Households' write 'X' in this column irrespective of whether the head belongs to a S.C./S.T. or not.

Col. 11 : No. of living rooms in the occupation of Census Household.

51. A room should have four walls with a doorway with a roof over head and should be wide and long enough for a person to sleep in i.e., it should have a length of not less than 2 metres and a breadth of at least 1½ metres, and 2 metres in height. An enclosed room, however, which is used in common for sleeping, sitting, dining, storing and cooking etc., should be regarded as a room. An unenclosed verandah, kitchen, store, garage, cattle-shed and latrine and rooms in which a household industry such as a handloom is located which are not normally usable for living or sleeping, etc., are excluded from the definition of a room for the purpose of this column.

52. If there is only one household in a census house the counting of rooms will not be difficult. But if a census house consists of a number of households, the number of rooms occupied by each household has to be entered against the name of each Head of household. In cases where a room is occupied by more than one household or they share

more than one room, the number of rooms should be given together against a bracket as common to such households.

53. One is likely to come across conical shaped hut or tent in which human-beings reside. In such improvised accommodation, there will be no four walls to a room and, therefore, the above definition would not strictly apply to such types of accommodation. In such cases, the tent or conical hut, etc., may in itself be construed to be a room.

Col. 12 : Does the household live in owned or rented house :
(i) Owned (O)
(ii) Rented (R)

54. If a household is occupying a census house owned by itself and is not paying anything to anybody in the form of rent then the household may be considered as living in own house. This should be recorded by 'O'. A household living in a flat or a house taken on 'ownerhsip' basis on payment of instalments, should be regarded as living in its own house, not withstanding that all instalments have not been paid.

55. If the household lives in rented house write 'R'. A housing unit is rented if rent is paid or contracted for, by the occupants in cash or in kind. Where an owner permits a household to live in a house, rent free even then the household should be treated as living in a rented house. For example, rent free accommodation provided to employees by Government, Institutions, Companies, etc. In such cases, you should treat the house as rented and write 'R'.

Cols. 13 to 15 : No. of persons normally residing in census household on day of the visit of the enumerator.

56. Enter the number of males normally residing in the household in column 13, females in col. 14 and total number of persons in column 15 (Col. 13+Col. 14).

57. In these columns normal residents are to be recorded even though some of them may be absent on the day of enumerator's visit. Casual visitors should be excluded as they will be considered at their respective places of normal residence. But a person who has stayed with the household for a period of 3 months or more should, however, be included. Correspondingly, normal residents absent for over 3 months or more should be excluded from the household in which they normally reside.

Total of these columns should be struck at the end of each page and after completion of houselisting grand total of the block should be struck at the bottom of the last form.

Col. 16 : Does the household-cultivate land ? (Yes or No)

58. If the household is cultivating any land then you have to record the answer 'Yes' otherwise 'No'. For determining whether a household is cultivating or not, it should be necessary to ascertain if one or more persons in the household are engaged in cultivation of land or supervision or direction of cultivation of land owned or held from Government or from private persons or Institutions for payment in money, kind or share. Encroacher's who cultivate land encroached upon will be regarded as cultivating households for the purposes of this column. If the household has a visitor who cultivates land elsewhere, it can not be deemed that the household as such is a cultivating household, unless the Head and or other members of the household are engaged in cultivation of their own, the household should not be reckoned as cultivating household. A household whose members merely work on somebody else's land for wages should not be treated as cultivating household,

59. If there is an entry in Col. 6 as "Vacant", you have to record the reason such as "dilapidated", "under repair", "incomplete construction", "want of tenant" etc. in this column. Col. 17. Remarks.

60. After you have completed filling up of the houselist for your block, you will prepare a duplicate copy of the houselist, for which you would be given adequate number of blank forms.

INSTRUCTIONS—PART II

ESTABLISHMENT SCHEDULE

61. Instead of loading the main Houselist form itself with questions pertaining to Establishments, it has been decided to have a separate schedule in which particulars of each establishment are to be recorded. (See the Establishment Schedule given at the end of this book).

62. The term "Establishment" has been defined in para 40 of this booklet. You are requested to study it carefully, before filling the 'Establishment Schedule'.

63. The respondents should be fully assured that the information collected in these schedules will be treated as completely confidential and is meant for statistical purposes and will not be used as evidence against any individual or establishment for any purpose. The respondents should be encouraged to furnish truthful replies without any reservation.

64. At the top of the schedule provision is made for noting the Location Code No. and name of the areas concerned. This should be the same as those noted on the top of the Houselist which you will be canvassing simultaneously. You should fill the Location Code Nos. etc., correctly.

65. The columns of the Establishment Schedule can be classified into four broad groups :

(i) Columns 1 to 5 are of uniform applicability and entries have to be made in respect of all the establishments ;

(ii) Columns 6 to 8 pertain to manufacturing, processing, etc.—establishments ;

(iii) Columns 9 to 10 relate to trading establishments ; and

(iv) Column 11 refers to "other" Establishments which are not covered in columns 6 to 10.

Thus, it will be seen that the columns falling within groups (ii) to (iv) are mutually exclusive, while those in group (i) are common to all.

Col. 1 : Sl. No.

66. In this column the establishments are to be entered one after another serially. Arabic numerals should be used for this purpose, i.e., 1, 2, 3, etc.

Col. 2 : Census House No.

67. The Census house number to be noted is the same as that in column 3 of the Houselist and against which "Yes" is written in column 7 of the Houselist indicating that the Census house is used as an establishment.

68. A point to be noted here is that it is likely that a single factory or workshop may be spread over more than one Census house adjoining one another. Therefore, while in Col. 2 of this schedule a number of Census houses may be noted in respect of that particular unit of production, processing or repairing, trade or business etc., the entries in Col. 3 onwards will be one only for that group of houses covered by a single unit of production or business, etc. establishment. For example, if a single tea factory in Assam or business

establishment in Calcutta should be spread over two or three adjacent buildings, each of the buildings should not be shown as a separate factory or establishment but the House Nos. of all these buildings shown in Col. 2 should be bracketted together and the particulars of the single tea factory or establishment entered in the subsequent columns against his group of houses. If on the other hand the activities of large firm or an office are carried on in buildings located far away in different localities, each of the Census houses in the different localities will have to be treated as a separate establishment and the particulars of the establishment relating to that particular Census house should be listed in this schedule.

Col. 3 : Name of the Establishment or of the proprietor.

69. In this column write the name of the establishment in the case of factories, large manufacturing concerns, a shop or business establishment, banks, office, etc. which usually bear a distinct name. Where an establishment has no separate name as in the case of small workshops and estblishments like confectionaries, small tea shops, Dhobi's establishment, household industries, etc., write the name of the owner as "So and so's Halwai shop" etc. This is to help easy identification'.

Col. 4 : is the Establishment— (a) Govt. Quasi Govt.(b) Private (c) Co-operative Institution.

70. Enter here whether establishment enumerated belongs to public sector, i.e. Govt., Quasi Govt. managed, including establishments run by local authorities, or to private sector, or a co-operative enterprise. Please do not write in the column only (a) or (b) or (c) but write.

(1) "Govt.—Public Sector, or Quasi Govt.—Public Sector, or Local Authority—Public Sector

(2) Private

or

(3) Co-operative.

There may be many schools or libraries, etc. which are not owned by any particular individual or group of individuals. These may be owned by people in general and managed by Managing Committees. Such establishments should be treated as "private" as distinguished from Govt./Quasi Govt. or run by local authorities or co-operative enterprises.

71. An establishment will be treated as a Govt./Quasi Govt. institution if the Central or State Govt. or a Local Authority such as the Zila Parishad, City Corporation or Municipality, etc. completely owns or has a majority of shares as to control the management of the establishment.

72. Private establishments are those owned and managed by private individuals or corporate bodies not being co-operative institution or Govt. or Quasi Govt. Institutions.

73. Establishments registered under the Co-operative Societies Registration Law of the State, alone fall in the category of "Co-operative".

Col. 5 : Average number of persons last week or in the last working season, including proprietors and/or family workers

74. In this column, the information has to be entered relating to the total number of workers including the apprentices, paid or unpaid and also including owner (s) or proprietor of the establishment and any of their family members if they also work in the establishment and also the hired workers, if any. It is not necessary that an establishment should necessarily have paid workers. A small shop run in the same house where the owner lives and the business is attended to by just one person of the household is also an establishment. The average number of persons working per day in the establishment during the week preceding the day of your visit should be recorded. For computing the average number of persons working per day, if the establishment remained closed owing to holiday etc., such day (s) should be ignored and only the days, on which the establishment worked should be taken into account. If during the week preceding your visit, the establishment remained closed either due to strike or lock-out, the week during which the establishment worked preceding such strike or lock-out should be taken into account for reckoning the average number of persons working. The hired workers should normally be in full time employment.

75. Some establishments such as a sugar factory, rice mill etc., may be seasonal in character and may not be actually working at the time of the present listing. You should then ascertain the particulars of such establishments with reference to the last working season.

76. In case more than one product is produced, or more than one item of business is conducted or several types of services are rendered, it is not necessary to enquire the number of persons employed in the production/business/servicing of each type of product, business or service that is covered against that serial number. For example in a large textile mill there may be the weaving section, dyeing section, laboratory, repairing section, sales section etc., It is not necessary to ascertain the employment in each section. The total employment has to be ascertained. The major activity of the establishment will be described in subsequent columns.

"*Columns 6, 7 and 8* :— If any manufacturing, processing or servicing is done."

77. These columns relate only to such establishments in which goods are manufactured or some kind of processing or servicing is done and /or repairs are carried on.

Col. 6 : Is it (a) Household Industry (b) Registered Factory (c) Unregistered workshop

78. Household Industry : Definition

A 'Household Industry' is defined as an industry conducted by the Head of the household himself/herself and /or mainly by the members of the household at home or within the village in rural areas, and only within the premises of the house where the household lives in urban areas. The industry should not be run on the scale of a registered factory.

79. Thus, there are four ingredients of a household industry —

(i) nature of activity

(ii) participation

(iii) location

(iv) size

80. (i) *Nature of activity*:—A Household industry should relate to production, processing, servicing, repairing, or making and selling (but not merely selling) of goods. It does not include professions such as a pleader or doctor or barber, musician, dancer, washerman (Dhobi), astrologer etc, or merely trade or business even if such professions trade or services are conducted at home by members of household.

81. (ii) *Participation*:—The Head of the household and/or one or more members of the household must participate in such an industry. If it is run primarily by hired labourers, the 'participation' ingredient of the household members will not be satisfied and it will not be a 'Household Industry'. The industry may run with the help of hired workers but the head and/or members of the household must be mainly participating in the industry and not solely dependent on hired workers. Besides "actual work", participation also includes "supervision and direction."

82. (iii) *Location*:—The industry should be located within the premises of the house where the household lives in urban areas ; if it is situated at a place other than at home, it will not be termed as household industry in urban areas. In rural area, however, the industry may be either at home or anywhere within the village limits. In rural areas, even though, the industry is not situated at home, there is a greater possibility of the members of the household participating in it if it is located within the village limits.

83. (iv) *Size* :—The industry should not be on the scale of a registered factory. Irrespective of the location and participation by the members of the household, if the industry or workshop is registered under the Factories Act, then it will not be a household industry.

84. Thus it will be clear that any industry which can be termed as "Household Industry" must satisfy all the four ingredients mentioned above.

85. (b) *Registered Factory* :—A factory which is registered under the Indian Factories Act should be treated as a "Registered Factory". Any other workshop merely licensed by the Municipal or any other authority or registered for any other purpose should not be treated as a registered factory unless it is registered under the Indian Factories Act.

86. (c) *Unregistered Workshop* :—Workshop is a place where some kind of 'production, processing, servicing, repairing or making of goods for sale' is going on. A workshop which is registered under the Indian Factories Act should be treated as a registered factory and others as unregistered workshops. Workshops which are run as household industry should be treated as household industry and entered as such.

87. When you come across an establishment where some kind of manufacturing, processing or servicing etc., is done, you should ascertain whether it is a Household Industry or a registered factory or a workshop not registered under the Factories Act and write whatever it actually is in this column. Please note that workshops merely licenced or entered in the registers of a local authority are not to be considered as registered factories unless registered under the Indian Factories Act. All workshops other than household industries and not registered under the Indian Factories Act should be treated as unregistered workshops even if they are merely licenced as workshops by the local authorities. Please do not write (a) or (b) or (c) in the column but write "Household Industry" or "Registered Factory" or "Unregistered Workshop", as the case may be.

Col. 7: Description of the products, processing or servicing done

88. The description of the actual work relating to product, processing and servicing which is done in the Household Industry, factory or workshop that is being listed is to be recorded here, e.g., handloom weaving, lace knitting, oil ghani etc., manufacturing of G.I. pipes, electroplating, motor or cycle repairing, iron foundry, paper making or book binding, printing and dyeing, shoe making, sweetmeat making etc. If in any establishment more than one article is produced or more than one kind of processing or servicing or repairing is done, indicate only the major kind of products or processing or repairing or servicing etc.

Col. 8 : Type of fuel or power used

89. Enter here the description of the power or fuel used for the running of the factory, workshop (for household industry if it is run on power or fuel). The fuels can be kerosene, soft coke, petrol, diesel, gas, coal, wood, etc., Electricity and steam etc., are some of the sources of power. Some units may be run by animal power such as oil ghani. Some may be run by merely human energy such as carpet-making, pottery making etc. Enter the description of fuel or power used for the production, processing, servicing etc. that is carried on in the establishment. There may be instances where more than one fuel or power is used, in such cases, only the fuel or power which is used in running the primary unit of the industry will be noted in this column.

90. Columns 9 and 10 are to be filled in respect of trading establishments or establishments which render commercial services only.

91. Trading or business establishment are those where some trading i.e., transactions involving sale and/or purchase of goods go on.

Establishments rendering commercial services are the banks, money lending firms, Pawn shops, etc.

Col. 9 : Description of goods bought/ sold

92. If it is a trading establishment, you should ascertain what are the goods bought and/or sold and write the description in this column. If there are more than one type of goods bought/sold by the establishments, you should give description of the main item of goods bought/sold by the establishment.

93. In the case of establishments rendering commercial services such as in the case of Banks etc., you should write the description of the services rendered, as in the case of a bank, you should write "banking services".

Col. 10 : Whether (a) wholesale or (b) retail

94. For all trading establishments, you should ascertain in respect of the goods mentioned in column 9, whether they are sold/bought in wholesale or in retail and write as the case may be.

95. You may come across certain establishments where in both types of trade i.e. wholesale and retail go on. In such cases, you should ascertain in which category (i.e. wholesale or retail) the volume of trade is greater and record the category accordingly.

96. In the case of establishments rendering commercial services, e.g., bank etc. please do not write any of the two categories i.e. 'wholesale' or 'retail' but put an 'X' in this column.

97. Two specific types of establishments have been covered in columns 6 to 10. Column 11 relates to the remaining types of establishments not covered by columns 6 to 10. You have to describe such establishments in this column, e.g., Government Office, school, hospital, Railway Station, orphanage, Rescue Home, Barber's saloon, cinema, theatre, hotel, tea shop, lawyer's office, doctor's clinic, laundry, etc.

Col. 11: If used as any other establishment, describe e.g., Govt. office school, Hospital, Railway Station, Barber's Saloon, Cinema Theatre, Hotel, Tea shop etc.

General

98. It is possible that in a particular establishment, more than one activity is being undertaken within the same premises. For example, say in a betel shop, bidi rolling is also being undertaken or in a grocery shop a flour mill is also located, or in the doctor's clinic medicines are sold. In such cases, the establishment should be identified having regard to the major activity and recorded as such in the relevant columns pertaining to the major activity.

99. But if different activities are undertaken in different census houses quite cut off from one another though under the same title or ownership, each such census house should be treated as a separate establishment and recorded as such against that census house in this schedule. It may, however, be noted that where processing for the production of an article is carried on, in separate adjoining census houses, all the census houses should be treated as a single establishment and recorded as such. If on the other hand the activities of a large firm or an office are carried on in buildings located far away in different localities, each of the census houses in the different localities will have to be treated as a separate establishment and the particulars of the establishment relating to that particular census house should be listed in this schedule.

100. After you have completed filling up of the Establishment Schedule for your block, you will prepare a duplicate copy of the Establishment Schedule, for which you would be given adequate number of blank forms.

APPENDIX V

INSTRUCTIONS TO ENUMERATORS FOR FILLING UP THE INDIVIDUAL SLIP

GENERAL

1. As a Census enumerator, you are performing a duty which is of great national importance. The data you provide through the census form the basis for the demarcation of electoral constituencies ; the national planning largely depends on the accuracy of the census data. Census data are also depended upon heavily by the public and Government Organisations. You are privileged to be a Census enumerator. At the same time, your responsibilities are also heavy. You have to fulfil them with a sense of pride and devotion to duty.

2. For your information certain provisions of the Indian Census Act which clothes you with the legal power to canvass the census questionnaire and also prescribes your responsibilities are reproduced in Appendix I.

3. Please take particular note of the provision of sections 11(1)(a) and (b) of the census Act which require you to perform your duty as a census officer diligently and to keep the information collected at the census confidential.

4. The Indian Census has a rich tradition and has enjoyed the reputation of being one of the best in the world. It is hoped that you will help in keeping up this good name.

REFERENCE DATE AND ENUMERATION PERIOD

5. The reference date for the population Census of 1971 is the sunrise of 1st March, 1971, i.e., the census is expected to provide a picture of the population of the country as it exists at sunrise of **1st March, 1971.** It is obviously not possible to ascertain the particulars of every individual throughout the length and breadth of the country at this fixed point of time. Therefore, the enumerator will actually commence his work of enumeration on 10th February, 1971 and end it on 28th February, 1971. You will, therefore, have to cover your jurisdiction and enumerate every person as will be explained in the succeeding paragraphs during that period of 19 days. But in order to bring the picture up-to-date as at sunrise of 1st March, 1971, i.e., the reference date for the census, you will have to quickly go round your jurisdiction again on a revisit from 1st to 3rd March, 1971 and enumerate any fresh arrival in your jurisdiction who might not have already been enumerated elsewhere and also take account of any fresh births that might have taken place in any of the households after your previous visit and before the sunrise of 1st March, 1971 and fill in fresh census schedules to cover such cases. As a corollary you will have to also cancel the census schedules relating to persons who may have unfortunately died since your last visit to a household but prior to the sunrise of 1st March, 1971. Births or deaths and arrivals of visitors that had taken place after the sunrise of 1st March, 1971 need not be taken note of by you.

PAD NO. AND SLIP NO.

6. The census charge officer or the supervisor would have issued the required number of enumeration schedule pads of individual slips to you. Some may be in pads of 100 schedules and some of 25. On the top of the pad, the pad number would have been noted prominently by the Charge Officer. Soon after you receive your pad, you should check them and note on the right hand corner of each individual slip, within each book in the space provided for the purpose, the Pad No. as given on the top of the cover

and you should also allot serial number to each schedule. The serial number of the schedules will have to be given by yourself in one sequence starting with one on the first schedule of the pad and ending with 100 in case of pads of 100 schedules and ending with 25 in case of pads of 25 schedules. In some pads the actual number of schedules may by mistake be a little more or little less. The last serial number in such pads may, therefore, vary accordingly. The ultimate idea is that every slip should be allotted the pad number as well as the distinct serial number.

LOCATION CODE AND YOUR JURISDICTION

7. On the top cover page of each book you will also find the location code number of your village or town indicating the district number, the tehsil or thana or town number and the village number. You may find that the district No. and the tehsil No. have been already stamped on each slip in the rural pads. In the case of urban areas, the town No. may also be rubber stamped along with the district No. In rural areas you will have to note in addition the village No. and the enumerator Block No. and for towns ward No., if any, and enumerator Block No. But if on any slip, location code has not been stamped through oversight, you will have to note the combined location code No. made-up of the district No., tehsil or thana or town No. and the village/ward No., and enumerator block No. on each schedule on the left hand top corner in the space provided for the purpose. Elements of each code should be separated by oblique strokes. The enumerator block number may be noted within round brackets at the end of the location code. Please also see the instructions in para 22 below. You must get yourself fully acquainted with the complete code numbers allotted to your area. This will be intimated to you by your Census Charge Officer.

8. If you have, by any chance, been put in charge of more than one village or urban block, please make sure that you have separate pads for each village or urban block. Do not enumerate the population of a second village or a second urban block in continuation of the first in a common pad. The enumeration schedule pads of each village or urban block will have to remain separate.

9. Your appointment order would have defined your census jurisdiction. You must acquaint yourself with your jurisdiction immediately your appointment order is received. You should get to know the relevant house numbers of the houses which you are expected to visit for enumeration. Any new houses that might have come up within the limits of your jurisdiction for which no number had been allotted before, should be indicated by a sub-number to the adjoining house number. You should also know the dividing line between you and the adjoining enumerator. Make sure that he also knows the boundaries of your jurisdictions so that there is no ambiguity, and overlapping or omission. In case of any doubt you should immediately consult your Supervisor or the Charge Officer.

10. Immediately you are appointed a Census Enumerator please prepare a detailed sketch of the area allotted to you showing the streets, other prominent land marks and also the location of the actual houses that you enumerate. This sketch is important in order that your area may be identified by any one even at a later date. This sketch will also ensure complete coverage at the census. You will be required to give this sketch with your final abstract to your Supervisor immediately after the census enumeration is completed.

PERSONS TO BE ENUMERATED

11. While your appointment order may indicate all the houses that fall in your jurisdiction you will have to locate every household in your area. A household is defined as 'the entire group of persons

who commonly live together and take their meals from a common mess unless the exigencies of work prevent them from doing so'. A household can be either a one person household i.e., a person who makes provision for his own food or other essentials for living without combining with any other person to form part of a multi-person household. It may be a multi-person household i.e., a group of two or more persons who make common provision for good or other essentials for living. They may be related or unrelated persons or a combination of both. Households usually occupy a whole or part of not more than one housing unit but they may also be found living in camps, in boarding houses or hotels or other institutions or they may be homeless.

12. You will have to make note of the areas within your jurisdiction where there is a likelihood of houseless persons such as the pavement dwellers or nomads living. Those houseless persons should all be censused on the night of 28th February, 1971. You will also have to cover that night, persons living in boats, if any, in your jurisdiction.

13. All persons normally residing at a place within your jurisdiction during the census enumeration period are eligible for enumeration. A person is considered as normally residing there if he normally stays in that place during the enumeration period i.e., from 10th February till 28th February, 1971, and had in fact actually resided there during any part of the enumeration period. If a person had been away throughout the enumeration period he is not to be considered eligible for enumeration here. He will be enumerated wherever he is actually found during the enumeration period. Similarly, a person who would have normally resided at another place during the enumeration period but in fact was absent during the entire period from that place will be enumerated if he is to be found in any household in your jurisdiction as a visitor. Such persons should, however, be cautioned that they should not get themselves enumerated again in case they may move from this place.

14. Thus when you visit a household for the purpose of enumeration, you will enumerate the following persons :

(i) All those who normally stay and are present in that household during the entire period of enumeration, i.e., from 10th February to 28th February (both days inclusive);

(ii) Also those who are known to be normally residing, and had actually stayed during a part of the enumeration period (10—28 February) but are not present at the time of your visit ;

(iii) Also those who are known to be normally residing and are not present at the time of your visit but are expected to return before 1st March, 1971 ; and

(iv) Visitors who are present in household censused by you but had been away from the place(s) of their usual residence during the entire enumeration period. For the purpose of enumeration such visitors will be treated as normal residents of the place (household) where they were actually found during the enumeration period provided they have not been enumerated elsewhere.

15. You should plan out your work in such a way that you will be able to cover your entire jurisdiction in a systematic manner and you do not leave the work to be accumulated towards the end.

16. Your task is simple. You will be required to canvass only one simple Individual Slip containing 17 questions for each individual to be enumerated in your jurisdiction. You will have to later post some particulars on the Population Record and you have to also prepare an Abstract. You have to record the answers as laid down in the succeeding instructions briefly.

CENSUS SCHEDULE (INDIVIDUAL SLIP)

17. The census schedule which is called the Individual Slip that you will be required to canvass is given on opposite page.

18. One slip will have to be filled for each individual in each household that you visit in your jurisdiction. You should first enumerate the Head of the household followed by the other members of the household in the most convenient order and ensure that none of the persons in the household is left out. Perhaps it is best that after enumerating the Head of the household, you cover the near relatives first such as, the wife, sons and daughters, son's wife and son's children, daughter's husband and their children forming part of the household, then distant relatives, and domestic servants or other boarders or visitors, forming part of the household and entitled to be enumerated here. *Please make repeated enquiries about infants and very young children for they are often liable to be left out of count.*

19. The various items to be canvassed on the Individual Slip are explained in the following instructions :

Pad No. and Slip No.

20. Make sure that the Pad No. and the Slip No. have been noted by you on the top right hand corner of each schedule against the item provided as already indicated earlier under the general instructions. The noting of Pad No. and the Slip No. is necessary, for you will be later required to tabulate in an Abstract certain items of information of each schedule on a separate form where you will have to indicate the Slip No., concerned against which you will be posting the data. The Pad No. is the number already furnished on the top of the enumeration schedule, Pad and the Slip No. is the serial number that you will be giving for each schedule in this Pad. You are also advised to use the Pads in a sequence starting with the lowest Pad number.

21. In case your jurisdiction covers more than one village or more than one urban block please ensure that you do not make use of a common pad of schedules for all the villages or urban blocks in your charge. There should be separate pads for each village or urban block even if there were a few blank schedules left over in the pad of a particular village or urban block.

Location Code

22. Though this has already been referred to generally earlier, it is worth elaborating. The location code is the method by which every village or town in a tehsil/taluk/police station/anchal/Island in every district of a State is identified by a combination of numbers. For this purpose, every district, tehsil, taluk, police station, anchal or Island, village or town in your State would have been allotted code numbers. Your Charge Officer would have indicated to you the district, tehsil, taluk, police station, anchal or Island and the village or town numbers as also the ward number of the town pertaining to your jurisdiction. By a combination of these numbers one can exactly locate your village or town. Thus, a code number running as 10/3/46 would mean village No. 46 in Tehsil No. 3 of District No. 10 of a State, or a code number running as 6/II/5 would mean ward No. 5 in Town No. II of District No. 6. Note that the Town No. is given in roman figure to distinguish it from rural code No. At the end of the location code you should add within round brackets the enumeration block number that has been allotted to you by your Charge Officer thus 10/3/46(60) or 6/II/5(4). You will be identified by enumerator's block number and this has to be entered in your Daily Posting Statement. (The enumerator's block numbers will be a continuous number for the tehsil/taluk/town, etc.).

23. Make sure that you know the correct location code of the area allotted to you. You should note down the location code on each blank individual slip immediately the enumeration pads are issued to you. This will save you the trouble of noting the location code number later when you actually visit each household within your block for enumeration. When you visit the household you may have to then note only the household number as indicated in the next para by the side of the location code number which you would have already indicated.

Household No.

24. The identifying household number of the household that you are covering at the Census should be noted within the square brackets provided for the purpose. As you may be aware, House-listing and Housenumbering operation was undertaken during 1970 with a view to numbering each census house and locating all households living in census houses. In the course of this operation, each census house was given a number and households found therein would also have been allotted a number. The census house numbers would be painted on the houses at prominent place, like the pillar of the main gate, top of the main door, etc. Sometimes there may be more permanent housenumbering plates affixed. In the case of thatched houses, numbers may have been written out on a tin plate or wooden board and left with the households with a request to preserve the same. You should use this number.

25. It may happen that when you visit your area for census taking you may come across some census houses which did not exist at the time of houselisting and therefore, no numbers had actually been allotted to them. You should allot a number after consulting the order of numbering prevailing in your jurisdiction (Please see Appendix II) and locate the households living therein. For example, if in between buildings 9 and 10 another building has come up ; you should allot the number 9/1 to this structure and in case more than one building has come up numbers like 9/1, 9/2, 9/3 and so on should be used for the new structures then locate the census houses in accordance with the instructions in Appendix II and thereafter locate the households and allot numbers in the prescribed manner. The household number will be the same as the house number if only one household is living in a house. If there were more than one household then alphabetical sub-numbers within brackets as 19(a), 19(b), etc., will have to be added to the house number to distinguish each household. It may also happen that the number given at the time of houselisting has been obliterated. You should allot the correct number having regard to the preceding and succeeding buildings.

26. For the purpose of conveniently understanding the housenumbering system, the instructions governing the numbering of buildings, census houses and households are given in Appendix II.

27. *If the household happens to be an institutional household such as a boarding house, hostel, hotel chummery, etc., where a group of unrelated persons stay together then add 'INST' to the household number.*

28. *If you are enumerating the houseless persons, you should record 'O' boldly in the space provided for the household number.*

29. In all the individual slips pertaining to the members of the same household, the household number will be repeated. You will then start recording the particulars of each individual against questions indicated in the Individual Slip according to the instructions that follow.

Please do not write anything in the spaces enclosed by dotted lines in question Nos. 2, 3, 5, 6(b),

7(b), 7(c), 7(d), 8(b), 8(c), 8(d), 9—15, 16(a), 16(d), 16(e), 16(f), 17(a), 17(d), 17(e) and 17(f). These are meant for writing code numbers in the Tabulation Offices.

Question 1 : Name

30. Write the name of the person enumerated. If a woman's name is not given out, describe her as 'so and so's wife, mother or daughter'. By custom if a woman finds it difficult to give the name of her husband and if the man is absent at the time of enumeration but his particulars have to be recorded write 'so-and-so's husband' if you have failed to ascertain the name even from the neighbours.

For newly born infants who have not yet been given the name write "baby" and add father's or mother's name.

Question 2 : Relationship to Head

31. In the case of the Head of the household write 'Head'. The Head of the Household for census purposes is a person who is recognised as such in the household. He is generally the person who bears the chief responsibility for the maintenance of the household and takes decisions on behalf of the household. The Head of the household need not necessarily be the eldest male member, but may even be a female or a younger member of either sex. You need not enter into any long argument about it but record the name of the person who is recognised by the Household as its Head.

32. In the case of institutions like boarding houses, messes or friends living together in one census house, which should be regarded as households of unrelated persons living together, which may be called institutional Households, the manager or Superintendent or the person who has administrative responsibility or who by common consent is regarded as the head should be recorded as the Head of the household.

33. The Manager or Superintendent who does not stay normally in the institution should be enumerated at his place of normal residence. You should make sure before filling up the slip for the Manager or Superintendent, etc. of an institutional household, that he/she has not been enumerated at any other household.

34. In the case of absence of a normal 'Head', the person on whom the responsibility of managing the affairs of the household falls, should be regarded as the Head.

35. All relationships in this question should be recorded in relation to the Head of the household. Write the relationship in full. Do not use words like 'nephew', 'niece or uncle', but state whether brother's or sister's son or daughter (for nephew or niece) or father's or mother's brother (for uncle), 'Son' will include 'adopted son' or 'step son' ; similarly for a daughter. In the case of visitors, boarders, or employees, write 'visitor', 'boarder', or 'employee' as the case may be. In the case of institution, the members should be recorded as 'unrelated'.

36. If on the check of revisional round between 1st and 3rd March, 1971 the Head of the household as recorded previously is found to have died, the person in the household who succeeds him by common consent as head should be recorded as Head and the relationships in all other slips will have to be suitably corrected. The slip of the deceased Head of the household will, of course, be cancelled.

Question 3 : Sex

37. For males write 'M' and for females write 'F' within the circle indicated against this question. Even for eunuchs and hermaphrodites, write 'M' only. Verify with reference to the name and relationship to Head against questions 1 and 2 resepctively that you have noted the sex correctly.

Question 4 : Age

38. Record the age of the person in total years completed last birthday. Very often there is a tendency on the part of the individuals to return 'years running' rather than the 'years completed'. Make sure that only the actual number of years completed is recorded.

39. In respect of infants who *might not have completed one year* by the day of enumeration their age in completed years should be invariably shown as 'O' as they have not yet completed one year of age and add 'Infant' in brackets. As was stated under general instructions make sure that infants even if a day old are invariably enumerated. *You should not enter the age in months.* The age of an infant who has not yet completed one year should invariably be noted as 'O' only.

40. Age is one of the most important items of demographic data and you should ascertain the age with greatest care. Many persons particularly in the rural areas cannot give their age correctly. They should be assisted to state the correct age by stimulating their memory with reference to any historical events, etc., well known in the area. Sometimes the age can be ascertained with reference to the age of another person of a known age that may be in the same household or in the neighbouring household or that of a well known person of the village such as Headman of the village. A person can more easily say whether he was older or younger to such a person and by how many years. This will help you to record the age more accurately.

Question 5 : Marital Status

41. In answering this question use the following abbreviations :

NM	..	Never Married
M	..	Currently Married
W	..	Widowed
S	..	Separated or Divorced

42. For a person who has never been married at any time before, write 'NM'. For a person currently married, whether for the first or another time and whose marriage is subsisting at the time of enumeration with the spouse living, write 'M'. Write 'M' also for persons who are recognised by custom or society as married and for the persons in stable *de facto* union. Even if a marriage is disputed in the locality write 'M' if the person concerned says he or she is married or is in stable *de facto* union. For a widowed person whose husband or wife is dead, and who has not been married again, write 'W'. For a person who has been separated from wife or husband and is living apart with no apparent intention of living together again or who has been, divorced either by a decree of a law court or by an accepted social or religious-custom but who has not remarried, write 'S'. For a prostitute return her marital status as declared by her.

Question 6 : For currently married women only

43. This question has to be answered in respect of all currently married women only, i. e., all women whose marital status is shown as 'M' against Q. 5. For all others a cross may be put through the two sub-parts of this question.

6(a) Age at marriage

44. **Age at marriage :** You should ascertain the age at which the currently married woman whom you are enumerating was married and record that age in completed years. If the currently married woman had been married more than once, the age at which she got married for the first time should be recorded.

6(b) Any child born in the last one year

45. **Any child born in the last one year :** You should ascertain if the currently married woman whom you are enumerating gave birth to a child in the last one year prior to the date of enumeration. Since it may be difficult for a person to reckon the exact year with reference to the English calendar dates, the *period of one year may be ascertained with reference to a well known festival day which falls close to* February-March, as determined by the Census Superintendent of the State. You should ask if a child was born on or after this festival day last year to the date of enumeration. Only if the child was born alive, even if the child had died soon after birth, should the answer be 'Yes', to this question. *Still birth, i.e., a child which is born dead should not be taken into account for this purpose.* So while you should make sure that every case of birth of child born alive, even if it is not alive on the date of enumeration, is reported, you should not reckon it if the child was born lifeless.

46. It is common experience that the birth of the child may not be reported readily if the child is not actually surviving at the time of enumeration. Infant deaths are still high in the country. There is a chance of a number of such cases being missed unless specifically questioned about them. It is necessary to record all live births even if the child had died soon thereafter or had not survived to the day of ennumeration. Therefore where the initial answer to this question is 'no', you should ask a specific question if there has been a case of child having been born alive in the last one year and later dying before the enumeration date. This is a delicate question and should be asked with tact in a manner not to offend the sensibility of the respondent. Where a currently married woman first answers that she had no child born in the last one year, you may perhaps question her as follows :

"It has been found in some houses that a child was born and had died soon after or a few days or months later and such cases had not been reported. It is my hope that there are no such cases here. Am I right ?"

This may bring in the required response. If she reports 'no' then you can be sure that no birth has been missed. You have to make sure that any live birth that has occurred to the currently married woman in the last one year is netted whether the child is surviving till the date of enumeration or not. Similarly, probe to eliminate still births may be necessary. For example, when the answer is 'yes' under question 6(b) the enumerator might ask if the child is here in this house. If the answer is 'yes', no further question is needed. If 'no', the enumerator might ask where he has gone. The answer may be 'dead' or he has gone elsewhere. If 'dead' then the enumerator might ask when did the child die and this will bring out the fact whether or not it was a still birth.

47. Write 'Yes', if the currently married woman had given birth to a live child from the prescribed festival day last year to the date of enumeration or 'no' if she had not. In case of twin or multiple births, write 2, 3, etc., as the case may be within round brackets after the entry 'Yes'.

Note :—You may find on your revisional round from 1st to 3rd March, 1971 that a child is born to a married woman in a household after your last visit but before the sunrise of 1st March, 1971. You will have to take this into account and correct the answer against the Q. 6(b) accordingly. You must enquire specifically if any such birth has taken place. While ignoring still births all other births where the child was born alive even if it did not survive long should be taken into account.

Question 7 : Birth Place

48. Answer to this question has to be filled with reference to the place of birth of the persons enumerated and the particulars recorded under the four sub-items of this question.

7(a). Place of Birth

49. Write 'PL' for a person born in the village or town where he is being enumerated. Where 'PL' is noted against this question put 'X' against sub-items (b), (c) and (d).

For those born outside the village or town of enumeration write the actual name of the place against sub-item (a) and fill the other details against sub-item (b), (c) and (d).

7(b) Rural/Urban

50. For those born outside the village or town of enumeration ascertain if the place of birth was a village or town at the time of his birth. To enable a person to determine whether the place was a town or a village he may be required to indicate the status of the place of birth in comparison with a known town in the neighbourhood of the place of enumeration. You may mention some important urban characteristics to enable the person to make out if the place of his birth was rural or urban, e.g., existence of a local administrative body, Industrial townships declared as towns, etc.

For a person born in a village, write 'R'.

For a person born in a town/city, write 'U'.

For a person born in a foreign country put 'X' against this sub-item and also against sub-item (c). If all efforts to classify the place of birth as rural/urban fail, write 'not known'.

7(c) District

51. For a person born outside the village or town of enumeration but within the district of enumeration write 'D'. For a person born in another district of the State of enumeration, or other State/ Union Territory in the country, write the name of the district. If the person cannot name the district, write 'not known' .

7(d) State/Country

52. For persons born within the State of enumeration write 'X' against this item. Make sure that the earlier entries made in sub-items (a), (b) and (c) are consistent with such an answer ; that is 'PL' might have already been written against sub-item (a) or 'D' is written against sub-item (c) or any other district of the State of enumeration is mentioned against sub-item (c).

53. For persons born outside the State of enumeration but within the country, write the name of the State/Union Territory where born.

54. For those born outside India, note merely the name of the country and there is no need to enter the name of the constituent State of the foreign country. Where a person cannot name the country, the name of the continent may be noted.

55. For a person born on sea, record "born at sea', against this sub-item and put 'X' against sub-items (a), (b) and (c). If a person was born in a train, boat or bus etc., within the country, write the particulars in (a), (b) and (c) with reference to the administrative territory where the event occurred or was registered.

Question 8 : Last Residence

56. Answer to this question will have to be filled in respect of every person if he had another place of normal residence irrespective of his place of birth, before he came to the present place where he is enumerated. Even if a person were born at the place of enumeration, by the nature of his work or for studies, etc., he had shifted subsequently to another village or town and had come back again to the place of enumeration, he should be deemed to have had another place of residence prior to his enumeration here.

The last previous residence is relevant only if he had been outside the village or town of enumeration and not simply in another house or locality in the same place. For example, if a person born in one part of Bombay City is found residing in another part of Bombay at the time of enumeration, the change of residence should not be treated as change of place of residence because both the areas are comprised in the same City of Bombay. Similarly, a person born in hamlet 1 of village Rampur and found in hamlet 2 of the same village at the time of enumeration, should not be deemed to have had any other place of residence than the village where he is enumerated. Where a person had merely gone out to another place or had been shifting from place to place purely on tour or pilgrimage or for temporary business purposes, he should not be deemed to have had another residence different from the place where he or his family normally resides but if the person had his normal residence, i.e., if his normal home had been elsewhere at any time before he is enumerated at his place of present residence, irrespective of where he was born, such place of his previous residence should be recorded here.

8(a) Place of last residence

57. For a person who had been in the village or town of enumeration continuously since birth (except for shifting to other places outside the village or town of enumeration for a purely temporary stay) write 'PL' against sub-item (a) and put 'X' against sub-items (b), (c) and (d).

For a person who had had his last previous residence at any place outside the village or town of enumeration (irrespective of his place of birth), write the actual name of the village or town where his last residence was against sub-item (a) and fill the other details against sub-items (b), (c) and (d).

8(b) Rural/Urban

58. For a person who had previously resided outside the place of enumeration ascertain if the place of last previous residence was rural or urban and record the answer. For a person whose last previous

residence was a town/city, write 'U'. For a person who last resided in a foreign country write 'X'. For a person whose last previous residence cannot be classified, write 'Not known'.

Rural or Urban status has to be determined with reference to the time of migration from the place of last previous residence to the place of enumeration.

For helping the person to determine whether a place was rural or urban, you may mention important urban characteristics as indicated in the instructions against item 7(b) in para 50.

8(c) District

59. For a person who had previously resided in another place, i.e., for whom 'PL' is not written against sub-item (a) you have to fill in this item in the manner indicated below :—

For a person who previously resided in another village or town within the district of enumeration write 'D'. For a person who previously resided in another district of the State/Union Territory of enumeration or of other State/Union Territory in the country, write the name of the district. If he cannot name the district write 'Not known.' For a person whose last previous residence was outside India write 'X' against this sub-item.

8(d) State/Country

60. For a person whose last previous residence was outside the village or town of enumeration but within the State or Union Territory of enumeration write 'X' against this item but if it was outside the State or Union Territory of enumeration but within the country write the name of the State/Union Territory. For a person whose last previous residence was outside the country write the name of the country and if name of the country is not forthcoming write the name of the continent.

For persons who had not moved out at all from the present place of enumeration from birth (except for purely temporary stay) this sub-item need not be filled and 'X' should be put in respect of persons against this sub-item.

Question 9 : Duration of Residence at the village or town of Enumeration

61. Note here the period of the existing continuous residence in the village or town where the person is being enumerated, in completed years. This will apply to even a person born at the place of enumeration. If he had left this village or town and had lived elsewhere for sometime, i.e., in Q. 8 another place of last residence is reported and has come back again to this village or town, then the duration of residence to be noted against this question is the period of the last continuous residence. But if a person had been away on a temporary visit or tour, etc., that should not be taken as a break in the period of his continuous residence here. If the person was born at the place of enumeration and also had no other place of last residence, i.e., 'PL' has been noted in Q. 8(a) then 'X' may be put against Q. 9.

For a person whose duration of continuous residence at the place of enumeration is less than 1 year, it should be noted as '0'.

Question 10 : Religion

62. In answering this question use the following abbreviations :

H : Hinduism

I : Islam

C : Christianity

S : Sikhism

B : Budhism

J : Jainism

For others record the actual religion as returned fully.

63. If a person says that he has no religion it may be recorded accordingly. Do not mistake religion for caste which will not be recorded here.

Question 11 : Scheduled Caste or Scheduled Tribe

64. You have been furnished with a list of scheduled castes and scheduled tribes notified for your State. Ascertain if the person enumerated belongs to a scheduled caste or scheduled tribe and if he does, then record the name of the scheduled caste or scheduled tribe which should find place in the list furnished to you. The answer should be recorded against the correct rectangle provided for the purpose against this question. For a person who is not a member of any scheduled caste or scheduled tribe write 'X' in both the rectangles.

65. If the person belonging to a scheduled caste or scheduled tribe returns his caste or tribe by synonym or generic name of a caste or a tribe it should be entered only if it finds a place in the list furnished to you. Do not write the names of scheduled castes in general terms as 'Harijan' or 'Achhut'. You should ascertain the name of the caste when it is returned and write it in the rectangle provided for recording the name. Similarly, do not write the names of scheduled tribes in general term as 'Adivasi'. You should ascertain the name of the tribe when it is returned and write it in the rectangle with broken lines provided for recording the same. If a person is negligent and insists on calling himself merely 'Harijan' or 'Achhut' or 'Adivasi' as the case may be, tell him that this description is not adequate for census purposes and persuade him to give out the actual name of the caste or tribe. You should make all efforts to ascertain the correct name of the scheduled caste or scheduled tribe as found in the notified list. If the person merely claims to be a scheduled caste or scheduled tribe but says that he does not belong to any of the notified communities applicable to the area, he will not be entered as a scheduled caste or scheduled tribe.

66. Scheduled castes can belong only to the Hindu or Sikh religions. If a person belongs to scheduled caste, there will be either 'H' or 'S' in the answer to question 10. Scheduled tribes may belong to any religion.

Question 12 : Literacy (L or O)

67. *Definition of a literate* : A person who can both read and write with understanding in any language is to be taken as literate. A person who can merely read but can not write is not a literate.

68. It is not necessary that a person who is literate should have received any formal education or should have passed any minimum educational standard.

69. For a person who is literate, i.e., who can both read and write, record 'L' in the triangle against question 12. If there is any doubt about a person's ability to read or write, the test that may be applied for reading is his/her ability to read any portion of the printed matter in the Enumerator's Instructions and similarly for writing he/she should be able to write a simple letter.Ability merely to sign one's name is not adequate to qualify a person as being able to write with understanding. If a person claims to be literate in some other language with which the enumerator is not acquainted, the respondent's word has to be taken as correct. Other members of the household may also be able to testify to the literacy of the person enumerated.

70. For a person who is illiterate, i.e., who can neither read nor write or can merely read but cannot write, in any language, write 'O' in the triangle against question 12. All children of the age of 4 years or less should be treated as illiterate even if the child is going to a school and may have picked up reading and writing a few odd words.

Question 13 : Educational level

71. This question will be asked of those for whom 'L' has been recorded against question 12. For a person who is illiterate and 'O' has been put against him in the answer to question 12, there is no advantage in ascertaining the educational level even if he had at some stage attended school and passed a standard and had relapsed into illiteracy. In such a case you should put 'X'. You have to ascertain and record the highest educational level attained by a person for whom 'L' is recorded in answer to question 12.

72. For a person who is still studying in a particular class, the highest educational level attained by him will be one that he has actually passed and not the one in which he is studying. For example, a person studying in 1st year B.A., should be recorded as only 'PUC' or 'Higher Secondary', as the case may be. Similarly, a person studying, say, in the 4th year of 'MBBS' should not be noted as 'MBBS' but as 3rd year 'MBBS' which is the highest level he has actually attained. If you are not sure whether a person has passed Primary, Middle, Higher Secondary or other definite levels, you may record the actual standard passed such as say IIIrd standard, VIIIth standard, 1st year B. Com., etc.

The highest educational level attained by the person enumerated should be recorded. When a person holds both general and technical qualifications both of which are of equivalent level such as say B.Sc. (Zoology) and M.B.B.S. or B.A. (Maths.) and B.E. (Bachelor in Engineering), the technical qualification should be given preference in recording the highest educational level attained. Where the general educational level is higher than the technical educational level or where it is not possible to decide which of the two levels is relatively higher, the highest level of education as returned by the person concerned should be recorded.

In recording the highest educational level of a graduate or a post-graduate, subject of specialisation such as B.Sc. (Maths.), M.A. (Economics), M.Sc. (Botany), B.Sc. (Agriculture), etc; should be noted. You should not use abbreviations which are not in common use. In such cases, the degree or diploma should be spelt out fully.

73. Whenever you come across graduates or post-graduates as also those with a technical diploma or degree, you will have to issue him a "Degree-holder and Technical Personnel Card" and ask the person concerned to fill it. You should note the location code on the card while issuing it. Put a

tick (√) after noting the educational level against question 13 immediately after you issue a card. When you collect it after some time but before you complete the enumeration of your area, cross the tick and put a circle as (X).

You will have to ensure that the card issued to all the graduates and the technical degree or diploma holders are collected back. The non-crossed tick, if any, against question 13 will show that the card has not been collected.

Question 14 : Mother-tongue

74. *Definition.* Mother-tongue is the language spoken in childhood by the person's mother to the person. If the mother died in infancy, the language mainly spoken in the person's home in childhood will be the mother-tongue. In the case of infants and deaf mutes the language usually spoken by the mother shall be recorded.

75. Record mother-tongue in full whatever be the name of the language as returned and avoid use of abbreviations. You are not expected to determine if the language returned by a person is the dialect of another major language and so on. You should not try to establish any relationship between religion and mother-tongue. *You are bound to record the language as returned by the person as his mother-tongue and you should not enter into any argument with him and try to record anything other than what is returned.* If you have reason to suspect that in any area due to any organised movement, mother-tongue was not being truthfully returned you should record the mother-tongue as actually returned by the respondent and make a report to your superior Census Officers for verification. You are not authorised to make any correction on your own.

Question 15 : Other languages

76. After recording the mother-tongue in question 14 enquire whether the person knows any other language (s), Indian or foreign and record language(s) returned by him against this question. In case he does not know any language apart from his mother-tongue put 'X' against this question.

77. The number of languages recorded under this question need not be more than two. These languages should be other than his mother-tongue and they should be recorded in the order in which he speaks and understands best and can use with understanding in communicating with others. He need not necessarily be able to read and write these languages. It is enough if he has a working knowledge of these subsidiary languages to enable him to converse in that language with understanding.

Question 16 : Main Activity

78. Every person will be asked what his main activity is, that is, how he engages himself mostly. For the purpose of this question, all persons will get themselves divided into two broad streams of main activity namely, (1) as workers and (2) as non-workers according as the type of main activity that the person returns himself as engaged in mostly.

79. *'Worker' defined* : A 'worker' is a person whose main activity is participation in any economically productive work by his physical or mental activity. Work involves not only actual work but effective supervision and direction of work.

80. *Reference periods* : The reference period is one week prior to the date of enumeration in the case of regular work in trade, profession, service or business. If a person had participated in any such regular work on any one of the days during this reference period and this has been returned as his main activity, the person will be categorised accordingly. A person who normally works but had been absent from work during this reference period on account of illness or travel, holiday, temporary break down, strike, etc., the person should be treated as engaged in regular work in which he would have otherwise been employed but for his temporary absence. Persons under training such as apprentices with or without stipends or wages should be considered as economically active and recorded as working. A person who has merely been offered work but has not actually joined it, is not to be treated as engaged in work.

81. There are certain types of works which are not carried on throughout the year such as cultivation, livestock keeping, plantation work, some types of household industry, etc. A person's main activity should be ascertained with reference to such work in the last one year even if he was not economically active in the week prior to enumeration. It is likely that even when a person is engaged in some other work during the period of one week prior to the date of enumeration, the main activity of the person may be cultivation, agricultural labour or some other work attended to normally by him in the course of the year. Care must be taken to see that the main activity is properly ascertained in such cases. For example, a person's main activity may be agricultural labour and in the week prior to enumeration he may be engaged as a sugarcane factory labourer or as a road cooly. He should be categorised for his main activity as agricultural labourer only as returned by him as he engages himself mostly in that work and the other work should be treated as his subsidiary work.

82. A man or woman who is engaged primarily in household duties such as cooking for own household or performing one's own household duties or a boy or a girl who is primarily a student attending institution, even if such a person helps in the family economic activity but not as a full time worker should not be treated as a worker for the main activity. On the other hand, if a person is primarily engaged in some economic activity but at the same time does also attend to some household chores or attends a night school etc., he or she should be treated basically as a worker for the main activity and categorised accordingly.

83. A person who merely receives an income such as a rent receiver or a pensioner who does not have to work for receiving the income, will not be treated as economically active unless the person is also engaged in some economic activity and if that activity is returned as the main activity of the individual.

Q. 16(a) Broad Category (i) Worker (C, AL, HHI, OW) (ii) Non-worker (H, ST, R, D, B, I, O).

84. The main activity returned by the person will entitle him to be categorised either as a worker in 16(a)(i) or as a non-worker under 16(a)(ii).

16(a) (i) Worker (C, AL, HHI, OW)

85. Where the main activity of a person qualifies him to be treated as a worker he should be further categorised according to the type of work and one of the appropriate abbreviations indicated against this question should be entered in the box provided for the purpose. If the person is not engaged in any economic activity an 'X' should be noted in the box. The abbreviations to be used for workers are explained below :

C : Cultivator

86. For a person who returns his main activity as working as a cultivator, the abbreviation 'C' should be used.

87. *Definition of Cultivator.*—For purposes of the census a person is working as Cultivator if he or she is engaged in cultivation by oneself or by supervision or direction in one's capacity as the owner or lessee of land held from Government or as a tenant of land held from private persons or institutions for payment of money, kind or share.

88. Cultivation involves ploughing, sowing and harvesting and production of cereals and millet crops such as wheat, paddy, jowar, bajra, ragi, etc., and pulses, raw jute and kindred fibre crop, cotton, etc., and other crops such as sugar-cane, groundnuts, tapioca, etc., and does not include fruit growing, vegetable growing or keeping orchards or groves or working of plantations like tea, coffee, rubber, cinchona and other medicinal plantations.

89. A person who merely owns land but has given out land to another person or persons for cultivation for money, kind or share of crop and who does not even supervise or direct cultivation of land, will not be treated as working as cultivator. Similarly, a person working in another person's land for wages in cash, kind or share (Agricultural labourer) will not be treated as cultivator in this question.

AL : Agricultural Labourer

90. A person who returns his main activity as engaged as agricultural labourer, the abbreviation 'AL' should be used in the box.

91. *Definition of an Agricultural Labourer* : A person who works in another person's land for wages in money, kind or share should be regarded as an agricultural labourer. He has no risk in the cultivation but he merely works in another person's land for wages. The labourer could have no right of lease or contract on land on which he works.

H.H.I. : Household Industry

92. For a person who returns his main activity as engaged in some production, processing, servicing or repair of articles of goods such as, say, handloom weaving, dyeing, carpentry, *bidi* rolling, pottery manufacturer, bicycle repairing, blacksmithy, tailoring, etc.,it has to be ascertained if it is a household industry, and if so, it should be indicated by the abbreviation 'HHI' in the box.

93. *Definition of a Household Industry* : A Household Industry is defined as an industry conducted by the Head of the household himself/herself and/or mainly by the members of the household at home or within the village in rural areas and only within the premises of the house where the household lives in urban areas. The industry should not be run on the scale of a registered factory.

94. The main criterion of a Household Industry is the participation of one or more members of a household. This criterion should apply to urban areas too.Even if the industry is not actually located at home in rural areas there is greater possibility of the members of the household participating even if it is located anywhere within the village limits. In the urban areas where organised industry takes greater prominence, the Household Industry should be confined to the precincts of the house where the participants live. In urban areas even if the members of the household by themselves run an industry but at a

place away from the precincts of their home, it will not be considered a household industry. It should be located within the precincts of the house where the members live.

95. A Household Industry should relate to production, processing, servicing, repairing or making and selling (but not merely selling) of goods. It does not include professions such as a pleader or doctor or barber, musician, dancer, waterman, *dhobi*, astrologer, etc., or merely trade or business, even if such professions, trade or services are run at home by members of household. A list of a few typical Household Industries is appended to these instructions at Appendix III.

96. Sometimes it is likely that the person who may not be working in his own Household Industry may be working as a petty employee in another Household Industry. You should, therefore, enquire whether the person who is not working in his own Household Industry is working in any other Household Industry as an employee and record as per instructions given above.

OW : Other Workers

97. If a person gives his main activity as engaged in any other work which is not cultivation, agricultural labour or houshlod industry, this may be indicated by merely noting 'OW' in the box. The type of workers that may come under the 'Other Workers' category are factory workers, those working in trade or transport, all Government servants, municipal employees, teachers, mining workers, political or social workers, building labourers, etc., etc. In effect, all types of economic activity not covered by cultivation, agricultural labour or household industry will come under this residual category.Workers engaged in plantation or forestry should not be treated as cultivators or agricultural labourers but as 'Other workers'.

98. Further details pertaining to this 'Other' category of workers, as also those engaged in household industry, will be recorded in the subscquent sub-parts (b) to (f) of question 16.

16 (a)(ii) Non-worker (H, ST, R, D, B, I, O)

99. As was stated earlier, question 16 is intended to ascertain the main activity of every individual whether he or she is economically active or not. While 16(a)(i) helps to broadly categorise all those who have returned some work as their main activity, 16(a) will help to categorise those whose main activity is not engaged in any economically productive work, but are basically non-workers. These may be categorised under seven broad heads whose abbreviations are indicated against this question. The appropriate abbreviation will have to be entered in the box provided. The abbreviations are explained below :

H : Household Duties

100. This covers all those persons basically engaged in unpaid home duties doing no other work, or even if such a person may also be participating in some other work, it is not to the same extent as a whole-time worker and if the person has returned his or her main activity as attending to household duties. The main activity of such a person should be entered as 'H'. If a person whose main activity is attending to household duties, also engages oneself in some other economic activity such as helping in family cultivation or preparing cowdung cakes at odd times for sale etc., that economic activity will be covered as secondary work under question 17. On the other hand, a woman who works primarily as a factory worker or a plantation labourer or an agricultural labourer or in some office or shop etc., and also attends to household duties, obviously her main activity will be the economic activity in which she is mostly engaged in and

should not be categorised as 'H' for her main activity in this question. She should have been treated basically as a worker and her main economic activity should have been recorded against 16(a)(i).

ST : Student

101. This refers to those whose main activity is returned as a student. This will cover all full-time students or children attending school. Even if such persons participated in some work but not to the same extent as a full-time worker, by merely helping casually as an unpaid family worker in family cultivation, household industry, trade or business, they should be treated primarily as students, if that is their main activity. 'ST' should be entered in the box. The other economic activity, if any, that such persons attend to will be reflected under question 17 as secondary work.

R : Retired person or a Rentier

102. A person who has retired from service and is doing no other work, i.e., not employed again in some full-time work or does not engage himself in some other work as cultivation, in business, trade, etc., or a person who is a rentier or living on agricultural or non-agricultural royalty, rent or dividend, or any other person of independent means for securing which he does not have to work, will come under this category. 'R' should be noted in the box for a person coming under this category.

D : Dependent

103. This category will include all dependents such as infants or children not attending school or a person permanently disabled from work because of illness or old age. If a girl or an old woman attends to household duties she should be categorised under 'H' for her main activity rather than 'D'.

Dependents will include all non-workers even if able-bodied who have no other activity coming under any of the categories of non-workers and who are not seeking any work either but are purely dependent.

B : Beggars, etc.

104. This will cover beggars, vagrants or such cases as independent women without indication of source of income and those of unspecified sources of subsistence and who are not engaged in any economically productive work.

I : Institutions

105. This will cover convicts in jails or inmates of a penal, mental or charitable institution, even if such persons are compelled to do some work such as carpentry, carpet weaving, vegetable growing, etc., in such institutions. An under-trial prisoner in a jail should not, however, be brought under this category but has to be indicated according to the main activity he was engaged in before he was apprehended. Inmates of such institutions will be noted as 'I'.

O : Other Non-workers

106. This will include all non-workers who may not come under any of the six categories above but are seeking work, they should be noted as 'O' in the box. A boy or girl who has completed education or has stopped studying and is seeking work, will come under this category. If a person is merely spending his time at home as a dependent and is not doing any work and is not seeking any work will come under

'D' rather than 'O'. A person irrespective of age and whether educated or not, if he reports that he is not engaged in any other activity but is seeking work will come under this category.

107. If the main activity of the person who is enumerated does not qualify a person to be treated as a worker and he does not fall under any of the four broad categories of workers covered by 16(a)(i) and an 'X' has been put in the box against that question, then he must necessarily be categorised under any one of the seven broad types of non-workers and the appropriate abbreviation entered in the box opposite to question 16(a)(ii). Conversely if a person has already been treated as a worker and his main activity has been indicated in the box against question 16(a)(i), then question 16(a)(ii) will not apply to the person and an 'X' should be put in the box against question 16(a)(ii). Thus 16(a)(i) and 16(a)(ii) are mutually exclusive.

Q.16(b) to 16(f)

108. These sub-parts of question 16 will have to be filled only to describe the details of the household industry or other work indicated against question 16(a)(i). If the main activity has been shown as 'C' or 'AL' against 16(a) (i), there is no need to give the details of the cultivation or agricultural labour in these sub-sections.

109. Similarly, if the main activity of an individual has been returned as a non-worker against 16(a)(ii), sub-sections (b) to (f) will not apply and a 'X' may be put right across all these questions.

Q. 16(b) : Place of work (Name of village/town)

110. Ascertain from each person who is already taken as a worker other than in cultivation or agricultural labour, i.e., question 16(a)(i) has been answered as HHI or OW, the village or town where he or she works. If the place of work is the same as the village or town of enumeration write 'PL'. In all other cases you should write the name of the place fully. If a person has no fixed place of work such as, say, a travelling vendor of vegetables or a pedlar or a rickshaw puller who may go from one village or town to another, note 'No fixed place of work'. If he works in one particular town or village that should be noted.

Q. 16(c) : Name of Establishment

111. This question and the subsequent sub-sections of question 16 need not be answered for cultivators and agricultural labourers who are already noted as 'C' or 'AL' against question (16)(a)(i).

Record here the exact name of the factory, firm, workshop, business house, company ; shop, office etc., and in respect of public offices you should clearly indicate whether they are Central or State Government or local body offices, etc. If the establishment does not have any definite name such as, say, in the case of a household industry like hand pounding of rice, gur making, bee keeping, handloom weaving, potter's house, blacksmithy, etc., note 'No particular name'.

Q. 16(a) : Nature of Industry, Trade, Profession or Service

112. The answer to this question will have to be adequately precise to enable proper classification of the sector of economy in which the person is working. The sector of economy in which a person works may relate to (i) Plantation, Forestry, Fishing, Livestock, etc., (ii) Mining and/or Quarrying (iii) Manufacturing (iv) Construction (v) Electricity, Gas or Water Supply (vi) Transport and Communications (vii) Trade and Commerce (viii) Professions and Services. Full details of the type of industry, trade, profession or

service in which the person is engaged will have to be recorded here. To help you to appreciate the details that may have to be furnished to classify the economic activity appropriately, substantial description of various economic activities are furnished in Appendix IV, categorised under certain broad classifications. The list in Appendix IV is not exhaustive. You shall have to describe the nature of Industry, Profession, Trade or Service whatever it is, in as precise a detail as possible.

Q. 16(e) Description of work

113. This question has to be filled up for all persons for whom the main activity is shown as 'HHI' or 'OW' in question 16(a)(i) and for whom you should have also to answer the other sub-sections of question 16. Under this question, the description of the actual work that the person enumerated is doing is to be recorded irrespective of which type of industry, trade, profession or service he may be working and which is already recorded under question 16(d). His actual work should also be given in sufficient detail. If for example a person is merely recorded as say, clerk with no other details, it will be impossible to properly categorise him as to the type of work he does. He may be a clerk attending to correspondence or book keeping or accounting. Similarly, if a person were merely to be recorded as a mechanic, it will not help to determine what type of mechanic—electrical mechanic, or a motor mechanic or a locomotive mechanic, etc., he is. The description of the actual work done by a person should be ascertained in adequate detail and recorded against this question.

114. To guide you in answering question 16(e), the types of particulars that need to be ascertained in respect of a few typical occupations are given in Appendix V.

Appendix V is by no means exhaustive. This just illustrates the need to ascertain the full details of the particulars of work performed by an individual for being recorded against question 16(e).

115. It has been found in the past that substantial number of persons are recorded merely as general labourers. It is necessary to make a probe and find out in which type of work he is mostly engaged as a labourer such as, say, a road coolie, a loader or unloader at a market, a construction labourer, etc.

116. For those in Military service it is enough if it is merely noted as 'in the service of the Central Government'. Other details need not be given.

General

117. There need be no confusion as to the scope of 16 (d) and 16(e). 16(d) would represent the nature of industry, trade, profession or service, i.e., the field of economic activity in which a person is engaged in work and 16(e) represents the occupation or the actual work that the person does in the industry, trade, profession or service in which he is engaged. Thus, for example the answer to question 16(d) may be say 'Cotton Textile manufacture and the answer to question 16(e) may be Chemical Engineer in that industry or a clerk or an accountant in that industry or a labourer in that industry or a truck driver or the managing director of that industry and so on. Similarly in question 16(d) the nature of service may be some department of the State Government Service and in question 16(e) the description of work may be a clerk or an accountant, a Director of the Department, jeep driver in the Department, etc., etc. Again say, against question 16(d) the answer may be private medical practice and in 16(e) may cover orthopaedic surgeon, or nurse or a sweeper, etc., working in that private medical practitioner's nursing home. The sample

answers furnished in the specimens (Appendix VI) at the end of this book, the Industrial and Occupational lists in Appendices IV and V and the instructions given by your superior Census Officers may help you to clear any doubts you may have in your mind regarding the scope of questions relating to Nature of Industry, Trade, Profession or Service covered by question 16(d) and the description of actual work of the individual enumerated covered by question 16(e).

Q. 16(f) : Class of Worker

118. For a person who is ;

(i) an Employer, that is, who hires one or more persons in his work described in question 16 (e), write .. ER

(ii) an Employee, that is, who does his work described in question 16(e) under others for wages or salary in cash or kind, write .. EE

(iii) a Single Worker, that is, who is doing his work described in question 16(e) without employing others except casually, and without the help of other members of the family except casually and a participant in work as members of co-operative, write .. SW

(iv) a Family Worker, that is, who is doing his work described in question 16(e) in a family enterprise alongwith other members of the family without wages or salary in cash or kind write .. FW

For a person for whom an 'X' is put in questions 16(d) and 16(e) put an 'X' in this question also.

Explanation :

119. An Employer is a person who has to employ other persons in order to perform the work entered in question 16(e). That is to say, such a person is not only responsible for his own personal work but also for giving work to others in business mentioned in question 16(e). But a person who employs domestic servants for household duties or has subordinates under him in an office where he is employed by others, is not an employer, even if he has the power to employ another person in his office on behalf of his own employer or employers.

120. An Employee is a person who usually works under some other person for salary or wages in cash or kind. There may be persons who are employed as managers, superintendents, agents, etc., and in that capacity employ or control other workers on behalf of their own employers. Such persons are only employees, as explained above, and should not be regarded as employers.

121. A Single Worker for the purpose of question 16(f) is a person who works by himself. He is not employed by any one else and in his turn does not employ anybody else, not even members of his household except casually. This definition of a Single Worker will include a person who works in joint partnership with one or several persons hiring no employees, and also a member of a producer's co-operative. Each one of the partners or members of such producers' co-operatives should be recorded as 'Single Worker'.

122. A family Worker is a member who works without receiving wages in cash or kind, in an industry, business, trade or service. For example, the working members in a family of *Dhobies* where they all participate and each does not receive wages separately will be family workers. There may be family

workers in industry, trade or professions as well. For the purpose of this definition members of a family may be drawn from beyond the limits of the household by ties of blood or marriage. The family worker may not be entitled to a share of the profits in the work of the business carried on either by the person or Head of the Household or other relative.

123. Members of the household who help solely in household duties should not be treated as family workers.

124. In the case of persons engaged in household industry, i.e., in the case of persons for whom the answer to question 16(a)(i) is 'HHI', there will be three classes of workers, viz., Family Worker, Single Worker and Employee. There will be no Employer. Household industry by its very definition is conducted by the Head of the household himself or/and other members of the household, the role of hired workers being secondary. If the head alongwith the members of the household is working in a household industry employing hired workers, the head and other members who are working should be treated as 'Family workers'. If the head alone is working with the assistance of hired worker(s) whose role would be secondary as indicated above, he would be treated as a 'single worker'.

Some illustrations for filling the questions 16 or 17 are given in Appendix VI.

Q. 17 : Secondary Work

125. This question should be asked of every person whether he has returned some work as his main activity against 16(a)(i) or had returned himself under any of the basically non-working categories against question 16(a)(ii). As was noted earlier, 16(a)(ii) will cover cases like persons performing household duties or students who may not be engaged in any other economically productive work at all, as also those who, though basically are performing household duties or students, etc., for the purpose of their main activity, still participated in some other economic activity such as helping the household in several items of work, as in cultivation or in household industry or in looking after the cattle, in attending to family business, etc., but not to the extent as a full-time worker. Such participation will be considered as secondary work of these persons.

126. Ask of each person if, besides what he had already returned as his/her main activity against questions 16(a)(i) or 16(a)(ii), he/she participated in any secondary work. A number of unpaid family workers participating in the household enterprises, who might have returned themselves mainly as 'H' or 'ST' or 'R' under question 16(a)(ii) for their main activity will be netted here for their economic activity which is subsidiary. Mere rendering of service for ones own home or production of goods for purely domestic consumption are not to be treated as economic activity. For example, a servant who works as a cook in his or her employer's home for wages will be considered economically active but, a housewife, even if she may work much more than a paid servant, in having to cook for the family or looking after the household will not be treated as economically active for the purpose of this classification. Similarly, a woman who may produce cloth on a loin loom at home for domestic consumption will not be treated as economically active unless the products are sold and the household derives an income. Participation in work that goes to augment the income of the household will only be treated as economic activity. A boy whose main activity is shown as a student under 16(a)(ii), can have the secondary work of say, cultivation if he helped the head of the household in the family cultivation during some parts of the season. But if a girl student, whose main activity is shown as 'ST' under 16(a)(ii), also helped in weaving cloth purely for

domestic consumption on a loin loom at home, or helped in attending to household chores, she will not be treated as having any secondary work. Secondary work will be reckoned only if the person is engaged in some economic activity even if marginal in addition to whatever is the main activity under question 16. A person whose main activity is shown as, say, a clerk in a Government Office or a teacher under question 16, also attends to some cultivation by his direct supervision or undertakes some tuition, this will be shown as secondary work under question 17. A person's main activity may be cultivation in question 16 and his subsidiary activity money lending in question 17. Again main activity may be agricultural labourer and subsidiary work sugar factory labourer and so on and so forth.

127. The instructions for the usage of abbreviations in categorising workers under 16(a)(i) and filling in the details under 16(b) to (f) will apply *mutatis mutandis* to question 17(a) to (f), except that while question 16(a)(i) will cover the main work. Q. 17(a) is intended to cover secondary work which may be possibly part-time. It may also be noted that the non-working categories of activity will not be reported as secondary work under question 17.

128. A few slips showing specimen entries appear as Appendix VII and some illustrations for recording answers against Q. 16. are given in Appendix VI. You are advised to study these specimen entries and illustrations before starting actual enumeration and also consult these and the instructions wherever you are in doubt in recording any answer during field operation.

POPULATION RECORD

129. Soon after you complete the enumeration of all the persons in the household you are expected to transfer certain items of information of all the individual members of each household to the Population Record. Population Record form is reproduced as Appendix X. If you feel that the filling of the Population Record in the field is likely to take considerable time there is no objection to the details being posted by you later at home at the end of the day. However, soon after you complete the enumeration of all the persons in a household you must note down the Location Code No. and the Household No. on the Population Record and also copy out in Col. 2 all the names of the persons enumerated in the household. This will help you to check with the members of the household and verify if all the persons qualified to be enumerated in the household have been fully enumerated.

The Population Record forms would have been supplied to you in convenient books and each page will normally take the entries of one household. However, if in a large household there are more number of persons than what a single Population Record form can accommodate, you may continue the entries on the next form but note boldly on the top of the continued Population Record as "Continued".

The Population Record hardly calls for any detailed explanation. On the top of each form please note correctly the Location Code No. and the Household No. It is important that you note the Household No. correctly as has been explained in paragraphs 24 to 28 of these instructions. Do not fail to note boldly "INST" in respect of institutional households as explained in paragraph 27 and "O" in respect of houseless households as explained in paragraph 28.

You will be required to furnish information in the Enumerator's Abstract on the total number of occupied residential houses, the census households, the institutional households and houseless households in your block with reference to the entries made in this Population Record. So please make sure that you have entered the Household No. correctly as this will guide you in posting the required particulars in

Enumerator's Abstract. At the right hand side below the Household No., you will have to record information if the household belongs to S.C./S.T. You would have already ascertained if the head of the household belongs to a Scheduled Caste/Scheduled Tribe with reference to Question 11 of the Individual Slip. If the head belongs to any S.C./S.T., write S.C./S.T. as the case may be and also the name of S.C./S.T. to which the head of the household belongs.

The columns in the main body of the Population Record are self-explanatory. You have to post them with reference to the information you have collected of each member of the household in the Individual Slip against the relevant questions. However, column 9 of the Population Record may require some explanation. For those who have returned themselves as workers for their main activity against Question 16(a)(i) of the Individual Slip, while you may note 'C', 'AL' as the case may be, as recorded in the box against Question 16(a)(i), in respect of those other than cultivators and agricultural labourers, you may please indicate briefly the description of work as recorded in Question 16(e) of the Individual Slip. For those who have returned themselves as non-workers for their main activity you may note the same abbreviation as recorded against Question 16(a)(ii).

ENUMERATION OF HOUSELESS POPULATION

130. You must complete the enumeration of all the persons in all the households in your jurisdiction between 10th February and 28th February, 1971. During this period you should also take note of the possible places where homeless population is likely to live such as on the road side, pavements or in open temple mandaps and the like. On the night of 28th February, 1971 you will have to quickly cover all such houseless population and enumerate them. If there is likely to be a very large number of houseless persons in your jurisdiction whom you may not be able to enumerate single handed in one night you should report to your supervisor so that one or more extra enumerators may be deputed to assist you in the one night enumeration of such houseless persons. You should keep particular watch on the large settlements of nomadic population who are likely to camp on the outskirts of villages. These people will have to be covered on the 28th February. You should of course make sure that they have not been enumerated elsewhere. As per instructions in para 28 you should record 'O' in bold letters for houseless persons in the space provided for household number.

REVISIONAL ROUND

131. In the next three days, i.e., from 1st March, 1971 to 3rd March, 1971, you will have to revisit all the households in your jurisdiction and enumerate any new births that had taken place after your last visit but before the sunrise of 1st March, 1971 and any visitor(s) that had moved into the household and who had been away from his/their place of normal residence throughout the enumeration period, i.e., from 10th February to 1st March, 1971 or an entire household that has moved into your jurisdiction during this period and had not been enumerated anywhere before. In respect of every new birth make sure that you correct the entry in question 6(b). Please also see the note under para 47.

You will have to ascertain if any death(s) had taken place in any of the households between your last visit and the sunrise of 1st March, 1971, and cross out the individual slip of the dead person writing boldly across it as 'Died'.

If such a deceased person was recorded as 'Head of the Household' then you will have to find out who is recognised as 'Head' in that household after the deceased person. Accordingly, you will have

to put 'Head' in Q. 2 in the individual slip of the person who is now recognised as 'Head' and co rrect the relationship of all members of the household in their respective individual slips, with reference to their relationship with 'Head' now recognised.

Consequential changes in the Population Record shall also have to be made by you. If you have exhausted the entire population record for recording the particulars of any household and it becomes necessary to record a new birth or any visitor you will fill in another population record form in continuation taking care that the location code, etc., are noted on the second form properly. The serial numbering in the succeeding form for the household should be in continuation of the last serial number of the earlier sheet relating to that household.

ENUMERATOR'S DAILY POSTING STATEMENT

132. Each day you will have to carefully post the information on certain items of each Individual Slip in the prescribed posting forms which have been supplied to you. Do not allow this work to fall into arrears. You are likely to commit errors if you tried to post particulars of a large number of persons after the lapse of more than one day. You will have to total up the columns of the statements and put the information in an Abstract and hand it over alongwith the complete schedules to your Supervisor. The posting statements should be filled at the end of each day soon after completion of the enumeration for the day. This will make your work lighter and avoid accumulation and pressure of work at the end and consequent errors in posting. Separate posting forms have been provided for Males and Females and you should take care to post particulars of a person in the right form. This will make it easier to strike the totals of each sex and post the statements. The totals can be struck after the entries are brought up-to-date soon after you complete the enumeration of houseless persons and you have also accounted for the births and deaths since your last visit at the revisional round. You will observe that the information to be posted pertains to the items against which geometrical designs are found in the Individual Slip such as the one relating to Q. 3 Sex, Q. 11 Scheduled Caste/Scheduled Tribe, Q. 12 Literacy, Q. 16 (a)(i) and 16(a)(ii) Worker or Non-worker. It is necessary that you should fill the Posting Statement with the greatest care.

133. First of all you should enter Location Code, Name of the village/town, Enumerator's Block No. (No. allotted to you) and your name (enumerator's) in all the Posting Statements. Then start making relevant entries in the Posting Statements taking care that you enter particulars for 'males' in Males Posting Statement (Form M) and for 'females' in Female Posting Statement (Form F).

134. You are advised to make entries in a sequence starting with lowest Pad No. used by you starting with Slip No. 1 in each Pad so as to avoid duplication or missing of any entries. Both the statements are similar except that one is meant for Males and the other for Females. You should not fill up Col. 1 (Final Serial No.) at the first instance. This col. will be filled after the revisional round, i. e., after you have brought the count- up-to-date with reference to sunrise of 1st March, 1971 (see para 131) and also after you have struck the grand total of Cols. 4 to 13. In cols. 2, 3 and 4 you have to copy Pad No., Slip No. and sex as recorded by you in the slips. Even though there are separate forms of Posting Statements for males and females, yet you are required to copy the sex in col. 4 from the Individual Slip as this will help as a check in avoiding mistakes in posting. In the remaining columns a tick (√) may be put against the appropriate columns, wherever information is found against the relevant question and a dash (—) may be put where it is not applicable

135. Cols. 5 and 6 are to be posted with reference to the entries against Q. 11 of the Individual Slip. If a person is noted as belonging to a Scheduled Caste put a tick under Col. 5 and a dash in Col. 6. if a Scheduled Tribe, put the tick in Col. 6 and dash in Col. 5. If the person is neither a Scheduled Caste nor Scheduled Tribe put a dash under Cols. 5 and 6 of the Posting Statement.

136. Cols. 7 and 8 of the Posting Statement have to be filled with reference to the answer to Q. 12 of the Individual Slip. A person can be either 'L' or 'O'. Put the tick or dash in the corresponding column accordingly. It must be noted that there cannot be a dash in both the columns.

137. Cols. 9—13 must be posted with some care. For a person for whom 'C' has been entered in the box against Q. 16(a)(i) a tick (√) should be put under Col. 9 and dash (—) under Cols. 10 to 13. Similarly for a person for whom 'A', or 'HHI' or 'OW' or 'X' has been recorded against Q. 16(a)(i) a tick (√) may be put under col. 10 or 11 or 12 or 13 respectively and dash (—) under remaining cols. from 9—13. You may please note that where a tick is put in col. 13 it means that person is a non-worker and there must be a dash in cols. 9 to 12. For your guidance specimen entries have been made in Enumerator's Posting Statement appearing as Appendix VIII. As you are likely to use more than one Posting Statement you are advised to strike totals by counting the number of ticks (√) in the relevant column(s) as soon as you have completed entries in one form and strike the grand totals after the Revisional Round. Now proceed to fill up Col. 1 in a continuous manner starting with the first entry in the posting statement, while assigning serial number in col. 1, you should ignore scored-out lines. Thus the grand total of col. 4 will be the last serial number in col. 1.

ENUMERATOR'S ABSTRACT

138. After striking the grand totals in Enumerator's daily posting statement you have to fill in another form given at Appendix IX (Form T). Specimen entries have been made in this form to give you an idea as to how an Abstract will be filled up. It is most important that this should be done with the greatest care. These abstracts will form the basis of the publication of the first results of the census. In the past censuses the enumerators had given very accurate abstracts and there was hardly any difference between the finally tabulated figures and those furnished in the abstract. You should post these abstracts with care and pass on to your Supervisor as quickly as possible. You should hand over the enumeration pads neatly bundled along with a sketch of your Enumeration Block as prescribed in para 10 and the posting statements and the abstract the very next day after the completion of the enumeration. Your work in the posting of the abstracts will be closely checked by your Supervisor. Any carelessness on your part will be taken serious notice of.

With the completion of enumeration and the handing over of the posting statements and the abstract and the census schedule pads your burden is over. If you have done your work well you can have the satisfaction that you have made your humble but invaluable contribution to a vital national task.

APPENDIX I

PROVISIONS OF THE INDIAN CENSUS ACT RELATING TO THE ENUMERATORS

(*See* para 2)

Asking of questions and obligation to answer

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

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

Occupier or manager to fill up schedule

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

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

Penalties

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

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

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

X X X X

shall be punishable with imprisonment which may extend to six months.

(2) Whoever abets any offence under sub-section (1) shall be punishable with fine which may extend to one thousand rupees".

APPENDIX II

PRINCIPLES OF HOUSENUMBERING

(*See* para 25)

THE CENSUS HOUSEHOLD NUMBER WILL CONSIST OF ; BUILDING NUMBER, CENSUS HOUSE NUMBER AND HOUSEHOLD NUMBER

Building :

"Building" is generally a single structure but sometimes made up of more than one component units, which is used or likely to be used as dwellings (residences), or establishments such as shops, workshops, factories, etc., etc., or as go-downs, store, cattle sheds etc., or in combination with any of these such as, shop-cum-residence or workshop-cum-residence, etc.

2. Sometime a series of different buildings may be found along a street which are joined with one another by common walls on either side looking like a continuous structure. These different units are practically independent of one another and likely to have been built at different times and owned by different persons. In such cases though the whole structure with all the adjoining units apparently appears to be one building, each portion should be treated as separate building and given separate numbers.

3. If there are more than one structure within an enclosed or open compound (premises) belonging to the same person, e.g., the main house, the servants' quarters, the garage etc., only one building number should be given for this group and each of the constituent separate structure assigned a sub-number like 1(1), 1(2), 1(3) and so on provided these structures satisfy the definition of a 'Census House' given hereafter.

4. The buildings should be numbered as follows :

(i) If the locality consists of a number of streets in a village, the buildings in the various streets in a village, should be numbered continuously. Streets should be taken in uniform order from North-east to South-west. It has been observed that the best way of numbering the buildings is to continue with one consecutive serial on one side of the street and complete the numbering on that side before crossing over to the end of the other side of the street and continuing with the serial stopping finally opposite to where the first number began.

(ii) In a town/city, enumeration block, the numbering will have to respect the axis of the street and not any pre-conceived geographical direction like North-east etc.

(iii) Arabic numerals (e.g., 1, 2, 3,...) should be used for building numbers.

(iv) A building under construction which is likely to be completed within about a year's time should also be given a number in the serial.

(v) If a new building either pucca or kachha is found after the house numbering has been completed or in the midst of buildings already numbered, it should be given a new number which may bear a sub-number of the adjacent building number, e.g., 10/1.....

Note.—These should not be numbered as 10(1) or 10(2) etc., as such numbering would apply to census houses within the same building. On the other hand 10/1 would mean a separate building that has come up after buildin No. 10.

Census House No.

5. A census house is a building or part of a building having a separate main entrance from the road or common courtyard or stair-case, etc., used or recognised as a separate unit. It may be inhabited or vacant. It may be used for a residential or non-residential purpose or both.

6. If a building has a number of flats or blocks which are independent of one another having separate entrances of their own from the road or a common stair-case or a common courtyard leading to a main gate, they will be considered as separate census houses. If within a large enclosed area there are separate buildings, then each such building will also be a separate census house. If all the structures within an enclosed compound are together treated as one building then each structure with a separate entrance should be treated as a separate census house.

7. Each census house should be numbered. If a building by itself is a single census house, then the number of the census house is the same as the building number. But if different parts or constitutent units of a building qualify to be treated as separate census houses, each census house should be given a sub-number within brackets to the building number as 10(1), 10(2), etc., or 11(1), 11(2), 11(3), etc.

8. The order in which census houses within a building are to be numbered, should be continuous, preferably clock-wise or in any convenient manner if it is difficult to do it clockwise.

9. The definition of census house may sometimes be difficult of application in its literal sense in the context of varying patterns of structures and their usage. For example, in cities and towns, one does come across a situation when a flat in the occupation of one household as residence may be made up four rooms or so and all the rooms may have direct entrance from a common courtyard, or a stair-case. In terms of the definition of a census house each of these rooms having entrances from the common stair-case, etc., may qualify to be treated as census houses. But it does not realistically reflect the situation of the number of houses. In such case, 'singleness' of use of these rooms along with the main house by the household should be taken into account and the entire flat comprising four rooms should be treated as one census house only and assigned one number. If on the other hand each one of these rooms had been separately occupied by independent households and if each portion had separate main entrance then each will be justified to be treated as a separate census house. In a hostel building even if the door of each room in which an inmate lives opens on to a common verandah or stair-case as it happens almost invariably, the entire hostel building may have to be treated as one census house only. In some parts of the country in the rural areas, the pattern of habitation is such that a single household occupies a group of huts within an enclosed fence which has one main entrance. Each of the apparently separated structures is an integral part of the housing unit as such. In such cases it may be more realistic to treat the group as one census house. Care should be taken to ascertain if only one household occupies such a unit or shared by more than one household. Thus the definition of a census house will have to be applied having due regard to the actual situation in such exceptional cases.

10. It is usual to find in municipal towns/cities that every site whether built upon or not are numbered by the municipal authorities on property basis. Such open sites even if they are enclosed by a compound wall should not be listed for census purposes. Only where a structure with four walls and a roof has come up should it be treated as a census house and listed. But in some areas the very nature of construction of houses is such that for example, a conical roof almost touches the ground and an entrance is also provided, and there may not be any wall as such. Such structures should of course be treated as buildings and houses numbered and listed.

Household No.

A Household is a group of persons who commonly live together and would take their meals from a common kitchen unless the exigencies of work prevented any of them from doing so. It may be made up of related or unrelated persons. A cook or a servant living in the house of his employers and taking his food there is to be considered as a member of the master's household. A hotel where a number of unrelated persons live together is an institutional household. So is a jail.

11. There may be one or more households in a census house. If there are more than one household, each of them should be given a separate identifying number. This can be done by using the alphabets as (a), (b), (c), etc., affixed to the census house number. For example if building No. 2 is also a census house and has three households, the household numbers will be 2(a), 2(b) and 2(c). If building number 4 has two census houses, the houses will be numbered as 4(1) and 4(2). If within these houses there are respectively 3 and 2 households then they will be numbered as 4(1)(a), 4(1)(b), 4(1)(c) and 4(2)(a) and 4(2)(b) respectively. If however, building No. 3 is also a census house and has only one household the number to be entered will be 3.

APPENDIX II

LIST OF A FEW TYPICAL INDUSTRIES THAT CAN BE CONDUCTED ON A HOUSEHOLD INDUSTRY BASIS

(*See* paras 92—95)

Foodstuffs

Production of flour by village chakkis or flour mills, milling or dehusking of paddy, grinding of chillies, turmeric, etc., production of gur, khandsari, boora, etc., production of pickles, chutney, jams, etc., processing of cashew nuts, making of dried vegetables, manufacture of sweet-meats and bakery products, production of butter, ghee, etc., slaughtering and preservation of meat and fish, fish curing etc., oil pressing ghani.

Beverages

Manufacture of country liquor, toddy, production of soda water, ice, ice-cream, sharbats, etc.. processing of coffee, etc :

Tabacco Products

Manufacture of bidi, cigars, cherroots, tobacco, snuff, etc.

Textile Cotton

Cotton ginning, carding, pressing and baling, spinning, etc., dyeing and bleaching of cloth, weaving in handlooms or powerlooms or manufacture of khadi, cloth printing, making of fishing nets, mosquito nets, cotton thread, rope, twine, etc.

Textile Jute, Wool or Silk

Similar type of production or processing as mentioned under Textile Cotton but pertaining to the material concerned.

Textile Miscellaneous

Making of *durries*, carpets, hosiery, embroidery, chrochet work, lace garland making, manufacture of headgear, making of *newar*, bed covers, curtains, pillow, pillow cases, etc., making of mattress, quilt (rezai), etc., making of namda felt, coconut fibre for upholstery, making of brushes, brooms etc., from coconut fibres, coir spinning, manufacture and repair of umbrellas, manufacture of dolls and toys (rags and cotton) etc.

Manufacture of Wood and Wood Products

Sawing and planing of wood, manufacture of wooden furniture, structural goods like beams, door and window frames, etc., wooden agricultural implements and their repair, wooden lacquerware, wooden toys, wood carving, sawdust and plaster figure making, inlay work, match splinters, plywood and veneers, etc., making palm leaf mats, fans, umbrellas, etc. baskets and broomstricks, caning of chairs, making of chicks and khas khas tatties, making of cart wheels, wooden sandals, etc.

Paper and Paper Products

Manufacture of pulp and paper by hand, making of envelopes, paper mache articles, card board boxes, paper flower, paper kites, toys, etc.

Printing and Publishing

Printing works, lithography, block making, book binding, etc.

Leather and Leather Products

Flaying and processing of hides and skins, making leather footwear, wearing apparel of leather and fur, repair of shoes or other leather products.

Rubber, Petroleum and Coal Products

Vulcanising tyres and tubes, manufacture of chappals from torn tyres and other rubber footwear, manufacture of rubber products from natural and synthetic rubber.

Chemicals and Chemical Products

Manufacture of toys, paints, colours, etc., manufacture of matches, fireworks, perfumes, cosmetics, manufacture of ayurvedic medicines, soap, plastic products, celluloid goods, manufacture of ink, candles, boot polish, etc.

Non-metallic Mineral Products and other than Petroleum and Coal

Making of bricks, roofing tiles, sanitary fittings, cement statues, stone or marble carvings, manufacture of stone structurals, stone dressing and stone crushing, mica splitting and manufacture of other mica products, making of earthenware and pottery, crockery, glass beads and bangles, earthen toys, manufacture of glass products, etc.

Basic Metals and their Products except Machinery and Transport Equipment

Manufacture of iron arms and weapons and their service and repair, iron and steel furniture, brass, bell-metal utensils, aluminium utensils, tin utensils, coper utensils, etc., nickeling and electroplating, blacksmithy, manufacture and repair of agricultural implements such as ploughshare, etc., making and repairing of locks and trunks, cutlery, manufacture of scales, weights and measures and foundry industry, etc.

Machinery (all kinds other than Transport) and Electrical Equipment

Manufacture of small machine tools and parts, repairing and servicing of fans, radios, domestic electrical appliances, etc.

Transport Equipment

Repairing and servicing of automobiles, manufacture of cycle parts, rickshaw parts, boats and barges, manufacture of animal-drawn and hand-drawn vehicles such as bullock carts, wheel barrow, etc.

Miscellaneous Manufacturing Industries

Repair of spectacles, photographic equipment, goldsmithy, silver filigree industry, gold covering work, bidriware, musical instruments, fountain pens, making of cowdung cakes, manufacture of sports goods, repairing of petromax lights, making of buttons and beads from conch-shell and horn goods.

APPENDIX IV

CLASSIFIED LIST OF ECONOMIC ACTIVITIES

(*See para* 112)

AGRICULTURE, HUNTING, FORESTRY AND FISHING

(Do not merely say plantation or fishing etc. but indicate the appropriate details as given here.)

Plantation Crops

Indicate the type of plantation such as tea, coffee, rubber, tobacco, edible nuts, fruits, ganja, betal nuts, etc.

Livestock Production

Indicate what kind of livestock is reared such as goats, sheep, horses, pigs, ducks, bees, silk worm, etc. Production of wool, raw silk, etc. are also covered in this.

Agricultural Services

Indicate what type of agricultural service, *e.g.*, pest destroying, spraying, operation of irrigation system, animal shearing and livestock services (other than veterinary services), grading agricultural and livestock products, soil conservation, soil testing etc.

Hunting

Indicate hunting, trapping and game propagation for commercial purpose only.

Forestry and Logging

Apart from planting and conservation of forests, felling and cutting of trees, etc., this would cover production of fuel, gathering of fodder, gums, resins, lac, etc.

Fishing

Sea, coastal and inland water, fishing, pisciculture, collection of pearls, conches, shells; sponges, etc.

MINING AND QUARRYING

(Do not merely say mining or quarrying but indicate further details) Indicate what is mined such as coal, lignite, crude petroleum, natural gas, iron ore, manganese, gold, silver, copper ore, quarrying of stones, clay and sand pits, precious and semi-precious stones ; mica, gypsum, etc.

MANUFACTURING AND REPAIR

(Do not merely say engaged in a factory, but indicate what the manufacturing is concerned with as detailed here.)

Manufacture of Food Products

Slaughtering, preparation and preservation of meat ; dairy products; canning and preservation of fruits and vegetable ; fish, grain mill products ; bakery products ; sugar ; boora ; common salt ; edible oils including vanaspati ; processing of tea or coffee ; manufacture of ice ; animal feeds, starch, etc.

Manufacture of Beverages, Tobacco and Tobacco Products

Rectifying and blending of spirits ; wine industries ; country liquor and toddy ; carbonated water industries ; bidi, cigar, cigarettes, zerda, snuff, etc.

Manufacture of Cotton Textiles

Cotton ginning, cleaning and baling ; spinning weaving and finishing of cotton in textiles mills ; printing ; dyeing and bleaching of cotton textiles ; cotton spinning other than in mills (charkha) ; khadi production ; weaving, etc. in handlooms and powerlooms ; etc.

Manufacture of Wool Silk and Synthetic Fibre Textiles

Wool cleaning, baling and pressing ; weaving and finishing in mills and other than in mills ; dyeing and bleaching ; printing of silk, synthetic textiles ; etc.

Manufacture of Jute, Hemp and Mesta Textiles

Spinning and pressing and baling of Jute and Mesta ; dyeing ; printing and bleaching of jutetextiles and manufacture of jute bags are also covered in this.

Manufacture of Textile Products

(Including wearing apparel other than footwear) knitting mills ; manufacture of all types of threads, cordage, ropes, etc. ; embroidery ; carpets ; rain coats ; hats ; made up textiles goods (except garments), Oil cloth, tarpaulin ; coir and coir products ; linoleum, padding, wadding, etc., are also covered in this.

Manufacture of Wood and Wood Products Furniture and Fixtures

Manufacture of veneer, plywood and their products ; sawing and planing of wood ; wooden and cane boxes, crates, drums, barrels, etc. beams, posts, doors and windows ; wooden industrial goods like blocks, handles ; etc. ; cork products ; wooden, bamboo and cane furniture and fixture, etc.

Paper and Paper Products and Printing, Publishing and Allied Industries

Manufacture of pulp ; paper, paper boards and newsprints ; container and paper boxes ; printing and publishing of newspapers ; periodicals, books, etc. ; engraving, block making, book binding, etc.

Leather and Fur Products

Tanning, currying, etc. of leather ; footwear (excluding repair) ; coats, gloves, currying, dyeing, etc. of fur, fur and skin rugs, etc.

Rubber, Plastic, Petroleum and Coal Products

Tyre and tubes industries ; footwear made of vulcanized or moulded rubber ; rubber and plastic products ; petroleum refineries ; production of coaltar in coke ovens, etc.

Chemicals and Chemical Products

Manufacture of gases such as acids, alkalis, Oxygen, etc. ; fertilisers and pesticides ; paints, varnishes ; drugs and medicines ; perfumes, cosmetics, lotions ; resins, etc., explosive and ammunition and fireworks, etc.

Non-metallic Mineral Products

Structural clay products ; glass and glass products ; earthenware and earthen pottery : chinaware and porcelain ware ; cement, lime and plaster ; asbestos, cement, etc.

Basic Metal and Alloys Industries

Iron and Steel Industries, casting foundries ; ferroalloys ; copper, brass, zinc and brass manufacturing, etc.

Metal Products and Parts except Machinery and Transport Equipment

Metal cans from tin-plate, sheets metal, barrels, drums, pails, safe, etc, ; structural metal products ; metal furniture and fixture ; and tools ; utensils, cutlery, etc.

Machinery, Machine tools and parts except Electrical Machinery

Agricultural machinery ; cranes ; road rollers, boilers, diesel engine ; refrigerators, air conditioners, etc.

Electrical machinery, Apparatus, Appliances and Supplies and parts

Electrical motors, generators, transformers ; insulated wires and cables ; dry and wet batteries ; radio, television, etc. ; X-ray apparatus ; electric computors, etc.

Transport equipments and parts

Shiping building and repairing locomotives and parts ; Railway wagons ; coaches, etc. ; rail road equipment ; motor vehicles ; bicycles ; aircrafts ; push-carts and hand carts, etc.

Other Manufacturing Industries

Do not say other manufacturing industries but write clearly what is being manufactured like manufacture of medical, surgical and scientific equipments; photographic and optical goods ; watches ; minting of coins ; musical instruments, etc.

ELECTRICITY, GAS AND WATER

Indicate if generation and transmission of electric energy or distribution is involved, *e.g.*, manufacture of gas in gas works and its distribution ; water supply, *i.e.*, collection, purification and distribution of water, etc.

CONSTRUCTION

(Do not merely say engaged in construction but give further particulars.) Clear details of the type of construction and maintenance such as buildings, road, railway, telegraph, telephone, water ways and water reservoirs, hydro electric projects, industrial plants, activities allied to construction such as plumbing, heating and air conditioning installation , setting of tiles, marble, brick, etc. ; construction of electrical installations, etc. should be given.

WHOLESALE AND RETAIL TRADE AND RESTAURANTS AND HOTELS

Food, Textiles, Live Animals, Beverages and Intoxicants

Indicate clearly that the wholesale trade is done in cereals, pulses ; foodstuff ; textiles and textile products ; *e.g.*, garments, shirtings, etc., ; beverages, intoxicants like wines, opium, ganja, tabacco, etc. ; wholesale trade in animals, straw and fodder is also covered in this.

Fuel, Light, Chemicals, Perfumery, Ceramics, Glass

Wholesale trade in medicines, chemicals, fuel lighting products ; toilets ; porcelain, glass utensil, crockery, etc.

All types of Machinery, Equipment, including Transport and Electrical Equipment

Agricultural and industrial machinery, *e.g.*, harvestors, threshers, etc. ; electrical machinery ; transport equipments, etc.

Miscellaneous Manufacturing

Wholesale trade in furniture, rubber and rubber products ; building materials ; clocks, etc. ; eye-glasses, etc. ; medical and surgical instruments ; precious metals, stones and jewellery, etc.

Retail Trade in food and food articles, beverage, tobacco and intoxicants

Indicate clearly that the retail trade is carried in grocery, vegetable, fruit selling, meat, poultry, bakery products, dairy products, pan, bidi, aerated water, etc.

Retail Trade in Textiles

Do not merely say engaged in retail trade in textile, but indicate clearly what the retail trade is concerned with. Dealers in textiles (non-ready made), ready-made garments, are some examples.

Retail Trade in Others

Indicate clearly what kind of retail trade it is like, medical, shops, booksellers, building material, etc.

Restaurants and Hotels

Restaurants, cafes and other eating places, hotels, rooming houses, camps and other lodging places.

TRANSPORT, STORAGE AND COMMUNICATION

(Do not merely say engaged in land, water, air transport but give further particulars.) Indicate what kind of transport such as railways, tramways, motor bus, etc. It also includes bullock carts, *ekka*, tonga, etc. ; ocean and coastal water, inland water transport, air transport, services rendered to transport such as packing, crating, travel agencies, etc. It also includes storage, warehousing, communication such as postal telegraph, wireless, telephone, etc.

FINANCING, INSURANCE, REAL ESTATE AND BUSINESS SERVICES

Indicate clearly whether services belong to banking ; credit institutions other than banks, *e.g.*, loan societies, agricultural credit institutions, etc.,; money lenders, financiers, etc. ; provident services; insurance carriers life ; fire, marine, accident, health, etc. It also includes business services *e.g.*, purchase and sale agents and brokers auctioneering ; accounting ; data processing ; engineering ; advertising services, etc. ; legal services rendered by advocates, barristers, pleaders, etc.

It should be clearly indicated whether service belongs to public administration, union government, state government, police service, quasi-government bodies, sanitary services, education, scientific and research, etc.

Personal Services

Do not merely say engaged in personal service but indicate clearly whether it is domestic service, services relating to laundries, cleaning and dyeing plants, hair dressing, photographic studies, international and other extra territorial bodies, etc.

APPENDIX V

Classified List of Occupations *i.e.* Description of work

[Q. 16 (*e*) *and* 17 (*e*) *See Paras* 113-114]

Professional, Technical and Related Workers

(Do not merely say an Engineer, Doctor, Teacher etc., in describing the work of an individual but furnish more precise particulars as given below.) Indicate clearly in respect of engineers to what branch they belong such as civil, mechanical, electrical, metallurgical, mining etc. In respect of physicians, state if they are allopathic, ayurvedic, homoeopathic, etc. Physiologists and dentists etc., should be recorded. As regards teachers, state if they are university teachers, secondary school, middle school, primary school or kindergarten teachers. There are various other types of chemists, physicists, archaeologists, nurses, pharmacists, health technicians, jurists, social scientists such as economists, statisticians, geographers, historians, anthropologists, etc., as also artists, writers, painters, sculptors, actors, etc., draughtsmen, laboratory assistants, librarians, ordained religious workers, astrologers etc., who will have to be recorded with particulars of their work.

Administrative, Executive and Managerial Workers

(Do not merely say Govt. Officer, an officer in a private firm or concern but give further particulars.) They may be in Government service or under a local body or in a business firm, manufacturing establishment or a catering establishment or a transport company and so on. Their full description should be recorded such as for example, Secretary to the Government of India, District Collector, Municipal Commissioner, Executive Officer of a Panchayat, Director of a firm, Manager of a business concern, Proprietor and Manager of a hotel, elected and legislative officials, air-crafts and ships officers, etc.

Clerical Workers

(Do not merely denote the work of a person as clerk or office worker but furnish further particulars.) State clearly the type of work done such as cashier, accountant, stenographer, typist, computing clerk, key punch operator, office assistant, guard, brakesman traffic controller, railway ticket inspector, postman, telephone/teleprinter/wireless operator, record keeper, despatcher, etc., office workers would also include peons, daftries etc.

Sale Workers

(Do not merely say a worker in a shop but give details.) It should be clearly recorded whether the proprietor of a business concern engages himself in wholesale or retail trade. Saleman or shop assistants, agents of insurance, brokers in share, auctioneers, commercial, travellers, hawkers and street vendors, money lenders, pawn brokers etc., will also be covered.

Service Workers

(There are all types of service workers such as those engaged as domestic servants or in personal services or in police service or watch and ward etc.) (Give precise particulars.) Hotel and restaurant keepers, house-keepers, matrons, and stewards (domestic and institutional), cooks, waiters, bartenders and related workers (domestic and institutional) maids and related house-keeping service workers, building caretakers,

sweepers, cleaners, and related workers, launderers, dry cleaners and pressers, hair dressers, beauticians and related workers, protection service workers, such as watchmen, chowkidars, gatekeepers, etc., other service workers.

Farmers, Fishermen, Hunters, Loggers etc., and Related Workers

Deep sea fishermen, inland or river water fishermen, shell gatherers, forest rangers, charcoal burners, forest produce gatherers, plantation managers, farm machine operators, gardeners, toddy tappers, rubber tappers, hunters, bird trappers, etc., will be covered.

Production and other Related Workers, Transport Equipment Operators and Labourers

(This may cover a very large variety of craftsmen and operators etc., whose work will have to be given in adequate detail.) Examples ; miners, quarrymen, well drillers, cotton ginners, spinners, dyers, knitters, lace makers, carpet makers, etc., tailors, cutters, hat makers, embroiderers, shoe makers or repairers, saddle makers, leather cutters, etc., blacksmiths, furnacemen, moulders, etc., cart builders, wheel wrights, cabinet makers, etc., stone cutters, bricklayers, masons, hut builders, thatchers, well diggers, etc., jewellers, goldsmiths, watch and clock makers or repairers, welders and plate cutters, sheet metal workers, machine tool operators, electricians, electrical and electronic wire fitters, radio mechanic, electric linesmen, cable jointers, carpenters, joiners, sawers, etc., printing type machine operators, proof readers, photo-litho operators, book binders, potters, moulders, firemen, kilnsmen, blowers and makers of glass, millers, bakers, confectioners, sweetmeat makers, food canners, coffee or tea planters, tobacco curers, graders and blenders of tobacco, bidi or cigar makers, snuff or zarda makers, tyre builders, crane or hoist operators, loaders and unloaders, etc.

APPENDIX VI

Some Illustrations for filling the economic characteristics falling under Q· 16 or Q· 17 are given below :

Q. 16 (a) (i) Worker	Q. 16 (a) (ii) Non-worker	Q. 16 (b) Place of Work	Q. 16 (c) Name of Establishment	Q. 16 (d) Nature of Industry, Trade, Profession or Service	Q. 16 (e) Description of Work	Q. 16 (f) Class of Worker
1	2	3	4	5	6	7
1. C	X	X	X	X	X	X
2. AL	X	X	X	X	X	X
3. HHI	X	PL	No particular name	Spinning yarn in Ambar Charkha	Spinning yarn	FW
4. HHI	X	PL	No particular name	Cotton Handloom Weaving	Dyeingand Spinning yarn	FW
5. HHI	X	PL	No particular name	Flour making chakki	Winnowing and cleaning grains	EE
6. HHI	X	PL	No particular name	Oil ghani	Running oil ghani	SW
7. HHI	X	PL	No particular name	Blacksmithy (making Agricultural implements)	Tempering and polishing implements	FW
8. HHI	X	PL	No particular name	Earthenware pottery	Making pottery on the wheel	FW
9. HHI	X	PL	No particular name	Earthenware pottery	Making and firing kiln	EE
10. HHI	X	PL	No particular name	Carpentry-manufacturing of wooden door and window	Carpenter	FW
11. HHI	X	PL	Sarafa-di-Hatti	Goldsmithy	Filling gold ornaments with lac	FW
12. HHI	X	New Delhi	Gupta Hosiery Works	Production of Hosiery goods	Operator, Hosiery machine	EE
13. OW	X	New Delhi	Verma Hosiery Works	Production of Hosiery goods	Accounts Clerk	EE
14. HHI	X	PL	No particular name	Electroplating	Scraping and Polishing metal	FW
15. HHI	X	PL	No particular name	Production of Cart wheel ring	Putting Iron hoop on Cart wheels	EE
16. OW	X	PL	No particular name	Hair cutting	Barber	SW
17. OW	X	PL	No particular name	Production of honey	Bee-keeping	SW
18. OW	X	PL	No particular name	Livestock raising	Tending cattle	FW
19. OW	X	Gir Forest	Govt. Forest Department	Logging in forest	Cutting trees in forest	EE
20. OW	X	PL	No particular name	Private tuition	Tutor	SW
21. OW	X	PL	No particular name	Fruit growing	Gardener in mango orchard	EE
22. OW	X	PL	Muthuswamy Coffee Estate	Coffee Plantation	Farm labourer	EE

1	2	3	4	5	6	7
23. OW	X	New Delhi	Northern Railway	Rail Transport	Travelling Ticket Inspector	EE
24. OW	X	PL	Indian Ceramic Institute	Research in manufacturing of ceramic products	Senior Scientific Officer (Ceramic Research)	EE
25. OW	X	PL	Office of the Registrar General, India	Central Govt. Service	Senior Research Officer (Vital Statistics)	EE
26. OW	X	PL	Gypsum Supply Co.	Supplying Gypsum on Orders	Contractor supplying Gypsum to Sindri Fertilizer Factory	ER
27. OW	X	PL	Chittaranjan Locomotive	Locomotive Factory	Accountant	EE
28. OW	X	PL	Delhi Railway Station	Railway Station Porter	Goods Shed Porter	EE
29. OW	X	Rampur village	C.P.W.D.	Road Construction	Manual Labourer (on muster roll) digging earth	EE
30. OW	X	PL	No particular name	House Construction	Labourer brick laying	SW
31. OW	X	PL	No particular name	Vegetable market labourer carrying goods	General Labourer	SW
32. OW	X	PL	Delhi Electric Supply Corporation Sub-Station	Transmission of electricity with the help of transformer	Machine Operator	EE
33. OW	X	PL	Madan Brothers	Retail shop in stationery stores	Shop Assistant	FW
34. OW	X	PL	Sahu and Co..	Wholesale Store for grains and cereals	Proprietor, wholesale trade	ER
35. OW	X	PL	Dayanand and Sons	Retail shop of ready-made garments and hosiery	Salesman	FW
36. OW	X	PL	Kaka Agrico	Dealing in Hardware	Sales Manager	EE
37. OW	X	PL	Indian Iron and Steel Company, Burnpur.	Manufacture of iron and steel structurals	Boiler Room Foreman	EE
38. OW	X	New Delhi	Indian Airlines Corporation	Air Transport	Air Pilot	EE
39. OW	X	Chandigarh	State Motor Transport Undertaking	Motor Transport Service	Bus Driver	EE
40. OW	X	PL	Prakash Transport Service.	Goods Transport by Motor Truck	Working Proprietor	ER
41. OW	X	PL	Medical College, Calcutta, Radiology Deptt.	Medical and Health Service of State	Radiologist	EE
42. OW	X	PL	I.C.A.R., Pusa, Delhi	Plant Protection Research	Plant Nutritionist	EE
43. OW	X	PL	Bimbla Sugar Factory	Sugar Factory	Chemist	EE
44. OW	X	PL	Akash Chemical and Pharmaceutical Factory	Manufacture of antibiotics	Chemist	EE
45. OW	X	PL	L.I.C., Delhi	Life Insurance Business	Secretary Administration	EE
46. OW	X	PL	Govt. of Tamil Nadu (Commerce and Industry Department)	State Government service	Assistant Secretary	EE

1	2	3	4	5	6	7
47. OW	X	PL	Govt. of Tamil Nadu (Commerce and Industry Department)	State Government service	U.D.C.	EE
48. OW	X	PL	Kundan Brothers, Jewellers, Jaipur	Jewellery Works	Supervisor	FW
49. OW	X	PL	No particular name	Domestic Service	Cook	EE
50. OW	X	PL	Asoka Hotel, New Delhi	Residential Hotel	Cook	EE
51. OW	X	Bangalore	XYZ Club	Recreation Club	Bearer	EE
52. OW	X	PL	No particular name	Retail trade in grocery	Working proprietor	SW
53. OW	X	PL	Bhilai Steel Plant	Steel Production	Chartered Accountant	EE
54. OW	X	Howrah	Howrah Jute Mill	Jute Mill	Accountant	EE
55. OW	X	PL	ABC Film Studios	Production of feature films	Cinema Actor	SW
56. OW	X	PL	Ruparekha Company	Commercial Sign painting	Sign painter	EE
57. OW	X	PL	Portland Cement Co.	Cement manufacturing	Canvas bag maker	EE
58. OW	X	PL	ABC Stock Exchange	Share broker	Share broker in tea and jute	SW
59. OW	X	PL	ABC Business House Ltd.	Discounting of bills of business firms	Managing Director	ER
60. OW	X	PL	Ramachandra Engineering Co.	General Engineering Works	Die Caster	EE
61. OW	X	PL	ABC Paint Factory	Manufacture of paints	Ochre Grinder	EE
62. OW	X	PL	Solan Breweries	Brewery Factory	Distillation Plant Operator	EE
63. OW	X	PL	ABC Chemical Factory	Manufacture of Hydrochloric Acid	Grinder	EE
64. OW	X	PL	ABC Rerolling Mills	Steel Rerolling Works	Cleaner	EE
65. OW	X	PL	ABC Cinema	Cinema House	Gate keeper	EE
66. OW	X	PL	ABC Engineering Works	Iron and Steel Foundry	Moulder	EE
67. OW	X	PL	ABC Oil Mill	Manufacture of mustard oil	Foreman, Packing Department	EE
68. OW	X	PL	ABC Company	Motor body building Factory	Foreman, Saw Mill	EE
69. OW	X	Shahdara	ABC Aluminium Company	Aluminium Factory	Foundry Caster	EE
70. OW	X	Tata Nagar	ABC Iron Factory	Iron Foundry Works	Furnaceman Boiler shop	EE
71. OW	X	New Delhi	Govt. Printing Press	Printing Works	Mono Operator	EE
72. OW	X	PL	ABC Small Tool Company	Small Tools Production	Brass Turner	EE
73. OW	X	PL	State Social Welfare Board	Social Welfare Organisation	Honorary Social Worker	SW
74. OW	X	New Delhi	Parliament, Delhi	Parliamentary Work	Member of Parliament	SW
75. OW	X	PL	No particular journal	Writing for newspapers and periodicals	Freelance journalist	SW
76. OW	X	PL	ABC Party	Promotion of party's Political Work	Political Worker	SW

APPENDIX VIII—concld.

ENUMERATOR'S DAILY POSTING STATEMENT

(Form M)

Location Code ..... Enumerator's Block No. ....

Name of Village ..... Name of Enumerator.....

MALES

Final Sl. No.	Pad No.	Slip No.	Sex Q. 3	S.C. or S.T. Q. 11		Literacy Q. 12		Main Activity Q. 16 (a) (i)				
				S.C.	S.T.	Literate L	Illiterate O	Cultivator C	Agricultural labourer AL	Household Industry HHI	Other worker OW	Non-workers X
1	2	3	4	5	6	7	8	9	10	11	12	13

Signature of Enumerator.....

Date.....

Verified 100 per cent with Schedules and found correct .

Signature of the Supervisor .....

Date.....

Note.—Make sure that total of col. 4 = total of cols. 7+8
= total of cols. 9+10+11+12+13.

APPENDIX VIII—concld.

ENUMERATOR'S DAILY POSTING STATEMENT

(Form F)

Location Code ..... Enumerator's Block No. .....

Name of Village ..... Name of Enumerator .....

FEMALES

Final Sl. No.	Pad No.	Slip No.	Sex Q. 3	S.C. or S.T. Q. 11		Literacy Q. 12		Main Activity Q. 16 (a) (i)				
				S.C.	S.T.	Literate L	Illiterate O	Cultivator C	Agricultural labourer AL	Household Industry HHI	Other worker OW	Non-workers X
1	2	3	4	5	6	7	8	9	10	11	12	13

Signature of Enumerator ..... Verified 100 per cent with Schedules and found correct.

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

Date .....

Note.—Make sure that total of col. 4 = total of cols. 7+8
= total of cols. 9+10+11+12+13.

APPENDIX IX

ENUMERATOR'S ABSTRACT

(Form T)

Location Code ..... Enumerator's Block No. .....

Name of Village ..... Name of Enumerator.....

No. of occupied residential houses .....

Total No. of Households..... No. of Institutional Households ..... No. of Houseless households .....

Sex	Population	S.C.	S.T.	Literate	Illiterate	MAIN ACTIVITY					Houseless population	Institutional population
						Cultivator	Agricultural labourer	Household Industry	Other worker	Non-workers		
1	2	3	4	5	6	7	8	9	10	11	12	13
M												
F												
Total												

Signature of the Enumerator..... Signature of the Supervisor .....

Date..... ..... Date.....

Note.—The information on the occupied residential houses, households, institutional households and houseless households will have to be provided with reference to entries in the Population Record. Make sure that you have counted the houses and households correctly. See paras 24—29 of the instruction for filling up the Individual Slip. The number of households can be same as/or more than the census houses, but normally there will not be more houses than the households. The information for columns 12 and 13 will be obtained by counting the population in houseless households (household number noted 'O') and institutional households (household number with 'INST' indicated) respectively in the Population Record.

APPENDIX VI

OFFICERS AND STAFF EMPLOYED IN THE OFFICE OF DIRECTOR CENSUS OPERATIONS, UNION TERRITORY, CHANDIGARH UP TO 30TH JUNE, 1971

Serial No.	Designation of the post along with Name of incumbent	No.	Period of service in this office		Remarks
			From	To	
1	2	3	4	5	6
1	Director of Census Operations, U.T. Chandigarh (1) Shri R. K. Goswami	1	20-5-70	Continuing	Deputed from Delhi Administration
2	Tabulation Officer .. (1) Shri M. L. Sharma	1	23-11-70	Continuing	On transfer from Punjab Census Office
3	Statistical Assistant .. (1) Shri Raj Kumar	1	8-7-70	Continuing	On promotion from the post of Computor
4	Computors ..	3			
	(1) Shri Raj Kumar ..		20-2-70	7-7-70	Promoted as Statistical Assistant
	Shri Yog Raj		10-11-70	Continuing	Direct recruitment
	(2) Shrimati Kamlesh Gupta ..		22-2-71	Continuing	Direct recruitment
	(3) Shri Kaur Singh		15-5-71	Continuing	On promotion from the post of L.D.C.
5	U.D.C.-cum-Cashier Shri K.C. Dhingra ..	1	1-5-71	Continuing	Direct recruitment
6	Lower Division Clerks ..	2			
	(1) Shri Kaur Singh ...		30-5-69	14-5-71	Promoted as Computor
	Shri Birinder Singh ..		15-6-71	Continuing	Direct recruitment
	(2) Shri Vinod Kumar Ohri		14-5-70	15-1-71	
	Miss. Chander Kanta		2-2-70	Continuing	Direct recruitment
7	Draughtsman ..	1			
	(1) Shri K.L. Manchanda ..		1-8-70	Continuing	On promotion from the post of Assistant Compiler
8	Junior Scale Stenographer ..	1			
	(1) Miss. Gurdeep Kaur		7-7-70	Continuing	Direct recruitment
9	Assistant Compiler ..	2			
	(1) Shri Raj Kumar ..		1-7-68	19-2-70	Allocated from the office of Superintendent Census Operations, Punjab, Haryana and U. T., Chandigarh.
	Shri K.L. Manchanda		20-5-70	31-7-70	Promoted as Draughtsman
	Shri Manjit Singh ..		13-8-70	Continuing	Direct recruitment
	(2) Shri Baldev Raj ..		6-3-71	Continuing	Direct recruitment

1	2	3	4	5	6
10	Peons ..	2			
	(1) Shri Dhian Singh ..		30-5-69	Continuing	Transferred from Punjab Census Office.
	(2) Shri Mehman Singh ..		8-12-70	Continuing	Direct recruitment
11	Chowkidar ...	1			
	(1) Shri Prem Chand ..		27-7-70	Continuing	Direct recruitment
12	Sweepers ..	1			
	(1) Shri Nakli Singh ..		29-6-70	14-10-70	Direct recruitment
	Shrimati Parmila ..		15-10-70	Continuing	Direct recruitment
13	Mali ..	1			
	(1) Shri Shadi Ram ..		1-8-70	13-10-70	Direct recruitment
	Shri Ram Dutt ..		14-12-70	Continuing	Direct recruitment

APPENDIX VII

Copy of D.O. letter No. 3/3/69-Ad.II, dated the 31st December, 1970 from Shri A. Chandra Sekhar, Registrar General, India, to Shri B. P. Bagchi, Chief Commissioner, Chandigarh.

The first phase of 1971 Census operations has gone off well in the Union Territory of Chandigarh and the housenumbering and houselisting has been completed on schedule. Now we enter the crucial stage of census operations namely the final census operation which is to commence on the 1st February, 1971 and will be completed by 25th February. The Director of Census Operations, Chandigarh, Union Territory, has already embarked upon the training programme of the Charge Officers, Supervisors and Enumerators and the administrative machinery is being geared up to the enumeration phase. He is being handicapped for want of a quick transport at his disposal. In the interest of Census work in the Union Territory, we would request you kindly to accord this facility to the Director of Census Operations Chandigarh by placing one of the Jeeps of the Chandigarh Administration for use by the Census Director to pursue the training programme and also the actual supervision during the enumeration period i.e., from now on till the 25th of February, 1971. The Census organisation will pay the actual propulsion charges of the vehicle during the period it is used by the Director of Census Operations, Chandigarh.

I shall be greatly obliged if you could kindly extend this small assistance which will go a long way to ensure the successful completion of census enumeration in the Union Territory.

APPENDIX

STATEMENT SHOWING THE SUPPLY AND UTILISATION OF EACH TYPE OF SCHEDULE LISTING AND

Language			HOUSELISTING							
			House list Forms		Establishment Schedules		Enumerator's Abstract		Instruction Books	
			Received	Utilised	Received	Utilised	Received	Utilised	Received	Utilised
1			2	3	4	5	6	7	8	9
English	Actual	..	2,546	2,500	1,038	1,000	800	775	..	..
	Training	..	134	134	134	134	300	300	164	160
Hindi	Actual	..	618	618	215	215	..	..	..	..
	Training	..	54	54	54	54	..	..	174	170
Punjabi	Actual	..	928	900	323	300	..	..	..	..
	Training	..	81	81	81	81	..	..	81	40

VIII

AND INSTRUCTION BOOKS IN ENGLISH, PUNJABI AND HINDI DURING THE HOUSE-ENUMERATION PERIOD

ENUMERATION											
Individual Slips		Population Record		EDPS Males		EDPS Females		Enumerator's Abstract		Instruction Books	
Received	Utilised	Received	Utilised	Received	Utilised	Received	Utilised	Received	Utilised	Received	Utilised
10	11	12	13	14	15	16	17	18	19	20	21
2,75,000	2,50,000	89,500	70,000	3,000	2,500	3,000	2,500	800	600	..	..
24,000	24,000	600	600	600	600	600	600	300	300	450	425
35,800	10,000	..	..	1,200	100	1,200	100	300	10	..	..
4,800	4,800	..	..	300	300	300	300	200	200	100	75
10,000	3,000	16,500	500	1,000	50	1,000	50	1,000	5	..	..
..	..	1,500	500	250	25	250	25	400	50	..	..

APPENDIX IX

STATEMENT SHOWING THE NUMBER OF BLOCKS, CIRCLES AND CHARGES FORMED IN THE UNION TERRITORY OF CHANDIGARH

No. of Blocks/Circles/Charges		
Blocks	..	437
Circles	..	94
Charges	..	3
		(i) Chandigarh Town
		(ii) Mani Majra Town
		(iv) Rural Areas

APPENDIX X

DISTRICTWISE DISTRIBUTION OF CENSUS ENUMERATORS (INCLUDING RESERVE) BY BROAD CATEGORIES

State/District	Total Rural Urban	Housenumbering and Houselisting					Census Enumeration				
		Total No. of Enumerators	Teachers	Village Officers	Govt. Local Admin. officials	Others	Total No. of Enumerators	Teachers	Village Officers	Govt. Local Admin. officials	Others
1	2	3	4	5	6	7	8	9	10	11	12
Union Territory Chandigarh	Total	367	..	4	363	..	482	..	5	477	..
	Rural	49	..	4	45	.	43	.	5	38	..
	Urban	318	..	..	318	..	439	..	..	439	..
Chandigarh District	Total	367	..	4	363	..	482	..	5	477	..
	Rural	49	..	4	45		43	..	5	38	.
	Urban	318	..	..	318	.	439	.	.	439	.

DISTRICTWISE DISTRIBUTION OF CENSUS SUPERVISORS (INCLUDING RESERVE) BY BROAD CATEGORIES

Union Territory Chandigarh	Total	80	..	..	80	.	118	1		117	
	Rural	11			11	.	10	1	..	9	.
	Urban	69	.	.	69	.	108	..	..	108	..
Cdihangarh District	Total	80	..	..	80	..	118	1	..	117	.
	Rural	11	.	.	11	..	10	1		9	.
	Urban	69	..	.	69	..	108	..	.	108	..

APPENDIX XI

STATEMENT SHOWING THE TOTAL NUMBER OF NORMAL AND SPECIAL CHARGES, SUPERVISOR'S CIRCLES AND ENUMERATOR'S BLOCKS

Normal Charges	.. 3
Special Charges	.. 6
Supervisor's Circles	.. 94
Enumerator's Blocks	.. 437

APPENDIX XII

The Census Act

Act No. XXXVII of 1948. Amended by Acts XL of 1949, LI of 1950, the Adoptation of Laws Order, 1950 and Act XXII of 1950 (Passed by Dominion Legislature). Received the assent of the Governor-General on the 3rd September, 1948. An Act to provide for certain matters in connection with the taking of census.

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

It is hereby enacted as follows :

1. *Short title and extent—*

(1) This Act may be called the Census Act, 1948.

(2) It extends to the whole of India.

2. *Rule of construction respecting enactments not extending to Jammu and Kashmir—*

Any reference in this Act to the Indian Penal Code or the Indian Evidence Act, 1872, shall, in relation to the State of Jammu and Kashmir, be construed as a reference to the corresponding enactment in force in that State.

3. *Central Government to take census—*

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

4. *Appointment of census staff—*

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

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

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

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

5. *Status of census authorities as public servants—*

The Census Commissioner, all Superintendents of Census Operations and all Census officers shall be deemed to be public servants within the meaning of the Indian Penal Code.

6. *Discharge of duties of census officers in certain cases—*

(1) Where the District Magistrate, or such authority as the State Government may appoint in this behalf, by a written order so directs—

(a) every officer in command of any body of men belonging to the naval, military or air forces or of any vessel of war, of India,

(b) every person (except a pilot or harbour master) having charge or control of a vessel,

(c) every person in charge of a lunatic asylum, hospital, work-house, prison, reformatory or lock-up or of any public, charitable, religious or educational institution,

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

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

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

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

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

7. *Power to call upon certain persons to give assistance—*

The District Magistrate, or such authority as the State Government may appoint in this behalf for any local area may, by written order which shall have effect throughout the extent of his district or of such local area, as the case may be call upon—

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

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

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

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

8. *Asking of questions and obligation to answer—*

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

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

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

9. *Occupier to permit access and affixing of numbers—*

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

10. *Occupier or manager to fill up schedule—*

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

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

11. *Penalties—*

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

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

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

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

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

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

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

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

12. *Sanction required for prosecution—*

No prosecution under this Act shall be instituted except with the previous sanction of the State Government or of any authority authorised in this behalf by the State Government.

13. *Operation of other laws not barred—*

Nothing in this Act shall be deemed to prevent any person from being prosecuted under any other law for any act or omission which constitutes an offence under this Act :

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

14. *Jurisdiction—*

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

15. *Records of census not open to inspection nor admissible in evidence—*

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

16. *Temporary suspension of other laws as to mode of taking census in municipalities—*

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

17. *Grant of Statistical asbtract—*

The Census Commissioner or any Superintendent of Census Operations or such person as the State Government may authorise in this behalf may, if he so thinks fit, at the request and cost (to be determined by him) of any local authority or person, cause abstracts to be prepared and supplied containing any such statistical information as can be derived from the census return for India or any State as the case may be, being information which is not contained in any published report and which is in his opinion it is reasonable for that authority or person to require.

18. *Power to make rules—*

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

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

APPENDIX XIII

GOVERNMENT OF INDIA,

MINISTRY OF HOME AFFAIRS

New Delhi-1, the 3rd July, 1969 / 12 Asadha, 1891

Notification

S.O.....In pursuance of section 3 of the Census Act, 1948 (37 of 1948), the Central Government is pleased to declare that a census of the population of India shall be taken during the year, 1971. The reference date for the census will be the sunrise on 1st March, 1971.

(28/101/69-Pub.I)

Sd/-
(K. R. Prabhu)
Joint Secretary to the Government of India.

No. F.28/101/69-Pub. I, New Delhi-1, dated 3rd July, 1969/12 Asadha, 1891.

Copy forwarded for information to all State Governments/Union Territories.

Sd/-
(L. D. Hindi)
Under Secretary to the Government of India.

No. F.28/101/69-Pub. I, New Delhi-1, dated 3rd July, 1969/12 Asadha, 1891.

Copy forwarded for information to the Registrar-General of India, New Delhi.

Sd/-
(L. D. Hindi)
Under Secretary to the Government of India.

15 Copies for Public I Section.

Office of the Registrar General, India.

No. 98/30/69-CTU, New Delhi-11, 9th July, 1969.

A copy of M.H.A. notification No. F.28/101/69-Pub.I, dated the 3rd July, 1969 is endorsed to all Superintendents of Census Operations for information.

Sd/-
(K. K. Chakravorty)
Central Tabulation Officer.

APPENDIX XIV

IMMEDIATE

MINISTRY OF HOME AFFAIRS
(OFFICE OF THE REGISTRAR GENERAL, INDIA)

New Delhi, the 14th January, 1971.

S.O. 37.—In pursuance of Section 3 of the Census Act, 1948 (37 of 1948), the Central Government hereby makes the following amendment to the notification of the Government of India in the Ministry of Home Affairs No. S.O. 2709, dated the 3rd July, 1969 namely :—

In the said notification for the expression "1st March, 1971", the expression "1st April, 1971" shall be substituted.

(No. 9/30/69-CTU)

Sd/-
(A. Chandra Sekhar)
Registrar General, India ; and
Ex-officio, Joint Secretary.

No. 9/30/69-CTU(CEN), New Delhi-11, dated the 1st March, 1971.

Copy forwarded for information to :—

(i) All State Governments/Union Territories,

(ii) All Directors of Census Operations.

[The above amendment has been published in the Gazette of India, Part II—Section 3—Sub-section (ii) dated January 23, 1971].

Sd/-
(K. D. Ballal)
Deputy Registrar General, India ; and
Ex-officio Deputy Secretary to
Government of India.

APPENDIX XV

(To be published in the Gazette of India, Part III, Section 1)

No. 6/29/69-Ad.I

GOVERNMENT OF INDIA

MINISTRY OF HOME AFFAIRS

OFFICE OF THE REGISTRAR GENERAL, INDIA

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

Notification

The President is pleased to appoint Shri R. K. Goswami, an officer belonging to Dhani Civil Service, as Director of Census Operations and *ex-officio* Superintendent of Census Operations, Union Territory of Chandigarh, with effect from the forenoon of the 20th May, 1970, until further orders.

His headquarters will be at Chandigarh.

Sd/-

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

To

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

APPENDIX XVI

CHANDIGARH ADMINISTRATION

HOME DEPARTMENT

CENSUS

Notification

The 30th June, 1970.

No. 528-IH(I)-70/13415.—In exercise of the powers conferred by sub-section (2) of Section 4 of the Census Act, 1948 (Central Act No. XXXVII of 1948), the Chief Commissioner, Chandigarh is pleased to appoint the Executive Magistrate, Chandigarh, as the District Census Officer for the area comprised in the Union Territory of Chandigarh.

S. N. Bhanot,
Home Secretary,
Chandigarh Administration.

No. 528-IH(I)-70/13416, dated Chandigarh, the 30th June, 1970.

A copy is forwarded for information and necessary action to the :—

(1) Deputy Commissioner, Chandigarh ;

(2) Executive Magistrate, Chandigarh Union Territory ;

(3) Divisional Forest Officer-cum-Block Development and Panchayat Officer, Chandigarh.

Sd/-
Assistant Secretary,
for Home Secretary,
Chandigarh Administration.

No. 528-IH(I)-70/13417, dated Chandigarh, the 30th June, 1970.

A copy is forwarded to the Controller, Printing and Stationery, U.T., Chandigarh. The above notification may please be published in the next issue of the Gazette of this Administration and 25 spare copies thereof, supplied to this Administration for official use.

Sd/-
Assistant Secretary,
for Home Secretary,
Chandigarh Administration.

No. 528-IH(I)-70/13418, dated Chandigarh, the 30th June, 1970.

A copy is forwarded to the Director of Census Operations, Union Territory, No. 72, Sector-5B, Chandigarh, with reference to his letter No. UT/70/4871, dated 30-5-70, for information and necessary action.

Sd/-
Assistant Secretary,
for Home Secretary,
Chandigarh Administration.

APPENDIX XVII

CHANDIGARH ADMINISTRATION
HOME DEPARTMENT
Notification
The 30th June, 1970

No. 5224-IH(I)-70/13419.—In exercise of the powers conferred by sub-section (2) of section 4 of the Census Act, 1948 (Central Act No. XXXVII of 1948), the Chief Commissioner, Chandigarh, is pleased to appoint the following officers as Census officers to be designated as Charge Officers for the area specified against everyone of them :—

(1) Tehsildar, Chandigarh	Area comprised in Chandigarh City
(2) Naib-Tehsildar (Elections), Chandigarh ..	Area comprised in the Union Territory of Chandigarh other than the Chandigarh City

S. N. Bhanot,
—Home Secretary,
Chandigarh Administration.

No. 5224-IH(I)-70/13420, dated Chandigarh, the 30th June, 1970.

A copy is forwarded for information and necessary action to the :—

(1) Deputy Commissioner, Chandigarh ;

(2) Executive Magistrate, Chandigarh Union Territory ;

(3) Divisional Forest Officer-cum-Block Development and Panchayat Officer, Chandigarh.

Sd/-
Assistant Secretary,
for Home Secretary ;
Chandigarh Administration.

No. 5224-IH(I)-70/13421, dated Chandigarh, the 30th June, 1970.

A copy is forwarded to the Controller, Printing and Stationery, U.T. Chandigarh. The above notification may please be published in the next issue of the Gazette of this Administration and 25 copies thereof supplied to this Administration for official use.

Sd/-
Assistant Secretary,
for Home Secretary,
Chandigarh Administration.

No. 5224-IH(I)-70/13422, dated Chandigarh, the 30th June, 1970.

A copy is forwarded to the Director of Census Operations, Union Territory, No. 72, Sector 5-B, Chandigarh, with reference to his letter No. UT-70/4871, dated 30th May, 1971 for information and necessary action.

Sd/-
Assistant Secretary,
for Home Secretary,
Chandigarh Administration.

APPENDIX XVIII

CHANDIGARH ADMINISTRATION
HOME DEPARTMENT
CENSUS
NOTIFICATION
The——July, 1970.

No. 537-IH(I)-70/ —In exercise of the powers conferred by sub-section (1) of Section 8 of the Census Act, 1948 (Central Act No. XXXVII of 1948), the Chief Commissioner Chandigarh, is pleased to empower all the Census Officers appointed for the Union Territory of Chandigarh to ask from all persons within the limits of their respective jurisdiction all questions necessary for collecting information, in connection with the Census Operations of 1971, on the points enumerated in the Schedule annexed hereto :—

SCHEDULE

Part I

Houselist

1. Line No.
2. Building No. (Municipal or Local Authority No.)
3. Census House No.

Predominant construction material of census house

4. Material of wall.
5. Material of roof.

6. Purpose for which census house is used, e.g., residence, shop, shop-cum-residence, business, factory, workshop, workshop-cum-residence, school, bank, commercial house, office, hospital, hotel, etc., or vacant.
7. Is it used wholly or partly as an establishment ? Yes or No. If yes, enter further details in the establishment schedule and indicate the serial No. of that entry here.

If used wholly or partly as residence

8. Household No.
9. Name of the Head of Household.
10. If Scheduled Caste or Scheduled Tribe, write name of the Caste/Tribe.
11. Number of living rooms in the occupation of Census household.
12. Does the head of household live in owned or rented house ?

    (i) Owned (O) ; (ii) Rented (R).

Number of persons normally residing in Census Household on day of visit of the enumerator

13. Males.
14. Females.
15. Total
16. Does the household cultivate land ? (Yes or No).
17. Remarks.

Part II

Establishment Schedule

1. Serial No.
2. Census House No.
3. Name of the Establishment or of the proprietor.
4. Is the establishment—
   (a) Government/Quasi-Government.
   (b) Private
   (c) Co-operative Institution.
5. Average number of persons working daily in the last week or the last working season, including proprietors and/or family workers.
6. Is it—
   (a) Household Industry ; or
   (b) Registered Factory or
   (c) Unregistered workshop.

   If manufacturing, processing or servicing is done
7. Description of the products, processing or servicing done.
8. Type of fuel or power used.
9. Description of goods bought/sold.
10. Whether—
    (a) Wholesale ; or
    (b) Retail.

    If used as a trading establishment
11. If used as any other establishment, describe, e.g., Government Office, School, Hospital, Railway station, Barber's saloon, Cinema theatre, Hotel, Tea shop, etc.

Part III

Individual Slip

1. Name.
2. Relationship to the head.
3. Sex.
4. Age.
5. Marital status.
6. For currently married women only ;
   (a) Age at the time of marriage ;

(b) Any child born in the last one year.

Birth Place

7. (a) Place of birth.

(b) Rural/Urban.

(c) District.

(d) State/Country.

Last Residence

8. (a) Place of last residence.

(b) Rural/Urban.

(c) District.

(d) State/Country.

9. Duration of residence at the village or town of enumeration.

10. Religion.

11. Scheduled Caste or Scheduled Tribe.

12. Literacy (L or O).

13. Educational level.

14. Mother Tongue.

15. Other languages.

Main Activity

16. Main Activity—

(a) Broad Category { (i) Worker (C, AL, HHI, OW) / (ii) Non-worker (H, ST, R, D, B, I, O)

(b) Place of work :

(Name of village/town).

(c) Name of establishment.

(d) Nature of industry, Trade, Profession or Service.

(e) Description of Work.

(f) Class of worker.

Secondary Work.

17. Secondary Work.

(a) Broad Category (C, AL, HHI, OW

(b) Place of work
(Name of village/town)

(c) Name of establishment

(d) Nature of Industry, Trade, Profession or Service.

(e) Description of work.

(f) Class of worker.

Sd./-

S. N. Bhanot,
Home Secretary,
Chandigarh Administration.

No. 537-IH(I)-70/ , dated Chandigarh-17, the——July, 1970.

A copy is forwarded, for information and necessary action to the :—

(i) Deputy Commissioner, Chandigarh ;

(ii) Executive Magistrate, Union Territory, Chandigarh ;

(iii) Tahsildar and Naib-Tahsildar, Union Territory, Chandigarh.

(iv) Divisional Forest Officer-cum-Block Development and Panchayat Officer, Chandigarh.

Sd/-
Assistant Secretary,
for Home Secretary,
Chandigarh Administration.

No. 537-IH(I)-70/ ,dated Chandigarh-17, the——July,. 1970.

A copy is forwarded to the Controller, Printing and Stationery, Chandigarh. The above notification, complete with endorsements, may please be published in the next issue of the Gazette of this Administration and 100 copies thereof supplied to the Director of Census Operations, Union Territory, Chandigarh, House No. 72, Sector 5-B, Chandigarh and 50 copies to this Administration.

Sd/-
Assistant Secretary,
for Home Secretary,
Chandigarh Administration.

No. 537-JH(I)-70/ , dated Chandigarh-17, the 4th July, 1970.

A copy is forwarded to the Director of Census Operations, Union Territory, Chandigarh, House No. 72, Sector 5-B, Chandigarh, with reference to his letter No. UT-70/110/4967, dated 2nd June, 1970, for information.

Sd/-
Assistant Secretary,
for Home Secretary,
Chandigarh Administration.

APPENDIX XIX

CHANDIGARH ADMINISTRATION

HOME DEPARTMENT

NOTIFICATION

The 30th June, 1970

No. 5223-IH(I)-70/13423/—In exercise of the powers conferred by sub-section (3) of section 4 of the Census Act, 1948 (Central Act No. XXXVII of 1948), the Chief Commissioner, Chandigarh is pleased to authorise the Executive Magistrate, Chandigarh, appointed as District Census Officer, *vide* Chandigarh Administration, Home Department notification No. 528-IH(I)-70/13415, dated the 30th June, 1970 to sign the declarations envisaged in sub-section (3) of section 4 of the aforesaid Act.

Sd/-
S. N. BHANOT,
Home Secretary,
Chandigarh Administration.

No. 5223-IH(I)-70/13424 dated Chandigarh the 30th June, 1970.

A copy is forwarded for information and necessary action to the :—

(1) Deputy Commissioner, Chandigarh ;

(2) Executive Magistrate, Chandigarh Union Territory ;

(3) Divisional Forest Officer-cum-Block Development and Panchayat Officer, Chandigarh.

Sd./-
Assistant Secretary,
for Home Secretary,
Chandigarh Administration.

No. 5223-IH(I)-70/13425 dated Chandigarh the 30th June, 1970.

A copy is forwarded to the Controller, Printing and Stationery, U. T., Chandigarh. The above notification may please be published in the next issue of the Gazette of this Administration and 25 spare copies thereof supplied to this Administration for official use.

Sd./-
Assistant Secretary,
for Home Secretary,
Chandigarh Administration.

No. 5223-IH(I)-70/13426 dated Chandigarh the 30th June, 1970.

A copy is forwarded to the Director of Census Operations, Union Territory, No. 72 Sector 5-B, Chandigarh with reference to his letter No. UT-70/4871 dated the 30th May, 1970 for information and necessary action.

Sd./-
Assistant Secretary,
for Home Secretary,
Chandigarh Administration.

APPENDIX XX

CHANDIGARH ADMINISTRATION

HOME DEPARTMENT

NOTIFICATION

The 23rd December, 1970

No 1201-IH(I)-70/30665 —In exercise of the powers conferred by section 12 of the Census Act, 1948 (Central Act No. XXXVII of 1948), the Chief Commissioner, Chandigarh, is pleased to authorise the District Census Officer, Chandigarh, to sanction the institution of prosecutions under the aforesaid Act.

Sd./-
S. N. BHANOT,
Home Secretary,
Chandigarh Administration.

No. 1201-IH(I)-70/ dated Chandigarh-17, the

A copy is forwarded for information and necessary action to the :—

(1) Deputy Commissioner, Chandigarh ;

(2) Executive Magistrate, Chandigarh Union Territory ;

(3) Divisional Forest Officer-cum-Block Development and Panchayat Officer, Chandigarh.

Sd./-
Superintendent Home-I,
for Home Secretary,
Chandigarh Administration.

No. 1201-IH(I)-70/ , dated Chandigarh-17, the

A copy is forwarded to the Controller, Printing and Stationery, Union Territory, Chandigarh. The above notification may please be published in the next issue of the Gazette of this Administration and 25 spare copies thereof supplied to this Administration for official use.

Sd./-
Superintendent Home-I,
for Home Secretary,
Chandigarh Administration.

No. 1201-IH(I)-70/30668 dated Chandigarh-17, the

A copy is forwarded to the Director of Census Operations, Union Territory, Chandigarh, House No. 1012, Sector 8-C, Chandigarh, with reference to his letter No. Census, UT-70/409, dated 28th November, 1970, for information and necessary action.

Sd./-
Superintendent Home-I,
for Home Secretary,
Chandigarh Administration.

APPENDIX XXI

Copy of Circular No. Census UT-71/280 dated the 1st March, 1971 from the Director of Census Operations, Union Territory, Chandigarh to all the Heads of the offices/Departments whose staff has been deployed on census duties.

Subject.—Census 1971—Canvassing of census schedules for actual count—concession in office working hours.

I have the honour to refer to Memo No. 1060/Census-71 dated the 5th February, 1971 on the subject cited above from the District Census Officer, Chandigarh and to say that the Enumerators and Supervisors deputed for census duties have represented that two hours relaxation in office hours will be inadequate to execute their census duties. I personally feel that in order to get through this great national task, it will be necessary for the persons put on census enumeration work to be given certain concessions in the matter of office attendance during the period that they are actually engaged on census enumeration work. Though the persons are generally expected to cover the areas allotted to them outside their office hours, in practice, an enumerator who attends to enumeration work in the morning may find it difficult to reach the office in time. Similarly, those attending to enumeration work in the afternoon may have to leave their offices early. In this connection some state Governments have already issued instructions that the officials engaged on census work will be considered as 'on official duty' and are permitted to be away from their office for half day from 10th of March to 3rd April, 1971. A copy of the Mysore and Andhra Government Order (Parts A and B of Appendix XXI) is enclosed for your information. Considering the importance of the census work the Prime Minister has also addressed the Chief Ministers of the States to extend various concessions like the postponement of examinations, etc. A copy of the Prime Minister's letter (Appendix XXI Part C) is also enclosed for your information.

I am, therefore, to request that half day relaxation in the afternoon or in the forenoon from 10th of March to 3rd April, 1971 (both days inclusive) may please be granted to the officials deputed for census duties so as to enable them in executing their census duties smoothly and efficiently.

APPENDIX PART A

GOVERNMENT OF MYSORE

Copy of letter No. RD 41 ETC., 69 dated the 25th January, 1971 from the Secretary to the Government of Mysore, Revenue Department, Mysore Government Secretariat, Vidhan Soudha, Bangalore, addressed to the Secretaries to Government ; The Divisional Commissioners of Divisions; the Heads of Departments ; the Deputy Commissioner of Districts; The Special Deputy Commissioners of Mandya, Bellary and Raichur Districts. The Superintending Engineers of Divisions; The Executive Engineers ; the Commissioners, Mysore City Municipality Mysore ; The Commissioner Bangalore, City Corporation, The Chairman, City Improvement Trust Board, Bangalore ; The Chairman, Hubli, Dharwar Municipal Corporation Hubli; The Commissioner, Mangalore City Municipality, Mangalore ; The Commissioner, Belgaum City Municipality, Belgaum; The Commissioner, Davanagere City Municipality Davanagere; The Chairman, City Improvement Trust Board Mysore.

Subject :—Census 1971—Change in dates of concessions in working hours.

Reference :—Government letter No. RD 41, ETC., 69, dated 8th January, 1971 letter No. CEN 83 EST 70 dated 13th January, 1971 from the Director of Census Operations in Mysore, Bangalore.

The Director of Census Operations in Mysore, has reported that the Census enumeration period has undergone a further change and that the period of enumeration will now be as follows :—

(a) The reference date will be 1st April, 1971.

(b) The enumeration will commence on 10th March, 1971 and end on 31st March, 1971.

(c) The houseless will be enumerated on the night of 31st March, 1971.

(d) The revisional round will take place on 1st, 2nd and 3rd April, 1971.

In view of these changes the Director of Census Operations in Mysore, Bangalore has requested orders for granting of concessions in working hours to those employed as enumerators and supervisors in census work. Accordingly the Government is pleased to direct that :—

(1) Those involved in the work of enumeration or supervision of Census work may be permitted to attend their respective offices only for half-a-day either in the mornings or in the afternoons in consultation with their official superior during the period from 10th March, 1971 to 30th March, 1971 (both days inclusive).

(2) All those involved in Census work may be permitted to be considered as on census duty exclusively from 31st March, 1971 to 3rd April, 1971 both days inclusive.

Copy to the Director of Census Operations, Mysore.

Copy to all Sections of the Secretariat.

APPENDIX XXI PART B

GOVERNMENT OF ANDHRA PRADESH ABSTRACT

CENSUS 1971—Enumeration work—Census Enumerators and Supervisors—Permission to attend office late and exemption from attending their normal duties—Granted.

GENERAL ADMINISTRATION (SELECTIONS—B) DEPARTMENT

G.O.Ms. No. 920 — Dated 30th November, 1970
Read the following :—

From the Director of Census Operations, Andhra Pradesh, Hyderabad Lr. No. 16157/Genl/70-6 dated 9-11-70.

ORDER

During the ensuing Census, certain Government employees will be appointed as Enumerators and Supervisors. They will be drawn from amongst the school teachers, employees of Municipalities and other local bodies and also from amongst State Government officials. The actual enumeration period will be spread over from 10th February, 1971 to 28th February, 1971 with a revisional second round from 1st March, 1971 to 3rd March, 1971 (both days inclusive). During this period each Enumerator will have to make house to house visit and enquire and collect the prescribed details about the persons residing in those houses. Each Supervisor will have to closely supervise the work of the enumerators. It is, therefore, felt to allow certain concessions to the enumeration staff in their routine office work.

The Government of Andhra Pradesh, therefore, accord permission to the personnel who are appointed as Census Enumerators and Supervisors in connection with the 1971 Census to attend office, school or institutions in which they are working, late by 2½ hours (i.e., upto 1.00 p.m.) from 10th February, 1971 to 28th February, 1971. The period of absence of the personnel selected as Enumerators and Supervisors for attending the Census Training classes shall be treated as on other duty.

These personnel are also exempted from attending their normal duties in their office school institutions for three days i.e., from 1st March, 1971 to 3rd March, 1971 (both days inclusive) during the revisional round.

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH).

Sd./-
S.A. QUALER,
CHIEF ELECTORAL OFFICER AND
ADDL. CHIEF SECRETARY TO GOVERNMENT.

To

All Collectors ; All Revenue Divisional Officers ; All Directors of Local Administration, A.P., Hyderabad ; The Board of Revenue, Andhra Pradesh, Hyderabad; The Director of Public Instructions, A.P., Hyderabad; All Heads of Departments ; All Departments of Secretariat ; The Commissioner, Municipal Corporation of Hyderabad ; All Municipal Secretaries through the Chairman and copy to the Director of Census Operations, A.P. Hyderabad.

APPENDIX XXI PART C

Copy of D.O. Letter No. 22-PMO/71 dated the 8th January, 1971 from the Prime Minister to the Governor of West Bengal and Chief Ministers of the States.

It has been brought to my notice that there will be difficulties in conducting the census enumeration just before the polling dates. The census enumeration may, therefore have to be held in March. The reference date will be 1st April, 1971.

I am told that in some States annual school examinations are held in March. In that case, teachers, who form a bulk of the trained enumerators, will go on vacation soon after the examinations are over, and this will upset the census programme. Therefore, it appears advisable to hold the examination in early April. I suggest that all examinations may be postponed to a date after about the 4th of April so that the census enumeration is completed in all respects by then.

The census operations are a massive national programme and your fullest co-operation is essential.

APPENDIX XXII

Copy of D.O. letter from Deputy Commissioner, Chandigarh to all the Heads of Departments/Offices whose staff has been employed on Census duty.

Subject.—Revisional Round by the Enumerators from 1st April, 1971 to 3rd April, 1971.

The Director Census Operations, Union Territory, Chandigarh, has already requested you to give half day relaxation from 10th March, 1971 to 3rd April, 1971 (both days inclusive) to the officials deputed for Census duties, *vide* his Circular letter No. CENSUS-UT-71/280 dated the 1st March, 1971. Government of India have now brought to our notice that since the enumerators will have to revisit every household, during the revisional round from 1st April, 1971 to 3rd April, 1971, and they would have to be on Census duty throughout the day, they may be permitted to do so for these three days. I am accordingly to request you kindly to allow the officials deputed for Census duties to engage themselves exclusively in Census work throughout the day on all of these three days, in addition to the half day relaxation already requested for from 10th March, 1971 to 3rd April, 1971.

2. All the officials concerned may be informed accordingly and the receipt of this letter may be acknowledged.

APPENDIX XXIII

STATEMENT INDICATING THE VARIOUS DATES ON WHICH THE FILM 'OPERATION CENSUS WAS SCREENED IN UNION TERRITORY, CHANDIGARH

Serial No. of the show	Date	Time	Venue	Remarks
1	2	3	4	5
1.	24-2-71	7.00 p.m.	Sector 19 Colony	
2.	25-2-71	7,00 p.m.	Sector 14 Colony	
3.	27-2-71	7.00 p.m.	Sector 27 Colony	
4.	1-3-71	7.00 p.m.	Sector 21-A Colony	
5.	2-3-71	7.00 p.m.	Sector 16 Colony	
6.	3-3-71	7.00 p.m.	Sector 27-B Colony	
7.	4-3-71	7.00 p.m.	Sector 12 Engineering College	
8.	6-3-71	7.00 p.m.	T.B.R.L. Sector 30	
9.	10-3-71	7.30 p.m.	Raj Bhawan, Haryana	
10.	11-3-71	7.30 p.m.	Engg. Regt. Kalka Road.	
11.	13-3-71	7.30 p.m.	Sector 28 Colony	
12.	14-3-71	7.30 p.m.	Sector 27-C Colony	
13.	16-3-71	7.30 p.m.	Sector 26 Colony	
14.	17-3-71	7.30 p.m.	Raj Bhawan, Haryana	
15.	18-3-71	7.30 p.m.	Sector 16 Colony	
16	19-3-71	7.30 p.m.	Bharat Sewak Smaj, Sector 24	
17.	21-3-71	7.30 p.m.	Sector 21-D, Colony	
18.	26-3-71	4.30 p.m.	Workers Education Centre, Sector 18	
19.	28-3-71	5.30 p.m.	Red Cross Hall, Sector 16	On the occasion of the Kashmiri Smaj Function
20.	29-3-71	7.30 p.m.	Sector 25, Labour Colony	

APPENDIX XXIV

Functionary	Name with designation	Medal
(1) Office of the Director, Census Operations, Union Territory, Chandigarh	1. Shri M. L. Sharma, Tabulation Officer	Silver
	2. Shri Raj Kumar, Statistical Assistant	Bronze
(2) Office of the District Census Officer, Chandigarh	1. Shri Mehar Singh, Census Assistant	Bronze
(3) Supervisors	1. Shri S. P. Chopra, Office of the Chief Resident Engineer C.P.W.D., Chandigarh Circle, Chandigarh	Silver
	2. Shri Mitter Singh Gandhi, Office of the Accountant General, Haryana, Chandigarh	Bronze
(4) Enumerators	1. Shri V. K. Kaushik, L.D.C., Office of the Accountant General, Haryana, Chandigarh	Silver
	2. Shri Dharam Paul, Clerk, Office of Home Secretary, Chandigarh Administration	Bronze
	3 Shri Hans Raj, Clerk Office of S.D.O., Maintenance, Civil Secretariat, Chandigarh	Silver
	4. Shri B. S. Rakesh, Clerk, Administrative Office, Panjab University, Chandigarh	Bronze
	5. Shri Darshan Singh, Clerk Executive Engineer, C.P. Division No. 3, Chandigarh	Bronze
	6. Shri Sham Singh, A.T.M., Office of the Superintendent incharge Telegraph, Chandigarh.	Bronze
	7. Shri Harkishan Singh, U.D.C., Office of the Chief Resident Engineer C.P.W.D., Chandigarh Circle, Chandigarh	Bronze

APPENDIX XXV

Budget Estimates for the year 1968-69 to 1970-71

Head of Account	Description	BUDGET ESTIMATES						ACTUAL EXPENDITURE		
		1968-69		1969-70		1970-71		1968-69	1969-70	1970-71
		Original	Final	Original	Final	Original	Final			
1	2	3	4	5	6	7	8	9	10	11
		Rs	Rs	Rs	Rs	Rs	Rs	Rs	Rs	Rs
A—Superintendence	A1. Pay of Officer	1,200	5,000	8,200	2,600	6,200	7,200	..	..	6,693·54
	Pay of Establishment	1,100	3,200	4,600	6,000	18,400	6,750	1,044	1,215·95	6,078·15
	D.A. & D.P.	800	3,700	6,300	4,900	12,900	7,300	861	1,084·30	6,408·93
	Other Allowances and Honoraria	100	300	300	1,000	3,500	1,300	118	362·85	862·90
	A2. Travelling Allowances	100	100	500	400	1,600	1,600	..	..	990·05
	A3. Other Charges	600	600	6,000	6,900	15,100	15,100	..	2,993·07	10,698·02
	A4. Grants in-Aid and Conts.	..	..	..	..	..	..	..	..	..
	A5. Interim Relief	..	..	..	..	..	2,000	..	..	1,707·35
	Total A—Superintendence	3,900	12,900	25,900	21,800	57,700	41,250	2,023	5,656·17	33,438·94
B—Enumeration	B1. Pay of Establishment	..	..	400	200	2,000	1,800	..	..	1,487·45
	D.A. & D.P.	..	..	600	300	3,200	1,650	..	..	1,372·10
	Other Allowances and Honoraria	..	..	100	100	200	400	..	..	313·05
	B2. Travelling Allowances	..	..	..	..	..	..	..	..	..
	B3. Honoraria to Enumerators	..	..	500	..	7,000	9,700	..	..	9,681·00
	B4. Other Charges	..	..	200	200	400	400	..	..	49·10
	B5. Interim Relief	...	..	...	...	...	450	...	...	333·15
	Total B—Enumeration	..	..	1,800	800	12,800	14,400	..	..	13,235·85
C—Abstraction and Compilation	C1. Pay of Officers	..	..	..	..	..	..	..	..	..
	Pay of Establishment	1,000	2,300	4,300	6,000	25,300	7,100	1,071	1,473·00	6,130·45
	D.A. & D.P.	700	1,600	3,400	4,400	16,400	4,850	861	1,183·70	4,310·90
	Other Allowances and Honoraria	100	300	800	1,700	4,400	1,050	105	442·90	766·10
	C2. Travelling Allowances	100	100	700	700	1,000	1,000	120	309·90	488·06
	C3. Other Charges	400	400	3,700	2,300	3,200	3,200	..	..	3,200·00
	C4. Interim Relief	..	..	..	..	..	..	1,300	..	928·55
	Total C—Abstraction and Compilation	2,300	4,700	12,900	15,100	50,300	18,500	2,157	3,409·50	15,824·05

APPENDIX XXV—*Concld.*

Head of Account	Description	BUDGET ESTIMATES						ACTUAL EXPENDITURE		
		1968-69		1969-70		1970-71		1968-69	1969-70	1970-71
		Original	Final	Original	Final	Original	Final			
1	2	3	4	5	6	7	8	9	10	11
D—Printing and Stationery	..	..	..	500	5,000	600	1,000	..	..	332·77
	Total (Non-Plan) ..	6,200	17,600	41,100	42,700	121,400	75,150	4,180	9,065·67	62,831·61
L—Registration, Promotion, Research and Population Studies	L1. Pay of Establishment	..	..	..	..	..	550	..	..	37·50
	D.A. & D.P. ..	..	..	..	..	..	500	..	..	30·50
	Other Allowances and Honoraria ..	..	..	..	..	..	150	..	..	6·25
	L2. Travelling Allowances	..	..	..	..	..	..	..	..	..
	L3. Other Charges .	..	..	..	..	..	200	..	..	..
	L4. Kaira Project ..	..	..	..	..	..	..	..	..	..
	L5. Interim Relief ..	..	..	..	..	..	100	..	..	4·50
	Total Registration, etc. or Plan ..	..	..	..	..	..	1,500	..	..	78·75
	Grand Total—Plan and Non-Plan	6,200	17,600	41,100	42,700	1,21,400	76,650	4,180	9,065·67	62,910·36

APPENDIX XXVI

Auditor General's Rules for the classification and record of Receipt and Expenditure in connection with the Census to be held under Indian Census Act, 1948, conveyed under R.G.I.'s D.O. letter, dated 21st March, 1959.

1. All the Census charges should be recorded under the Major Head "39—Miscellaneous, Social and Developmental Organisation under Demand No. 46—Census". The detailed classification in the accounts should follow the heads adopted in the Central Demands for Grants.

2. Only expenditure authorised by the Director should be billed for as a Central charge.

3. Pay and allowances of wholetime officers and any remuneration authorised to others for census work should be drawn on separate bills and charged direct to the Census grant under '39—Miscellaneous Social and Developmental Organisation—under Demand No. 46 Census.'

4. Travelling allowances authorised by the Director for debit to census operations should be drawn on separate bills and taken to the census grant under '39—Miscellaneous, Social and Developmental Organisation under Demand No. 46—Census.'

5. Postage and Telegraph charges on Census business should be drawn on separate bills and debited against the census Grant under '39—Miscellaneous, Social and Developmental Organisation under Demand No. 46—Census'.

6. Receipts and Recoveries of expenditure in connection with the census operations, such as sums recovered from Indian States and Municipalities: sale proceeds of paper and realisations from the sale of articles bought for census purposes, should be credited as receipts under the minor head "Census" to be opened under Major-Head "XXXVI—Miscellaneous Social Service Organisation Census."

7. When charges for Printing and Stationery are incurred, they should be treated as census expenditure and should be taken under Grant No. '39—Miscellaneous, Social and Developmental Organisation under Demand No. 46—Census—D—Printing and Stationery'.

8. All the bills for contingent expenditure on census work must be countersigned by the Director.

9. The Heads in the Central Demands for grants will be as follows :—

A. Superintendence

A1. Pay of Officer

Pay of Establishment

D.A. & D.P.

Other Allowances and Honoraria

A2. Travelling Allowance

A3. Other Charges

A4. Grants-in-Aid and Conts.

A5. Interim Relief

B. Enumeration

B1. Pay of Establishment
D.A. & D. P., Other Allowances and Honoraria

B2. Travelling Allowances

B3. Honoraria to Enumerators

B4. Other Charges

B5. Interim Relief

C—Abstraction and Compilation

C1. Pay of Officers
D.A. & D.P.
Other Allowances and Honoraria

C2. Travelling Allowances

C3. Other Charges

C4. Interim Relief

D—Printing and Stationery

L—Registration, Promotion, Research and Population Studies

L1. Pay of Establishment
D.A. & D.P., Other Allowances and Honoraria

L2. Travelling Allowances

L3. Other Charges

L4. Kaira Project

L5. Interim Relief

1934 DCO—Govt. Press, Chd.